REGULAR MEETING MINUTES
September 12, 2013

Trustees Present:
Shannon Honaker, President
George Eckman, Vice President
Lynne Chadey, Secretary
Tom Spicer, Treasurer
Richard Baxter
Dick Boettcher
Jim Roth

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Lou Flaim, VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services
Jami Anderson
Lori Paulson
Kaye Goicolea
Paul Murray
Ken Wilbert

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 7:32 p.m., Thursday, September 12, 2013 in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

B. Approval of Agenda
1. Trustee Boettcher made a motion to approve both the regular and consent agendas as presented. The motion was seconded by Trustee Roth and was approved by vote.

II. REPORTS
A. Associated Student Government
Ms. Bailie Crompton gave the monthly report on behalf of the ASG. Ms. Crompton reported that ASG only has 3 active members right now but that 20 senator petitions had been given out and the hope is that all of them are returned. Ms. Crompton said that ASG had hosted the Bongo Ball Mania event and a comedian so far this semester. Vice President Eckman asked for clarification on the senator petitions. Ms. Crompton explained it is an application and requires obtaining student signatures in support of the application. President Honaker said that ASG is vital to WWCC students and offered to help them in any way possible. The Board thanked Ms. Crompton for her report.

B. Paraprofessional Alliance
Ms. Kaye Goicolea gave a brief report on behalf of the Paraprofessional Alliance. Ms. Goicolea reported that the alliance had held a few meetings already and have communicated a desire for two representatives to attend each Board meeting. Ms.
Goicoela said that the annual picnic was a success although they are considering changing the date so that it does not occur during in-service. Ms. Goicoela said that the group is planning to participate in United Way’s Helping Hands Day and to increase its community involvement. Ms. Goicoela said that they also plan to have more involvement with the WWCC Senate.

C. WWCC Senate
Mr. Mark Rembacz gave a brief report on behalf of the WWCC Senate. Mr. Rembacz reported that the Senate approved a new constitution last spring and met twice over the summer to clarify the roles of the Senators and officers and also to update the associated procedures. Mr. Rembacz said that the Senate developed a form to document issues and resolutions. Mr. Rembacz also said that they had hosted a presentation during in-service that was well attended. Mr. Rembacz went on to say that a survey had been distributed about in-service. Mr. Rembacz reported that the Senate is continuing to work with Administration on Procedure 4220B. Mr. Rembacz said that the Senate wants to be part of the process on the professional salary restructuring. Mr. Rembacz also said that the Senate should have their AQIP action project completed by May. The Board thanked Mr. Rembacz for his report.

D. HLC Visit Update
Ms. Nish Ferrero gave an update on the upcoming site visit. Ms. Ferrero reported that the 3rd party comment ability is now active on the WWCC website and has been advertised through radio and newspaper ads and emails to employees. Ms. Ferrero said that the Federal Compliance report and the Quality Summary had been completed and that the others would be completed within the next two weeks. Ms. Ferrero said that after the reports are submitted, the focus will be on updating the website information, including the employee intranet, on the systems portfolio review and AQIP projects. Ms. Ferrero also said that she has had some feedback on the Senate AQIP project and will forward that information to the Board. The Board thanked Ms. Ferrero for her update.

E. Children’s Center
Ms. Amy Williamson, Director of the Children’s Center, gave the annual report for the center. Ms. Williamson reported that the Children’s Center served 232 children last year and had 44 parents of those children graduate from WWCC. Ms. Williamson said that the center concentrated last year on connecting with student parents and in particular the ANTS club (Association of Non-Traditional Students). Ms. Williamson reported that the monitors in the center are being used to broadcast announcements in order to educate parents on what their children do in the Children’s Center. Ms. Williamson said that a parent orientation has been implemented for this year along with assessment methods that show how students have progressed over the year. Treasurer Spicer asked what ages of children the center serves. Ms. Williamson said that 2-5 year olds are the main ages but the center will host school age children on those days when the schools are closed. Secretary Chadey asked how many children are enrolled at the center right now. Ms. Williamson said 128 children are enrolled. Trustee Baxter asked about the curriculum followed for the children. Ms. Williamson said that they concentrate on a creative curriculum and problem solving both in large and small group settings. Trustee Boettcher asked for information on safety procedures for injuries. Ms. Williamson said that an established protocol exists where the teacher will evaluate the severity of the injury, the parents are contacted, care is
given and an ambulance is requested if necessary. Trustee Boettcher asked if the center uses a reporting mechanism for injuries. Ms. Williamson said that yes, there are reporting forms that must be completed. President Honaker said that she is thrilled about the connections with parents. The Board thanked Ms. Williamson for her report.

