REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA

A. Call to Order
The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:15 p.m., Wednesday, July 17, 2013, in Board Room 3060, President Shannon Honaker presiding.

B. Approval of Agenda
   1. Vice President Eckman made a motion to move Consent Agenda Item C (Deletion of Policy 4420A) to New Business, directly following New Business Item D (First Reading, New Policy and Procedure 4420A), and to approve both the Consent and Regular Agendas as revised. The motion was seconded by Trustee Baxter and was approved by vote.

Break for Public Hearing
Vice President Eckman made a motion to recess the regular meeting in order to enter into a Public Hearing for the Transfer of FY13 Funds. The motion was seconded by Treasurer Spicer and was approved by vote.

Public Hearing – Transfer of FY13 Funds

I. Call to Order
The public hearing for the Transfer of FY13 Funds was called to order at 7:17 p.m., Wednesday, July 17, 2013, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Vice President Kelsey gave a brief presentation on the proposed transfer of funds, stating that it is common to transfer funds from one area to another at the end of a fiscal year. Vice
President Kelsey stated that the public hearing was duly advertised and that an action item would be brought forth for Board consideration later in the meeting.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. None were forthcoming.

IV. Board Questions/Comments
President Honaker asked for clarification on the proposed transfer of funds, stating that Student Services encompasses many departments. Vice President Kelsey said that the over-expenditures could have come from numerous budget line items. Dr. Leach asked Vice President Freeze to expand on the reply. Vice President Freeze said that Athletics was one of the departments that were over-expended, stating that travel expenses for sports teams to travel to national tournaments were not budgeted. Vice President Freeze said the travel costs for national tournaments were over $30,000. President Honaker called for any questions or comments from the other Board members. Trustee Baxter asked what other expenditures were included in the proposed funds transfer. Vice President Kelsey said that one large expenditure would have been the off-schedule salary payment for Student Success Services department employees. Vice President Kelsey said that while the salary payment had been budgeted, it was not included in the Student Services area line items. Payments for employees of that department were expended against their departmental budget which created an over-expenditure of funds.

V. Adjournment
Trustee Boettcher made a motion to adjourn the public hearing and reconvene the regular meeting. The motion was seconded by Vice President Eckman and was approved by vote. President Honaker adjourned the public hearing.

Reconvene Regular Meeting

II. MINUTES
A. Approval
1. Vice President Eckman made a motion to approve the minutes of the June 13, 2013 meeting as presented. The motion was seconded by Trustee Baxter and was approved by vote.

III. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Spicer moved to ratify the Clearing Accounts as designated in the amount of $1,958,398.97 and the Electronic Transfers as designated in the amount of $350,163.44 for a grand total ratification of $2,308,562.41. The motion was seconded by Secretary Chadey and was approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>261078 through 261470</td>
<td>$1,158,851.75</td>
</tr>
<tr>
<td>Payroll</td>
<td>167266 through 167704</td>
<td>$375,482.77</td>
</tr>
<tr>
<td>Advices</td>
<td>026858 through 026980</td>
<td>$424,064.45</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$1,958,398.97</td>
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Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<table>
<thead>
<tr>
<th>From</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$313,032.95</td>
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Credit Card Payments to US Bank Corporate Payment System

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$37,130.49</td>
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<tr>
<td>A/C# 147497000116</td>
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<td></td>
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Bank to Bank Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Investment Transfers

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Electronic Funds Transfers $350,163.44

GRAND TOTAL FOR BOARD RATIFICATION $2,308,562.41

(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)

