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 7:22 p.m., Thursday, November 14, 2013 in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

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

II. REPORTS
A. Associated Student Government
Ms. Cindy Davis gave a brief report on behalf of the Associated Student Government. Ms. Davis reported that a Christmas tree decorating contest will be held among all the student clubs on campus with a cash prize going to the winner. Ms. Davis also reported that upcoming events include a mentalist, and a pool party. Ms. Davis said that the ASG is considering an agreement with the student radio club to DJ all ASG dances, or to at least have the first opportunity. The Board thanked Ms. Davis for her report.

B. Paraprofessional Alliance
Ms. Lori Paulson gave a brief report on behalf of the Paraprofessional Alliance. Ms. Paulson reported that fundraising for the annual Para Pantry has begun and that donations are being accepted. Ms. Paulson said that part of the Pie Sale proceeds will be used for the effort and the organization plans on asking the hospital to consider
providing a few hot meals for students over the break as they did last year. Ms. Paulson reported that the Alliance will participate in a food drive in conjunction with the City of Rock Springs to benefit the Rock Springs Food Bank. Ms. Paulson also said that the focus for the Alliance will shift to more community service based activities. Ms. Paulson reported that in an effort to promote career development among the paraprofessionals, a literature rack has been placed near the Paraprofessional bulletin board with career development opportunity brochures. President Honaker asked how many boxes of food the Para Pantry provided last year and at what cost. Ms. Paulson said she believes it was 98 boxes and that each box costs approximately $14. President Honaker asked for an update at the December Board meeting on any shortfalls in the fundraising to provide this service. The Board thanked Ms. Paulson for her report.

C. WWCC Senate
Ms. Heidi Brown gave a brief report on behalf of the WWCC Senate. Ms. Brown reported that the Senate has recently reviewed the in-service survey results and has suggested some changes to the program. Ms. Brown stated that forums with each Vice President have been scheduled and that the Senate will be working on the Institutional Review Board, considering changes to course fees, continuing with the Great Teachers Seminar (GTS) series and will analyze the results of the Great Colleges to Work For survey. Ms. Brown then asked Mr. Aaron Jensen to give a report on the GTS series. Mr. Jensen gave a brief history of the GTS effort, stating that it is different than other professional development opportunities because it focuses specifically on teaching. Mr. Jensen said that Western’s version of the program has been operating for 2 years, with single-day sessions held during the first year and multi-day sessions being held this year. Mr. Jensen reported that the program has its own committee and the committee wants to broaden the influence of the program on campus. President Honaker asked what enticement faculty were being given to participate. Mr. Jensen responded that no enticements are given but committee members attend division meetings to promote the program. The Board thanked Ms. Brown and Mr. Jensen for their reports.

D. Support, Disability & Counseling Center
Ms. Kim Drane gave the annual report for the Support, Disability and Counseling Center. Ms. Drane reported that the center had been renamed from the Student Development Center to the Support, Disability and Counseling center to more fully describe the services offered. Ms. Drane said that a new part-time assistant had been hired for the center, and the relaxation room has been completed and is popular with both students and staff. Ms. Drane reported that the SDCC participates in the local chapter of the ‘Eye to Eye’ program which is a mentoring program at the high school level that teaches social skills to the learning disabled through artwork. Ms. Drane also reported that the SDCC provides workshops each year on topics such as test anxiety, plagiarism, and stress relief among others. Ms. Drane said that several events have been held in conjunction with the alcohol education program including an open mic night for students held once per month, the Lolla-No-Booza event, and a ‘mocktails’ event. Ms. Drane said that the open mic nights are becoming more and more popular, with 30 students attending the first event and more than 85 attending the most recent. Ms. Drane also said that 95% of students have completed the ‘My Student Body’ program which is an alcohol, drug and sex education program. Ms. Drane went on to say that 400 students participated in the various alcohol education events held during
October. President Honaker thanked Ms. Drane for her report and asked for more information on the academic advising done through the center. Ms. Drane said that most advising is done in the ACE IT center but the SDCC counselors serve as advisors for students on alert, and Mr. Zerger is an advisor for international students. President Honaker asked if any figures were available on the results for high risk students. Dr. Leach stated that it is difficult to measure any results with high risk students since most of them have multiple issues and it is difficult to establish a cause and effect relationship. Vice President Freeze added that we are working to develop measurements to track interventions and programs designed specifically for high risk students. Ms. Drane said that the SDCC does use a survey to measure student impressions on how helpful counseling is. Ms. Drane also said that WWCC has a Behavior Intervention Team (BIT) that tracks students of concern, and the MAPworks program also helps to identify students who are struggling. Trustee Baxter asked if more collaboration was needed between the ACE IT center and the SDCC. Ms. Drane said that the two centers already collaborate, with each referring students to the other. Vice President Freeze added that while research shows that all services need to be connected, there is a higher level of confidentiality needed in the SDCC. The Board thanked Ms. Drane for her report.