F. Learning Center (Developmental Studies)
Ms. Jami Anderson, Director of Developmental Studies, gave the annual report on the Learning Center. Ms. Anderson reported that the Learning Center had a very busy year and that they are already at the limit on the numbers of hours the part-time staff are allowed to work per year. Ms. Anderson stated that the center served 613 students last year with 73% of those being from Rock Springs. Ms. Anderson reported that there are 40 new students in the ESL program this semester. Ms. Anderson said that the center will be implementing computerized GED testing by mid-October. Ms. Anderson also said that they are expanding online instruction for Outreach centers with Bridger Valley recently added and Carbon County #2 to be added soon. Ms. Anderson reported that the EL/Civics grant was very successful this year. Ms. Anderson also said that the writing lab was offered to students last year to have their papers checked and more than 400 students used the service. Ms. Anderson went on to say that in an effort to meet the goals set by House Bill 165, the Learning Center enrolled all students who scored a 50 or higher on their compass exam in one section of English 1010 and will track their progress. In other highlights, Ms. Anderson reported that the new Dad’s Making a Difference Grant begins October 1st, that it has been reorganized to allow women to participate and renamed Empowering Parents. Vice President Eckman said that he is very impressed with the access to the writing lab for student writing assignments and said that the Learning Center needs more help. Treasurer Spicer asked for an estimate on what percentage of remedial math course students are newly graduated high school students. Ms. Anderson said that more than 80% of the students enrolled in remedial math courses are newly graduated from high school. A short discussion ensued regarding high school math requirements and what the school districts are doing to ensure their graduates are prepared for college level work. President Honaker asked how many students were placed into English 1010. Ms. Anderson said 35 students were enrolled. President Honaker said that the Board would like to see year to year comparisons and complimented Ms. Anderson on helping these students, saying that we need to continue to target these populations that desperately need the remedial coursework. Trustee Baxter asked if all GED students take ABE coursework. Ms. Anderson said not all GED students require remedial coursework and that the state has mandated that we offer 2 levels of language courses and 2 levels of math courses which serve everyone from students who are at a 3rd grade level to those who just need a quick reminder and are able to quickly move on. The Board thanked Ms. Anderson for her report.

G. Western Celebrations
No report.

III. MINUTES
A. Approval
1. Secretary Chadey made a motion to approve the minutes of the August 8, 2013 meeting as presented. The motion was seconded by Trustee Boettcher and was approved by vote.
IV. FINANCIAL REPORTS/TRANSACTIONS

A. Clearing Accounts and Electronic Funds Transfers

Treasurer Spicer moved to ratify the Clearing Accounts as designated in the amount of $3,489,193.79 and the Electronic Transfers as designated in the amount of $422,402.06 for a grand total ratification of $3,911,595.85. The motion was seconded by Trustee Baxter and was approved by vote.