V. RECOMMENDED ACTION

A. Old Business

None

B. Consent Agenda

1. Authorization to Solicit Bids, Walking Track Improvements

The College’s nearly one mile long walking track was constructed in the early 1980s south of the main campus buildings. The track features a base of soft native “blow sand” in places and in other places a harder “road base” material. Located over the base material throughout the entire tract is a polypropylene copolymer material. On both sides of the walking track are 8” X 8” treated wooden ties. The polypropylene copolymer material has been problematic from the beginning. It was not designed for walking tracks and is particularly problematic on hills. This material is primarily used for tennis courts, outdoor basketball courts, and pool areas. The material on the walking track buckles up during hot weather. It does not lie down well on hills. The track material is a “high maintenance” issue for the College and creates liability issues as well due to trip hazards. The Administration has been working with JFC Engineers to come up with an alternative surface for the walking track. JFC has designed a walking track that features a sand base with the possibility of adding a stabilizing agent mixed in the sand. The existing “blow sand” would be removed and a specifically graded sand (available locally) would be brought in. The design is intended to result in a track that has a stable surface that requires minimal maintenance and that reduces the College’s liability. The polypropylene copolymer material would no longer be used. The Administration is recommending that the track improvements be done in phases. The first
phase involves about 25% of the track. The estimated construction cost without the stabilizing agent is $56,000. With the stabilizing agent, the estimated construction cost is $72,000. The Board will be given the bid results for review and action at the August meeting. It is anticipated that the work will be completed by mid-October.

Recommendation:
To authorize the Administration to solicit bids for walking track improvements as described.

2. Acceptance of Learning Center Grants
The Wyoming Community College Commission has notified the WWCC Learning Center that it will provide $79,514.37 (compared to $74,568.30 in FY 2013) through federal Adult Education and Family Literacy funds. The WCCC also awarded $17,582.42 ($15,000 in FY 2013) to the Learning Center for the federal Adult Education/EL Civics program. Additionally, the WWCC Learning Center has been awarded $138,854.68 (compared to $124,723.40 in FY 2013) in state funds. The grant awards for this fiscal year total $235,951.47. The funding period for these grants is from July 1, 2013 to June 30, 2014. Federal Adult Basic Education Grants provide yearly support for the ABE Program at WWCC. The funding is based on performance measures and the grant pays for full-time and part-time instructor salaries, professional development and educational supplies in Rock Springs, Green River, Pinedale, Afton, Kemmerer, and Bridger Valley. The El Civics Grant funds instructor salaries, materials and professional development for the English language literacy program. The state money will pay part-time instructor salaries, salary for a full-time ESL aide for the program and will also provide money for professional development, books, materials and other operating expenses.

Recommendation:
To accept the Learning Center Federal ABE Grant funds for $79,514.37, the El Civics grant of $17,582.42, the state funds of $138,854.68, and to grant the authority to spend the monies for the purposes specified in the grant proposals and increase the College's federal and state funds by that amount.

3. Deletion of Policy 4420A, Standards of Conduct for Fiscal Affairs (Moved to New Business)

4. Approval of Sole Source Purchase, Phone System Upgrades
The existing Cisco VoIP network system has served the college well in providing telecommunication services to employees, public entities and students. In an effort to provide additional services and features as well as replace some ailing equipment the system needs to be upgraded with newer technology. In addition to replacing some equipment, staff will need to be trained on new features. New features to be added include e911, location services, presence, disaster recovery and additional forms of communication such as online chats and remote access. These features have been identified by the Administration as high priority. Cisco has given preferred pricing to ISC Incorporated to provide pricing options for Western Wyoming Community
College to purchase new hardware and software as well as provide training sessions for WWCC staff on the new system. Two quotes were provided to the Board members; the first identifies the training sessions and labor needed to install the new system, the second quote identifies the cost of hardware and software to be purchased from Cisco.

Recommendation:
To authorize the administration to purchase ISC Project Services and on-site installation in the amount of $17,945.00 and to authorize the administration to purchase Cisco servers and Voice Server software in the amount of $60,847.33.

Vice President Eckman made a motion to approve the Administrative recommendations on the consent agenda. The motion was seconded by Trustee Baxter and was approved by vote.