E. **Financial Aid**

Mr. Javier Flores gave the annual report for the Financial Aid office. Mr. Flores reported that the Financial Aid department added one position and filled two vacant positions during the last year. Mr. Flores also reported that the Financial Aid department presented at the freshman boot camp, held a fiscal responsibility session for the Freshman Experience course and gave a presentation to 9th graders on the Hathaway scholarship and eligibility requirements. Mr. Flores went on to say that financial awareness workshops were held in conjunction with the SDCC and the FAFSA frenzy event had double the attendance from the previous year. Mr. Flores also said that with the use of the WEBBE system, they hope to be able to identify gaps where needs are not being met. Mr. Flores reported that WWCC had its SOEG funding increased for the 2013-14 year which indicates that we are doing a good job with the funds. Mr. Flores also said that the HLC feedback for the Financial Aid department was all positive. Mr. Flores then highlighted various financial aid figures, referring Board members to a handout he provided. Dr. Leach said that the default rate on student loans is a national concern and efforts are being made to determine how that relates to student retention. President Honaker thanked Mr. Flores for the booklet on non-traditional student aid and said that she hopes the booklet is being distributed in the community. Trustee Boettcher commended Mr. Flores on a great report and asked what answer a student is given if they inquire at the information desk about the cost of attending. Mr. Flores said that he hopes the inquiry is directed to the Financial Aid department but that it is partly a financial aid question and partly an admissions question. Dr. Leach added that the whole Student Services division is currently working on mapping their processes which would encompass how those kinds of inquiries are handled. President Honaker said that potential students don’t understand the process and most are convinced that they need money in hand before applying for admission. The Board thanked Mr. Flores for his report.

F. **HLC Visit Update**

Ms. Nish Ferrero gave the Board an update on the results of the HLC visit in October. Ms. Ferrero reported that although the official report has not been received, the HLC
visitors did provide some feedback on their visit. Ms. Ferrero said they were impressed with our industry partnerships, and even more impressed with the students’ knowledge of the partnerships. Ms. Ferrero said that the visitors commended WWCC on our facilities, our program review process, our use of data and the level of student involvement. Ms. Ferrero reported that during the student interview portions of the visit, students struggled to come up with negative comments. Ms. Ferrero said that the visitors did have a few suggestions for improvement such as gaining NACEP accreditation for dual and concurrent curriculum, to communicate our success better and to watch our student loan default rate. The Board thanked Ms. Ferrero for her update.

G. Western Celebrations
President Honaker said that the Board had received a Thank You card from Chris Kennedy, thanking the Board for the off-schedule salary payment.

Dr. Leach invited Dr. Bud Chew to report on the recent INBRE presentations. Dr. Chew introduced two students who presented at the recent Western States Conference in Hawaii, who stated that they presented in groups of six with all other group members being PhD’s, and graduate students. The students thanked the Board for their support and the opportunities provided. President Honaker congratulated the students, stating that the Board is proud of them.

Dr. Leach reported that numerous students volunteered for the recent Cowboys Against Cancer fundraiser and served as “bid pals” on the silent auction. Dr. Leach said that some of the volunteers were computer science program students who created the website and took pictures of all the auction items. Dr. Leach also said that students from the Association of Non-Traditional Students (ANTS) helped the attendees use the handheld computers to track the auction items.