### Clearing Accounts

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<tr>
<th>Warrant Nos.</th>
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<tr>
<td>Vouchers</td>
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### Electronic Funds Transfers

#### Payroll Tax Payments to I.R.S.

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<tr>
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#### Bank to Bank Transfers

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#### Investment Transfers

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### Total Electronic Funds Transfers

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<tr>
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**GRAND TOTAL FOR BOARD RATIFICATION**

$3,911,595.85

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

V. RECOMMENDED ACTION

A. Old Business

1. **Second Reading, Select 3000 Series Policy/Procedure Revisions**

   Recently the Board of Trustees approved revisions to selected 3000 series policies and procedures. The second group of 3000 series is now ready for Board consideration. The policies and/or procedures being recommended for change listed below have been reviewed via the new process approved by the Board. First reading occurred at the August meeting of the Board of Trustees. The Board Policies and Procedures Committee met on September 10, 2013 to review the recommendations. Below is a brief discussion of each of the policies and/or procedures being recommended for change. Board members received three different layouts as follows:
   - The current version
   - The marked-up version showing the proposed changes
   - A “clean” copy of the version incorporating the proposed changes
3130 J Procedure RECEIPTING
This proposed change reflects the correct title of the Director of Finance and adds credit card, wire, ACH, or outreach payment as payment types.

3130 K Procedure BANKING
These changes reflect current practice, correct a title, and state that the College periodically seeks competitive proposals for centralized banking services.

3130 L Procedure INVENTORY/FIXED ASSET ACCOUNTING (Change from First Reading)
This change simply corrects a title.

3140 A Procedure INVESTING OF COLLEGE MONIES
These changes correct titles and formally state a long-held Board directive to the Administration that investments be made in Sweetwater County financial institutions.

3150 A Procedure BUDGET AVAILABILITY
This change eliminates the language involving a biennium budget approved by the Commission. Approving biennial budgets was eliminated a long time ago.

3150 B Policy & Procedure DAILY AND MONTHLY FINANCIAL REPORTS
These changes reflect that financial reports are now daily (on the intranet site) in addition to monthly reports. Moreover, a title was corrected and language was added indicating that the reports involve all funds of the College.

3150 C Procedure QUARTERLY FINANCIAL REPORTS
These changes reflect a title change and the fact that fund balances and actual versus projected expenditures are no longer a part of the quarterly reports.

3160 A Policy & Procedure REVIEW OF DEPARTMENTAL FINANCIAL TRANSACTIONS
This policy and procedure is being recommended for change primarily because the term “internal auditing” implies a “higher level” or “more sophisticated” type of review of financial transactions than what the Director of Finance & Controller would normally undertake to do. Thus, this change in wording from auditing to reviewing.

3160 B Policy & Procedure INDEPENDENT AUDITS
These changes reflect current practice now that the Board of Trustees has an audit committee.

3210 B Policy & Procedure PURCHASING PROCEDURES
These changes reflect a title correction and the fact that the College now has a purchase card system. Also, a new provision was inserted that addresses unauthorized debt and some additional language was added to reflect different types of allowable ways an order can be placed.
3410 A Procedure BLANKET INSURANCE COVERAGE
The primary change here involves the solicitation of insurance proposals. The word “bid” is really not applicable for insurance coverages due to the nuances and varying types of offered coverages by various insurance companies. Typically a consultant needs to carefully review all proposed policies to ensure all coverage requirements are met. The term “proposal” is more fitting for the nature of this purchase. Also, although the normal practice is to solicit proposals every three years, the language has been changed from “shall” to “should.” There are sometimes good reasons for not seeking proposals exactly every three years.

3410 B Policy & Procedure CRIME INSURANCE AND BONDING—OFFICERS AND EMPLOYEES
These changes add crime coverage to the policy and procedure and give the Board the specific opportunity to determine what amount of crime coverage is desired. Also the amount of the official bonds for the Board Treasurer and College President has been deleted and, again, the Board can specify the amount of the coverage desired.

3510 A Policy & Procedure AUTHORITY TO ISSUE PAYROLL WARRANTS
The Administration does not believe this policy and procedure is necessary and recommends it be deleted.

3510 B Procedure PAYDAY SCHEDULES
These language changes reflect current practice. Payday schedules for various categories of part time employees are established by Business Office policy.

3510 C Procedure SALARY DEDUCTION/REDUCTIONS
These language modifications address title changes and when payroll deductions are sent in.