C. New Business: **NOTE: Items are recorded in the order they were considered, regardless of their placement on the original agenda.**

1. **Transfer of FY2013 Funds**

   At the end of a fiscal year, it is often necessary to transfer budget funds from one or more program areas to one or more program areas in the Unrestricted Operating Fund. This is to ensure that a program area is not over-expended. A public hearing was held earlier this evening. The following FY 2012-13 Unrestricted Operating Fund budget transfer between the Instruction program area and the Student Services program area needs to be made:

<table>
<thead>
<tr>
<th>Area</th>
<th>Current Budget</th>
<th>Proposed Budget</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$11,530,737</td>
<td>$11,420,737</td>
<td>($110,000)</td>
</tr>
<tr>
<td>Student Services</td>
<td>$2,378,824</td>
<td>$2,488,824</td>
<td>$110,000</td>
</tr>
</tbody>
</table>

   Recommendation:
   To transfer FY 2012-13 Unrestricted Operating Fund Budget monies from the Instruction program area to the Student Services program area as depicted above.

   Vice President Kelsey gave an explanation of the proposed transfer. Vice President Eckman made a motion to transfer FY2012-13 Unrestricted Operating Fund Budget monies from the Instruction program area to the Student Services program area as described. The motion was seconded by Trustee Baxter and was approved by vote.

2. **Approval of Sole Source Purchase, Pool Filtration System**

   At the May meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the replacement of the filtration system for the swimming pool. The existing filtration system is 27 years old is not functioning properly and needs to be replaced. Since the May meeting, it has been determined that the filtration system the Administration desires to have installed cannot be bid, it is sold and installed only through regional authorized companies. There are three basic types of pool filtration systems: (1) Cartridge Filtration Systems; (2) Sand Filtration Systems; and (3) Diatomaceous Earth
Systems. The College’s current system is a diatomaceous earth system. The cartridge and sand filtration systems do not effectively filter out some single-celled organisms such as the protozoan cryptosporidium that causes severe gastrointestinal illnesses. The filtration system the Administration recommends purchasing is the DEFENDER FILTRATION SYSTEM manufactured by Neptune-Benson, Coventry, Rhode Island. The installer would be CEM Aquatics, Salt Lake City, Utah. CEM Aquatics is the only Neptune-Benson authorized installer in our region. The DEFENDER system is installed in hundreds of college and university pools and recreation center pools in the world and is widely recognized as a superb system. Locally, this system is installed in the Rock Springs Recreation Center pool and in the pool at Lyman High School. The total cost, including installation, is $119,005. The filter vessel and flex tubes are fully warrantied for ten years; all other parts are fully warranted (parts and labor) for five years. Major maintenance monies are budgeted and available to pay for this replacement pool filtration system. The system should be installed by the latter part of August.

Recommendation:
To approve the purchase and installation of the Defender Filter System (Model SP-41-48-1038) from CEM Aquatics, Salt Lake City, Utah, for the price of $119,005.

Vice President Kelsey gave an explanation of the proposed purchase. Secretary Chadey made a motion to approve the purchase and installation of the pool filtration system as described above. The motion was seconded by Trustee Boettcher. Trustee Roth asked if the new filtration system would continue to meet the needs of the pool for the foreseeable future. Vice President Kelsey said that it would. The motion was approved by vote.

Break for Public Hearing
Treasurer Spicer made a motion to enter into a public hearing for the One Mill Levy. The motion was seconded by Vice President Eckman and was approved by vote.

Public Hearing – One Mill Levy

I. Call to Order
The public hearing for the One Mill Levy was called to order at 7:31 p.m., Wednesday, July 17, 2013, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Dr. Leach gave a brief presentation on the history and purpose of the mill levy, stating that the levy is authorized by state statute and is utilized to pay for the regular support and operation of the college. Dr. Leach also said that all seven community colleges levy the authorized millage.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. None were forthcoming.
IV. Board Questions/Comments
President Honaker called for any questions or comments from the Board. Treasurer Spicer asked if the one mill funds are designated for specific purposes in the WWCC budget. Dr. Leach said that all mill levy revenue is credited to the One Mill Fund and is designated for specific programs such as Athletics and the operation of the swimming pool.