III. MINUTES
A. Approval
1. Treasurer Spicer made a motion to approve the minutes of the October 10, 2013 meeting as presented. The motion was seconded by Secretary Chadey 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 $3,275,834.71 and the Electronic Transfers as designated in the amount of $549,719.51 for a grand total ratification of $3,825,554.22. The motion was seconded by Trustee Baxter and was approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Vouchers</td>
<td>264286 through 265183</td>
<td>$2,129,989.67</td>
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<tr>
<td>Payroll</td>
<td>168941 through 169488</td>
<td>$426,455.59</td>
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<tr>
<td>Advices</td>
<td>027479 through 027860</td>
<td>$719,389.45</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$3,275,834.71</td>
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</tbody>
</table>

Electronic Funds Transfers

Payroll Tax Payments to I.R.S.
From | To | Amount
---|---|---
US Bank | EFTPS-CHICAGO USATAXPYMT | $396,789.21

**Credit Card Payments to US Bank Corporate Payment System**

From | To | Amount
---|---|---
US Bank | EFT US Bank CC Payments | $152,930.30

**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers

$549,719.51

**GRAND TOTAL FOR BOARD RATIFICATION**

$3,825,554.22

(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. **Early Retirement Health Insurance Premium**

   The College’s (new) Voluntary Early Retirement procedure provides that the College will pay for single health insurance premiums for early retirees to the same extent as paid to full time employees, provided the early retirement program is cost effective as defined in the procedure. Effective January 1, 2014, the health insurance premiums for all early retirees in the system are decreasing substantially. This is primarily due to the state changing the prescription drug coverage to a different program called “Medicare Generations Rx Prescription Drug Program” which is projected to save the system a significant amount of money. At the current time, the State of Wyoming pays 85% of the health insurance premium for active employees via a reimbursement to the colleges; however, for early retirees, the State of Wyoming does not reimburse the colleges for premiums paid on their behalf. Effective January 1, 2014, the monthly premium for single health insurance coverage for early retirees will be $752.48. (The premium payment is effective with the December, 2013 payroll.) The current premium is $854.95. The premium decreased by about 12.0%. The Voluntary Early Retirement procedure provides that the College will pay 85% of the premium, or $639.61, unless the plan is not cost effective in a given year. If the plan is not cost effective, then the College’s contribution will be reduced as necessary. For FY 2014 retirees, the College’s contribution will be at the maximum contribution of 85%.
Recommendation:
To decrease the College’s monthly contribution for single health insurance premiums for early retirees by $87.10, from $726.71 to $639.61.

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

C. New Business
1. Approval of Purchase, Security Control System Panel Upgrade
The College has had a Honeywell access control system for many years. The access control system monitors door access and provides security alarms for campus (and Green River) exterior doors and many interior doors. Over the years, the College has upgraded the system with new software. The last upgrade (upgraded to the Star 1 version) occurred about 10 years ago. The current system will lose Honeywell support on December 31, 2013. It is an outdated system and needs to be replaced. The proposed upgraded system is called the “PW6K” system and is the most current version that Honeywell provides for an installation pertaining to a facility like we have at Western, and, additionally, the system that will continue to be supported for many years to come. Although various companies sell the Honeywell access control system, Honeywell executives strongly recommend that the College have the company we have been working with for many years (BW Systems) sell us the system, install it, and program the software. The access control system is very specialized and the need for continuity of all the programming is critical to the system’s operation. The College has been informed that if a different dealer installs the system, the College would be greatly increasing the risk of incompatible programming. Thus, a “sole source” purchase from BW Systems is being recommended to the Board of Trustees by the Honeywell executives.

The turnkey cost to the College for this upgrade is $81,746. Major Maintenance funds for this project are budgeted and are available. (The State of Wyoming Construction Management Division was provided an estimate of $80,000 for this project in early September) This project is very high on the College’s major maintenance priority list.

Recommendation:
To authorize the purchase of Honeywell PW6K security access control panels for the College’s security access control system from BW Systems, Colorado Springs, Colorado, in the amount of $81,746.