3610 A Policy & Procedure APPROVED AUXILIARY ENTERPRISE OPERATIONS
These language changes reflect the fact that the Community College Commission no longer approves each College’s auxiliary enterprise operations. Language was added indicating that the Board of Trustees approves these operations. Language was also inserted regarding the self-supporting nature of auxiliary enterprise operations.

3610 B Policy SUBSIDIES
It is recommended that this policy be eliminated as the issue of subsidies to auxiliary enterprise operations is covered in Board Procedure 3610 A.

3710 A Policy & Procedure PHYSICAL PLANT IMPROVEMENTS
The Administration has determined that this procedure serves no useful purpose. The Board has never reviewed plans and specifications, per se, for construction projects. Plant improvements costing $50,000 or more must be approved by the Board pursuant to Board Procedure 3210 A.
3710 B Procedure  MOTOR POOL OPERATIONS
Some language additions and changes were made, including a statement that all drivers of motor pool vehicles must be approved to drive.

3910 G  Procedure  OFFICIAL SEAL
A minor change was made regarding exactly how the official seal is worded.

Recommendation:
To approve the recommended changes and eliminations to the selected 3000 Series Policies and Procedures as itemized herein.

Vice President Kelsey gave an explanation of the proposed policy and procedure revisions. Vice President Kelsey noted that revisions previously proposed for procedure 3130L have been changed and also that the Board’s Policy and Procedure committee asked for additional language in policy 3410A which has been added. Secretary Chadey made a motion to approve the recommended changes and deletions to the selected 3000 series policies and procedures as described. The motion was seconded by Treasurer Spicer.

Trustee Baxter asked why Policy 3510A was being recommended for deletion. Vice President Kelsey said that Administration believes it is unnecessary. Trustee Baxter asked if any investments were being made outside Sweetwater County at the present time, in reference to Policy 3140A. Vice President Kelsey said that no investments have been made outside Sweetwater County for at least 20 years. Trustee Boettcher asked if College investments have to be collateralized. Vice President Kelsey said yes, all deposits, investments, etc., must be collateralized and most out-of-state investors would not want to have to provide that collateral. The motion was approved by vote.

B.  Consent Agenda
1. Acceptance of Annual Financial Disclosure Letters
The 1997 Wyoming Legislature passed legislation, now codified as Wyoming Statute 6-5-118, which deals with conflict of interest associated with investments made by College officials. Included in the addendum are letters from the Board Treasurer, College President, Vice President for Administrative Services, and the Director of Finance & Controller which disclose the financial interest(s) the incumbents in these positions have with the financial institutions with which the College does or may do business. This disclosure must be made annually to the Board of Trustees.

Recommendation:
To acknowledge receipt of the letters as referenced above.

2. Increasing the FY 2014 Miscellaneous Restricted Fund and the Federal Fund Budgets
From time to time it is necessary to amend various fund budgets for various reasons. The funds listed below need to be increased to reflect the necessity to budget carryover monies from the FY 2013 budget.
Miscellaneous Restricted Fund (21 Fund)

State ABE Grant $ 3,017

Federal Fund (22 Fund)
Federal ABE Grant $ 2,379
EL Civics $ 6,585
TAA-CCCT $ 677,442
Gear Up $ 236,155
Dad’s Making a Difference $ 154,054
Perkins $ 16,200
Homeland Security $ 1,879
Gunnison Gorge $ 9,770
Total Federal: $1,104,464

Recommendation:
To increase the FY 2014 Miscellaneous Fund budget by $3,017 and to increase the FY 2014 Federal Fund budget by $1,104,464.

3. Authorization to Solicit Bids For Green River Center HVAC Apparatus
The Green River Center has an old HVAC condenser and an old HVAC evaporator (including heating and cooling coils) which need to be replaced. The College maintenance staff has determined that these units cannot be repaired any longer. The estimated cost to replace these units is $58,000. Major Maintenance funds are budgeted and available to cover the cost of these units. It is anticipated that the Board will consider these bids at the October or November meeting.