V. Adjournment
Vice President Eckman made a motion to adjourn the public hearing and reconvene the regular Board meeting. The motion was seconded by Trustee Baxter and was approved by vote. President Honaker adjourned the public hearing.

Reconvene Regular Meeting

C. New Business (Continued)
3. Approval of One Mill Levy, FY2015-16
In the 1990 Budget Session, the Wyoming State Legislature authorized community college Boards of Trustees to levy a tax of up to one mill on the assessed valuation of the district for the “regular support and operation of the College.” This tax can be levied at the discretion of the Board following a public hearing which must be held every other year. In June, 1990, the Board first authorized the levy for the 1990-91 and the 1991-92 fiscal years. Most recently, in July 2011, the Board authorized the levy for the 2012-13 and the 2013-14 fiscal years. Originally, the one mill tax was levied to allow the College to hire consultants to investigate problems with the physical plant, including architectural work and construction management. In FY 1990-91 and FY 1991-92, the great majority of the one mill fund was used for consultant fees, litigation and mediation. In more recent years, the majority of the one mill budget has been used for the following programs, although other programs exist as well:

• Plant Improvements
• Athletics
• Insurance and Lease Payments
• P.T.C.E. Support
• Financial Aid
• Selected Student Services
• Swimming Pool Operation

On June 15, 2013, the College advertised notice of a public hearing for the purpose of obtaining comments concerning the Board’s intent to levy the one mill tax. The public hearing was held at 7:30 p.m. this evening. All seven Wyoming community colleges levy this one mill tax each year. A sizeable percentage of the WWCC FY 2012-13 one mill revenues are designated for “recurring” expenditures. The One Mill Fund is a very important component of the overall funding strategy to meet the needs of the College.

Recommendation:
That the Western Wyoming Community College Board of Trustees approve up to a one mill levy for the 2014-15 and 2015-16 fiscal years with the income to be expended for the regular support and operation of the College.
Dr. Leach gave an explanation of the proposed mill levy, stating that the main presentation had been made during the public hearing earlier in the evening. Treasurer Spicer made a motion to approve a one mill levy for the 2014-15 and 2015-16 fiscal years as described above. The motion was seconded by Vice President Eckman and was approved by vote.

4. Employment Contract, Interim Director of Nursing

The position of Director of Nursing has become available due to a reorganization of departmental responsibilities. Ms. Kathy Luzmoor has been selected for the position of Interim Director of Nursing for the 2013 – 2014 academic year. Ms. Luzmoor holds an Associate’s degree in nursing from Michigan Technological University and a Bachelor’s degree in nursing from the University of Wyoming. Ms. Luzmoor also holds a Master of Science degree in Nursing from the University of Wyoming. Ms. Luzmoor has been employed at WWCC as an Instructor of Nursing for approximately 7 years. She currently holds the status of Assistant Professor of Nursing. Prior to this employment, Ms. Luzmoor was employed at Memorial Hospital of Sweetwater County as an RN-Case Manager. She had been employed at Memorial Hospital of Sweetwater County for 18 years. Ms. Luzmoor’s proposed contract details would be as follows: Annual Salary, $73,511.00 for an 11 month contract; Fund, Unrestricted Operating Fund; Rank is not applicable; Column Placement, Column II.

Recommendation:
The Board of Trustees approve the employment contract of Ms. Kathy Luzmoor of Green River, Wyoming for the position of Interim Director of Nursing for the period August 19, 2013 through June 30, 2014.

Vice President Flaim gave a brief explanation of the proposed employment contract. Trustee Boettcher made a motion to offer an employment contract to Ms. Kathy Luzmoor as described above. The motion was seconded by Trustee Baxter and was approved by vote.