Vice President Kelsey gave an explanation of the proposed purchase. Vice President Kelsey also explained that the proposed purchase was revised after it was discovered that the system originally recommended for purchase would not have software support after December of 2015. Vice President Kelsey stated that the system now proposed will have software support for the foreseeable future. Treasurer Spicer asked for clarification on the differences of the two systems. Vice President Kelsey stated that there is basically no difference in the systems other than the lower priced system will not be supported after December of 2015. President Honaker asked how long the higher priced system will be supported and how often maintenance visits are required. Vice
President Kelsey said that WWCC normally has several maintenance visits each year and that there is no guarantee on how long the system will be supported, but the company has assured him that they won’t significantly upgrade this software for at least the next 10-12 years. Trustee Baxter asked if the maintenance visits were due to problems. Vice President Kelsey said that most of the visits have been for routine maintenance. Secretary Chadey made a motion to authorize the purchase of Honeywell PW6K security access control panels as described above. The motion was seconded by Trustee Boettcher and was approved by vote.

2. Approval of Resolution, Complete College Wyoming
Each Wyoming community college is being asked to pass a resolution regarding their participation in the Community College Completion Goal. Therefore, the WWCC Board of Trustees is being asked to approve the following resolution:

**A Resolution Regarding Community College Completion**

Resolved:
The Western Wyoming Community College Board of Trustees officially endorses the following Wyoming community college completion goal: The Community College goal, established by Complete College Wyoming in October 2013, is to increase community college certificate and associate degree recipients by 5% annually, with a base year of 2011-12 and a time period of 10 years to end in 2021-22.

Trustee Roth gave an explanation of the proposed resolution. Trustee Roth made a motion to approve the resolution as presented. The motion was seconded by Treasurer Spicer and was approved by vote. Trustee Boettcher asked how much enrollment had increased in the past ten years. Vice President Freeze said that WWCC’s enrollment has increased approximately 51% in the last ten years.

3. Early Contract Release, Director of Children’s Center
Ms. Amy Williamson tendered her resignation with an effective date of December 13, 2013. Ms. Williamson has worked at the College for four and one half years. During this period, she served as the Director of the Children’s Center. Ms. Williamson tendered her resignation to accept other employment and she is asking for an early release from her 2013/14 contract. Policy 4230B, Resignations. The administration supports Ms. Williamson’s request. The College greatly appreciates the work Ms. Williamson has done in the course of her employment and wishes her the best of luck in her future endeavors.

Recommendation
To approve Ms. Williamson’s request for a release from her 2013/2014 employment contract.

Vice President Freeze gave a brief explanation of the requested contract release. Trustee Roth asked if a national search would be conducted for the position. Vice President Freeze said that national searches are always conducted for open professional positions. Trustee Baxter made a motion to
approve the early contract release request. The motion was seconded by Secretary Chadey and was approved by vote.

VI. INFORMATION/PROPOSALS

A. Visiting Delegations
   None

B. Questions/Media/Public
   Mr. Paul Murray from the Rocket Miner asked for clarification on several items.

C. President/Staff
   None

D. Trustee Questions/Topics
   None

E. Topics for Future Workshop Agendas
   1. Facility Tours
   2. BOCES Reports

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

VII. CALENDAR OF FUTURE EVENTS

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<tr>
<th>Date</th>
<th>Event</th>
<th>Room</th>
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<tbody>
<tr>
<td>Nov. 14</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Nov. 14</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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<tr>
<td>Nov. 20</td>
<td>Special Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Dec. 10</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Dec. 10</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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<td>Dec. 12</td>
<td>WACCT Meeting</td>
<td>Rock Springs</td>
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<td>TBA</td>
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<td>Dec. 12</td>
<td>WCCC Reception</td>
<td>Atrium</td>
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<td>TBA</td>
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<tr>
<td>Dec. 13</td>
<td>WCCC Meeting</td>
<td>Room 1309</td>
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<td>9:00 a.m.</td>
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<td>Dec. 23 -</td>
<td>WWCC Holiday Break</td>
<td>Campus Closed</td>
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<td>Jan. 2</td>
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VIII. ADJOURNMENT

Having no further business to act on, President Honaker adjourned the regular meeting at 9:01 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