Recommendation:
To authorize the Administration to seek bids for the replacement of HVAC units for the Green River Center as described above.

4. Renewal of Ellucian Software Maintenance Contract
Ellucian provides the college’s Enterprise Resource Planning System (ERP) which is the administrative system for registration, admissions, financial aid, the business office and human resources. In order to receive software updates and upgrades necessary for the efficient operation of the software, it is necessary for the college to renew software maintenance contracts annually. These maintenance contracts are sole source and specific to the Ellucian software being supported.

Recommendation:
To approve the renewal of Ellucian software maintenance contracts FY 2013/14 in the amount of $56,110.

Trustee Baxter made a motion to approve the recommendations from Administration on the consent agenda. The motion was seconded by Secretary Chadey and was approved by vote.
C. New Business

1. First Reading, New Policy 6130A, Credit Hour Policy
Western has been doing review and clean-up of items in preparation for the Higher Learning Commission visit in October. The Federal Compliance Guidelines have been updated in the last year to include a requirement that each institution must have a policy on credit hours. This policy must discuss how we determine “seat” time and equivalencies for alternative delivery. Western has had guidelines in place and published in the College Catalog for many years but did not have them in Policy Format. We want to be fully compliant with HLC guidelines and Federal Compliance Requirements. The new policy for defining delivery options and associated credit was taken to the Policies and Procedures Committee, reviewed and approved on August 29, 2013. As a part of the policy review process, we will be further reviewing this and other policies in the 6000 series this year and this is a preliminary policy at this time. Additional changes may be forthcoming in the coming year as a wider audience gets to review these options and ensure that they are all-inclusive. This Policy will probably also be split into a policy statement accompanied by the procedure when new guidelines are in place.

Recommendation:
None, First reading only; No action required

Vice President Freeze gave an explanation of the new proposed policy, stating that it had previously been an administrative regulation. Vice President Freeze explained that the Higher Learning Commission requires a credit hour policy. Treasurer Spicer said that his understanding was that institutions were moving towards competency based credit rather than seat time. Vice President Freeze said that while things are moving in that direction, current evaluations are based on seat time. Trustee Roth asked if seat time equals class time. Vice President Freeze explained that class time is an instructional model while competency based credit is not since a student may prove competency at any time during the course of a class.

2. First Reading, Procedure 5250A, Requirements for Degrees and Certificates
Western has been doing review and clean-up of items in preparation for the Higher Learning Commission visit in Oct. Our graduation procedure required students to complete 14 credit hours in order to receive their degree from Western. The HLC requirement is now a minimum of 15 credit hours from the awarding institution. This does not have a significant impact on student success. In FY13, no student graduated with only 14 credit hours from Western. We want to be fully compliant with HLC guidelines and make sure that students have timely notice of the change in the minimum hours requirement. The procedure change to require 15 instead of 14 credit hours from Western for the degrees was taken to the Policies and Procedures Committee, reviewed and approved on August 29, 2013. As a part of the policy review process, we will be further reviewing this and other policies in the 5000 series this year so this is the only change being made at this time. Additional changes may be forthcoming in the coming year.
Recommendation:
None, First reading only; No action required

Vice President Freeze gave an explanation of the proposed revision, stating that the Higher Learning Commission has changed the requirements on the number of credit hours that must be taken from a degree granting institution. Vice President Eckman commented that the national higher education campaign of taking 15 credit hours per semester would force a WWCC student to take 18 credit hours during their last two semesters in order to fulfill the 64 credit hour requirement. Vice President Freeze said that WWCC’s campaign is ‘16 to Succeed’ which divides our 64 required credit hours into 4 equal semesters.