5. Additional Remuneration, Degree Attainment

Ms. Heidi Brown has completed the course work and was awarded a Master of Science in Nursing – Nurse Educator Degree on May 11, 2013. Ms. Brown is currently employed by the College as an Instructor of Nursing. Ms. Brown is requesting this degree be considered for additional pay due to her educational achievement which is necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee who unanimously recommended approval and found her degree to be position related, therefore warranting additional remuneration.

Recommendation:
The Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Nursing – Nurse Educator Degree for Ms. Heidi Brown.
Associate Vice President Budd gave an explanation of the proposed additional remuneration. Secretary Chadey made a motion to approve additional annual compensation for Ms. Heidi Brown as described above. The motion was seconded by Vice President Eckman and was approved by vote.

6. Additional Remuneration, Degree Attainment
Ms. Patricia Nieters has completed the course work and was awarded a Master of Science in Nursing – Nurse Educator Degree on May 11, 2013. Ms. Nieters is currently employed by the College as an Instructor of Nursing. Ms. Nieters is requesting this degree be considered for additional pay due to her educational achievement which is necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee who unanimously recommended approval and found her degree to be position related, therefore warranting additional remuneration.

Recommendation:
That the Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Nursing – Nurse Educator Degree for Ms. Nieters.

Associate Vice President Budd gave an explanation of the proposed additional remuneration. Trustee Roth made a motion to approve the additional salary for Ms. Patricia Nieters as described above. The motion was seconded by Vice President Eckman and was approved by vote.

7. Additional Remuneration, Degree Attainment
Ms. Sunny Thomas has completed the course work and was awarded a Master of Science in Nursing – Nurse Educator Degree on May 11, 2013. Ms. Thomas is currently employed by the College as an Instructor of Nursing. Ms. Thomas is requesting this degree be considered for additional pay due to her educational achievement which is necessary to meet the minimum qualifications required by the position as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee who unanimously recommended approval and found her degree to be position related, therefore warranting additional remuneration.

Recommendation:
That the Board of Trustees approve additional annual compensation in the amount of $1640.00 for the completion of a Master of Science in Nursing – Nurse Educator Degree for Ms. Thomas.

Associate Vice President Budd gave an explanation of the proposed additional remuneration. Secretary Chadey made a motion to approve the additional salary for Ms. Sunny Thomas as described above. The motion was seconded by Vice President Eckman and was approved by vote.

President Honaker asked Associate Vice President Budd to congratulate the three nursing instructors on their accomplishment, stating that the Board is very
happy to see their progress. Vice President Eckman echoed the sentiment, saying that the achievement helps the program to move forward.

8. Employment Contract, Assistant Professor of Nursing

The Human Resources Office conducted a national search commencing in March 2013 to fill the position of Instructor/Assistant Professor of Nursing in Evanston, Wyoming. The Human Resources Office received 3 completed applications for this position. The Professional Standards Board conducted 2 interviews. The Professional Standards Board recommends that Ms. Shelly Tholl be offered this position. Ms. Tholl holds an Associate's Degree in Nursing from Laramie County Community College in Cheyenne, Wyoming; a Bachelor’s Degree in Nursing and a Master’s Degree in Nursing from the University of Phoenix. Ms. Tholl is currently employed as the Director of Case Management at Evanston Regional Hospital in Evanston, Wyoming. She has held this position for two years. Prior to this, she was employed as the Chief Quality Officer at Evanston Regional Hospital for three years. Ms. Tholl has 11 years of nursing experience. Ms. Tholl’s proposed contract details would be as follows: Annual Salary, $47,957.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Assistant Professor; Column Placement, Column I.

Recommendation:
To offer an employment contract to Ms. Shelly Tholl of Evanston, Wyoming for the position of Assistant Professor of Nursing for the period August 15, 2013 through May 16, 2014.

Vice President Flaim gave an explanation of the proposed employment contract. Treasurer Spicer made a motion to offer an employment contract to Ms. Shelly Tholl as described above. The motion was seconded by Trustee Boettcher. President Honaker expressed concerns at the salary offered. Vice President Flaim explained that the wage reflects the lack of classroom experience. President Honaker asked if the salary would be increased once the experience has been gained. Vice President Flaim said that current policy prohibits enhancing individual salaries outside of the rank and horizontal advancement process, other than for degree attainment. Trustee Roth suggested the Board review the policy as soon as possible. President Honaker asked that the policy be sent out to the Board as soon as possible. A lengthy discussion ensued regarding salaries, nine month contracts, summer teaching opportunities and pay rate. The motion was approved by vote.

Break for Public Hearing
Treasurer Spicer made a motion to recess the regular meeting to enter into a public hearing for the FY2014 BOCES Mill levy. The motion was seconded by Vice President Eckman and approved by vote.

Public Hearing – FY 2014 BOCES Mill Levy

I. Call to Order
The public hearing for the FY2014 BOCES Mill Levy was called to order at 7:50 p.m., Wednesday, July 17, 2013, in Board Room 3060, President Shannon Honaker presiding.
II. Presentation
Dr. Leach gave a brief presentation on the history and purpose of the BOCES mill levy. Dr. Leach stated that upcoming projects could impact the programs and revenue, such as the Alternative High School. Dr. Leach said that the close proximity could cause an increase in dual enrollment which would increase expenses as the BOCES mill levy funds the dual enrollment program.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. None were forthcoming.

IV. Board Questions/Comments
President Honaker called for any questions or comments from the Board. None were forthcoming.

V. Adjournment
Vice President Eckman made a motion to adjourn the public hearing and reconvene the regular meeting. The motion was seconded by Trustee Boettcher and was approved by vote. President Honaker adjourned the public hearing.

Reconvene Regular Meeting

C. New Business (Continued)
   9. Early Release from Contract, Jamie Young
Mr. Jamie Young tendered his resignation on July 9, 2013 with an effective date of July 29, 2013. Mr. Young began his employment at Western in August, 2001. Since then he served at various instructor levels in the Theatre programs. His current position is that of Director/Associate Professor of Theatre. Mr. Young tendered his resignation to accept other employment and is asking for an early release from his 2013 - 14 contract. Policy 4230B, Resignations. The administration supports Mr. Young’s request. The College greatly appreciates the work Mr. Young has done in the course of his employment and wishes him the best of luck in future endeavors.

Recommendation:
To approve Mr. Young’s request for a release from his 2013 - 2014 employment contract.

Vice President Flaim gave a brief explanation of the early contract release request. Treasurer Spicer made a motion to approve Mr. Young’s request for release from his contract as described above. The motion was seconded by Trustee Baxter. A short discussion ensued regarding program direction, theatre maintenance and creation of a job description to match the expectations. Dr. Leach said that due to the timing, an interim director will be named to allow for a national search without disrupting the program. The motion was approved by vote.

Break for Public Hearing
Vice President Eckman made a motion to recess the regular meeting to enter into a public hearing for the FY2014 Budget Adoption. The motion was seconded by Trustee Boettcher and approved by vote.
Public Hearing – FY 2014 Budget Adoption

I. Call to Order
The public hearing for the FY2013-14 Budget Adoption was called to order at 8:08 p.m., Wednesday, July 17, 2013, in Board Room 3060, President Shannon Honaker presiding.

II. Presentation
Vice President Kelsey gave a brief overview of the budget, highlighting various revenue and expenditure accounts. Vice President Kelsey stated that the budget was nearly identical to the draft brought before the Board earlier this year. Vice President Kelsey said that the legislature approved an off-schedule salary payment of up to 1% for the community colleges, and will provide $105,000 for the payment, but will leave the distribution of the funds to the discretion of the individual colleges. Vice President Kelsey said that a 1% payment would cost WWCC $145,000.

III. Public Questions/Comments
President Honaker called for any questions or comments from the public. None were forthcoming.