3. Use of College Facilities, Quilting Guild (Removed from Agenda)

4. Off-Schedule Payment to Full Time and Benefited Part Time Employees
The 2013 Wyoming Legislature passed legislation which appropriated funds to the Wyoming community colleges to be used to fund a “retention incentive payment” for those employees paid by state funds. The legislation provides that the distribution of the funds shall be determined by each college’s board of trustees and must be paid in October, 2013. Each college will receive a proportionate share of the appropriated funds according to established requirements. In the FY 2014 College budget, money is budgeted to pay a one percent of base salary one-time payment for full time and benefited part time employees. The cost of the payment will be paid for with a combination of “one time” state funds and from “one time” carry over funds from the College’s FY 2013 budget. The state funds will only pay for a portion of the total cost (perhaps only about 55%), while the College’s carryover funds will pay for the balance of the cost. The Administration recommends that the payment amount be one percent of base salary, or $300, whichever is higher [this is the same amount that was paid in April of this year for the 2nd installment of the one-time salary payment made in FY 2013]; that the payment be made on October 10, 2013; and that eligible employees include all full time and benefited part time employees who have been employed since September 3, 2013, and who are still employed as of October 10, 2013.

Recommendation:
To provide an off-schedule payment on October 10, 2013 in the amount set forth above to full time and benefited part time employees who commenced College employment not later than September 3, 2013 and who are still employed on October 10, 2013.

Dr. Leach gave an explanation of the requested off-schedule payment. Trustee Boettcher made a motion to provide an off-schedule payment as described above. The motion was seconded by Vice President Eckman. Trustee Baxter asked how much of the funding for the payment would be paid by the state. Vice President Kelsey said approximately $85,000 would be provided by the state which would be approximately 55-60% of the total cost. Trustee Roth asked if employees currently on academic or professional leave would still receive the payment. Dr. Leach said yes.
5. **Approval of Land Sale Resolution**  
In February, 2013, the Board of Trustees voted to place two parcels of land along College Drive up for sale. A minimum bid price for the two parcels combined was set at $140,000. The property was publicly advertised for sale. One bid was received, that being from Hilltop Properties, LLC. The bid amount was $160,000. On March 14, 2013, the Board voted to approve the bid subject to the conditions listed below. The bid was contingent on the property being rezoned from R-1 to B-2 and that the City award a conditional use permit. Both conditions have now been met. The College’s attorney, Galen West, has prepared for Board approval a Resolution and a Special Warranty Deed for signature. Mr. West indicates that all things are in proper order for the Board to act.

**Recommendation:**  
To approve the following Resolution:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO SELL TWO (2) PARCELS OF CERTAIN REAL PROPERTY AND PREMISES OWNED BY THE COLLEGE LOCATED ON COLLEGE DRIVE, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, TO HILLTOP PROPERTIES, LLC, A WYOMING LIMITED LIABILITY COMPANY.

Vice President Kelsey gave a brief explanation of the proposed land sale. Treasurer Spicer made a motion to approve the resolution authorizing the sale of two parcels of land as described above. The motion was seconded by Trustee Boettcher and was approved by vote.

The Human Resources Office conducted a national search in June and July to fill the position of Student Success Advisor: Career, Employment and Internship Specialist. The Human Resources Office received 33 completed applications for this position. The Professional Standards Board conducted 2 telephone interviews and 2 on-campus interviews. The Professional Standards Board recommends Ms. Sarah Clark be hired for this opening. Ms. Clark holds a Bachelor of Science Degree in Communications from Montana State University. Ms. Clark is currently serving as the Admissions Counselor at Western Wyoming Community College. She has held this position for two years. Prior to this, she was the Admissions Representative at Northwest Community College in Powell, Wyoming. She had held that position for three years. Ms. Clark’s proposed employment contract details would be as follows: Annual Salary, $50,557.00 for a 10 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

**Recommendation:**  
To offer an employment contract to Ms. Sarah Clark of Rock Springs, Wyoming for the position of Student Success Advisor: Career, Employment and Internship Specialist for the period October 1, 2013 through June 30, 2014.
Vice President Freeze gave an explanation of the proposed employment contract. Secretary Chadey made a motion to offer an employment contract to Ms. Sarah Clark for the position of Student Success Advisor: Career, Employment and Internship Specialist as described above. The motion was seconded by Trustee Baxter and was approved by vote.