IV. Board Questions/Comments
President Honaker called for any questions or comments from the Board. Trustee Roth asked if the WCCC could establish more restrictions on the approved salary payment. Vice President Kelsey said that they could not establish more restrictions as the distribution of the funds have been left to the discretion of each college. Additional discussion occurred on salaries, rank & horizontal advancement and other salary enhancement programs.

V. Adjournment
Vice President Eckman made a motion to adjourn the public hearing and reconvene the regular meeting. The motion was seconded by Secretary Chadey and was approved by vote. President Honaker adjourned the public hearing.

Reconvene Regular Meeting

C. New Business (Continued)

10. FY2014 Budget Adoption
The Board of Trustees is required to adopt a Fiscal Year 2013-14 Annual Budget. A public hearing was held earlier this evening to gather public comments regarding this budget. The budget is ready for Board consideration/adoption. The Vice President for Administrative Services made a brief presentation at the public hearing portion of the meeting.

Recommendation:
To adopt the Fiscal Year 2013-14 Annual Budget as presented; and to approve the Resolution to Provide Income; and to approve the Expenditure Authority Resolution.

Vice President Kelsey gave a brief explanation of the proposed budget, stating that the in-depth presentation was conducted during the earlier public hearing. Treasurer Spicer made a motion to adopt the FY2014 budget as presented, to approve the resolution to provide income and to approve the expenditure
authority resolution. The motion was seconded by Trustee Baxter and was approved by vote with Trustee Roth voting “Nay”.

11. Approval of College-levied BOCES Millage

Western first decided to levy the optional one-half mill that is allowed by the Cooperative Educational Services statute, WS 21-20-110 (h) for FY08. The amount levied was .4 of one mill for one year. The intention was that the amount would not be levied again until all revenue was expended. The Sweetwater BOCES Board agreed to administer the funds on March 17, 2007 and the levy was approved by the WWCC Board of Trustees in April 2007. This levy covered the cost of the program for three years. In 2010-11 the request was adjusted to assess a much smaller millage on an annual basis to cover each year’s costs for these programs. WWCC levied .000225 of a mill to cover the cost of these programs in FY11 and 12. There continues to be some carryover to supplement subsequent year’s funding. The levy is utilized to pay for the Sweetwater County Graduate Scholarship, dual enrollment tuition for Sweetwater County high school students, the GED completion scholarship, transition to college seminar for GED students, 30% of the Peer Tutor Center budget, and salary and benefits and operating expenses for the high school transitions coordinator. The addition for FY14 will be dollars to help fund a stipend for the 16 to Succeed effort which will encourage students to complete a two-year degree in two years. The mill levy recommended is the same as that which was levied in FY12 and should generate $608,192. This amount is more than enough to cover the estimated enrollment and special programming initiatives.

Recommendation:
To approve the levy of .000225 of a mill for 2013-14 to fund the specifically defined items outlined in the budget which were provided during the public hearing earlier in this Board meeting.

Dr. Leach gave a brief explanation of the proposed BOCES millage, referring the Board members back to her earlier presentation during the public hearing. Trustee Boettcher made a motion to approve the BOCES millage as described above. The motion was seconded by Treasurer Spicer and was approved by vote.


The administration is proposing a new Conflict of Interest Policy and Procedure. This new policy and procedure will address the requirements currently outlined in Policy 4420A Standards of Conduct for Fiscal Affairs. Therefore, we request that the current Policy 4420A be deleted and replaced with the proposed Conflict of Interest Policy and Procedure currently before the Board to review.

Recommendation:
Delete Policy 4420A Standards of Conduct for Fiscal Affairs
The College currently does not have a comprehensive conflict of interest policy and procedure for employees. This is a requirement of the Higher Learning Commission and is a part of our accreditation. A policy needs to be in place prior to the site visit. This new policy and procedure has not been reviewed via the current process. It is the intent of the administration to have the policy and procedure go through the review process after the faculty return in the fall. The Conflict of Interest Policy and Procedure has been reviewed and approved by legal counsel from the Mountain States Employers Council. This policy and procedure will replace the current policy and procedure 4420A Standards of Conduct for Fiscal Affairs. The requirements contained in the current 4420A Standards of Conduct for Fiscal Affairs is contained in the new Conflict of Interest Policy and Procedure.

4420A Policy & Procedure - CONFLICT OF INTEREST
This proposed policy and procedure will outline board expectations for employees and their family members who may be faced with a conflict of interest concerning personal gains which are in conflict with the best interest of the College, the public and the taxpayers. The procedures identify the required reporting process in the event of a conflict or possible conflict of interest, as well as any possible College sanctions for employees in violation of the policy.

Recommendation:
None. For Discussion Only

Associate Vice President Budd gave an explanation of the requested policy deletion and replacement with the new policy and procedure. Associate Vice President Budd stated that no action would be required at the first reading. Vice President Eckman said that he was concerned about deleting the current policy without incorporating its specific prohibitions into the new policy and procedure. Vice President Eckman said that language in the proposed new policy and procedure does not actually prohibit undesirable actions but merely cautions against such actions. Trustee Boettcher said that while he agrees that the current language should not be deleted, he sees conflict of interest as a different issue than standards of conduct in fiscal affairs. President Honaker said that the new language could create the impression of trying to control or bind others outside the college. A discussion ensued on examples of infractions and what the Higher Learning Commission expects to see in a conflict of interest policy.

Vice President Eckman made a motion to table the deletion of the current policy 4420A. The motion was seconded by Treasurer Spicer and was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None
C. President/Staff
Dr. Leach reported that the recent Governor’s Safety and Workforce Summit held on-campus was a success and thanked everyone who helped with the event. Dr. Leach reported that 500 people registered for the event although less were in attendance.

Dr. Leach reported that the extended Executive Council would hold a 2 day retreat on July 22 and 23. Dr. Leach said that the council is not a representative body but is a decision making leadership group.

Dr. Leach reported that other upcoming events include a WACCT meeting on July 25, a WCCC meeting on July 26 and a Wyoming Executive Council retreat on August 1-2.

Dr. Leach reported that a recent Education Management Audit concluded that the P16 Council has no purpose or momentum and calls for a statewide group to oversee seamless integration between all educational levels. Trustee Roth said that the transition points haven’t been identified well enough to provide a reference point.

D. Trustee Questions/Topics
Secretary Chadey encouraged the Board members to attend a conference offered by BoardDocs in early September, stating that she attended the conference last year and found it to be very worthwhile.

E. Topics for Future Workshop Agendas
President Honaker asked to have a review of the Board’s budget and a discussion about the relationships with our service area BOCES organizations on the next workshop agenda.

F. Executive Session - Legal/Personnel
President Honaker asked if an Executive Session would be necessary. Dr. Leach said no.

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Room</th>
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<tbody>
<tr>
<td>July 17</td>
<td>Regular Board of Trustees Workshop</td>
<td>3071</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
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<tr>
<td>July 17</td>
<td>Regular Board of Trustees Meeting</td>
<td>3060</td>
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<tr>
<td>7:15 p.m.</td>
<td>Room 3060</td>
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<tr>
<td>Aug. 8</td>
<td>Regular Board of Trustees Workshop</td>
<td>211</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>GRC Room 211</td>
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<tr>
<td>Aug. 8</td>
<td>Regular Board of Trustees Meeting</td>
<td>207</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>GRC Room 207</td>
<td></td>
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<tr>
<td>Sept. 2</td>
<td>WWCC Holiday</td>
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<tr>
<td>Sept. 12</td>
<td>Regular Board of Trustees Workshop</td>
<td>3071</td>
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<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
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<tr>
<td>Sept. 12</td>
<td>Regular Board of Trustees Meeting</td>
<td>3060</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Room 3060</td>
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</table>
VIII. ADJOURNMENT
Having no further business to act on, President Honaker adjourned the regular meeting at 9:07 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

_______________________________
Kandy Frink

__________________________________
WWCC Board President

__________________________________
WWCC Board Secretary