7. Process Technology Certificate Program

Western Wyoming Community College (WWCC), Laramie County Community College (LCCC) and Casper College (CC) are partnering with statewide process technology businesses to implement a pilot Process Technology accelerated certificate program. This program addresses Wyoming Governor Matt Mead’s priority of improving safety within all of our state’s refineries. In cooperation with partners and industry, this program was developed to provide specialized workforce training at the three colleges, WWCC, LCCC and CC, which all serve refinery businesses. While the program is accelerated to support immediate industry hiring needs, it is also comprehensive and contains strong safety, electrical, mechanical and quality components which cross industry sectors. Workforce Services at WWCC is also collaboratively developing individualized training needs for Sinclair Refinery in Sinclair, Wyoming near Rawlins. LCCC and CC hope to award certificates in this program by the end of Fall 2013. Western will come onboard with the Sinclair training by Spring 2014. This specialized training will “dovetail” into the Process Technology Certificate. Western students who complete coursework through LCCC or CC in this program will have credits recognized for WWCC graduation. This is a certificate our oil and gas refinery partners need.

Recommendation:
To approve the pilot program for the Process Technology Certificate for offering Fall semester 2013.

Dr. Leach gave an explanation of the proposed accelerated certificate program as Vice President Flaim was called away. Secretary Chadey made a motion to approve the pilot program for the Process Technology Certificate as described above. The motion was seconded by Trustee Boettcher. Vice President Eckman asked for clarification on a statement in the pilot program information that said the instructor would be an adjunct instructor from industry while the full program doesn’t indicate an adjunct instructor. Dr. Leach said that the program will need instructors with real world experience and those will be hired from industry but adjunct instructors will be used as long as they meet WWCC qualifications. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   Mr. Paul Murray, Rock Springs Rocket Miner, asked for clarification on the different campus groups (ASG, Paraprofessional Alliance, WWCC Senate and Developmental Studies).
C. President/Staff

Dr. Leach stated that each Board member had been given postcards that WWCC is using in a new marketing effort. Dr. Leach said that the postcards are mailed once per month to elected officials, city council members, state senators and representatives, and other community leaders.

Dr. Leach reported that all WWCC faculty members, both full-time and adjunct, are now fully credentialed.

Dr. Leach reported that WWCC is moving forward with accreditation for the Nursing program through the Accreditation Commission for Education in Nursing (ACEN), previously called the National League for Nursing Accrediting Commission, Inc. (NLNAC). Treasurer Spicer asked what the timeline would be. Dr. Leach said that the self-study is due in December and we hope to have an answer in May, 2014.

D. Trustee Questions/Topics

After consulting with the other Board members, President Honaker stated that a special meeting would be held on Monday, September 16, 2013 at 1:00 p.m. in the Board Conference Room to consider approval of a resolution allowing the placement of lease revenue bonds to proceed.

E. Topics for Future Workshop Agendas

1. Facility Tours
2. BOCES Reports

F. Executive Session - Legal/Personnel

None.

VII. CALENDAR OF FUTURE EVENTS

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<th>Date</th>
<th>Event Description</th>
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<td>Sept. 12</td>
<td>Regular Board of Trustees Workshop</td>
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<td>Sept. 12</td>
<td>Regular Board of Trustees Meeting</td>
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<td>Oct. 3-5</td>
<td>ACCT Leadership Congress</td>
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<td>6:00 p.m.</td>
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<tr>
<td>Oct. 10</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
</tr>
<tr>
<td>7:15 p.m.</td>
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<tr>
<td>Oct. 17</td>
<td>WACCT Community College Conference</td>
<td>Laramie, Wyoming</td>
</tr>
<tr>
<td>Oct. 18</td>
<td>WCCC Meeting</td>
<td>Laramie, Wyoming</td>
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<tr>
<td>Oct. 23-25</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>HLC Site Visit</td>
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VIII. ADJOURNMENT

Having no further business to act on, President Honaker adjourned the regular meeting at 9:13 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