REGULAR MEETING MINUTES
December 10, 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
Christian Clemmensen
Christopher Sheid
Chai Sanya Yeshler
Bailey Crompton

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 7:30 p.m., Tuesday, December 10, 2013 in Board Room 3060, Rock Springs Campus, President Shannon Honaker presiding.

B. Approval of Agenda
   1. Vice President Eckman made a motion to move Election of Board Officers to immediately follow Information and Proposals and to approve both the consent and regular agendas as revised. The motion was seconded by Secretary Chadey and was approved by vote.

II. REORGANIZATION/ELECTION
A. Election of Board Officers (Moved)

B. Setting Board Calendar
   President Leach explained that the Board is expected to establish a calendar of regular meetings for the upcoming year. Vice President Eckman made a motion to hold the regular Board meetings on the second Thursday of each month, with an exception for the state mandated budget meeting to be held on the third Wednesday of July. The motion was seconded by Trustee Roth and was approved by vote.

C. Selection of Official Newspaper
   President Leach explained that the Board needed to select an official newspaper, which would be used to advertise all meeting notices and other college related advertising. Administration has recommended that the Rock Springs Rocket Miner be selected as the official newspaper as it has the highest circulation in the area and is the
closest to a daily newspaper as is available. Treasurer Spicer made a motion to select the Rocket Miner as the official newspaper. The motion was seconded by Vice President Eckman and was approved by vote.

D. Board Assignments
Vice President Eckman made a motion to table Board Assignments. The motion was seconded by Trustee Boettcher and was approved by vote.

III. REPORTS
A. Associated Student Government
Ms. Bailey Crompton gave a brief report on behalf of the ASG. Ms. Crompton reported that ASG had recently hosted a Halloween dance and a mentalist. Ms. Crompton also said that the group held a Christmas tree decorating contest, and participated in the Rock Springs Light Parade. Secretary Chadey said that she had attended a portion of the mentalist’s show and was quite impressed. The Board thanked Ms. Crompton for her report.

B. Paraprofessional Alliance
Ms. DeeAnna Archuleta gave a brief report on behalf of the Alliance. Ms. Archuleta reported that 82 students have signed up to receive boxes of food through the Para Pantry. Ms. Archuleta said that 90 boxes will be assembled to accommodate any last minute additions. Ms. Archuleta said that the Alliance has raised $1,050 through fundraising activities and donations but will still be about $400 short. Ms. Archuleta also said that the Alliance has adopted six children from the Tree of Sharing and plans to spend approximately $100 on each child. Ms. Archuleta commended the fundraising committee on their excellent work this semester, saying that committee members Teresa Shafe, Jim Jones, Melanie Von Schriltz and Jean Gibbons did a tremendous job. Ms. Archuleta went on to say that the Alliance will participate in a two-day training in February. The Board thanked Ms. Archuleta for her report.

C. WWCC Senate
Mr. Christopher Sheid and Mr. Bill Bonini gave a brief report on behalf of the Senate. Mr. Sheid reported that the Senate is working on analyzing the data from the Great Colleges to Work For survey results and hopes to make recommendations to Administration once the data has been analyzed. Mr. Sheid also said that the Senate will be reviewing the PSB selection process. Mr. Sheid reported that the Senate Forums were all well attended and informative and will continue for the Spring semester. Mr. Sheid also said that the Great Teachers Seminar (GTS) series will continue in the Spring and will allow professionals to participate. Mr. Sheid went on to say that GTS will hold a retreat in the Spring. The Board thanked Mr. Sheid and Mr. Bonini for their report.

D. Marketing/Public Relations
Mr. Christian Clemmensen and Mr. Christopher Sheid gave the annual report for the Marketing and Public Relations division. Mr. Sheid reported that a 60 second commercial was recently filmed that will be edited and used in various marketing campaigns. Mr. Sheid said that Western has the rights to the video and may use it in any capacity we see fit. Mr. Sheid directed the Board members to a link provided to them where they can view the commercial. Mr. Sheid also said that the Marketing department works closely with Admissions and Financial Aid when producing
informational items and brochures. Mr. Sheid went on to say that WWCC’s Facebook page is gaining ground although we don’t have very many followers on Twitter. Mr. Sheid said that the department will continue to expand our presence on other social media platforms. Mr. Sheid also said that both the Radio Network and Wyo Radio have broadcast interviews with various campus groups including students.

Mr. Christian Clemmensen gave a brief report on his activities and plans as Webmaster. Mr. Clemmensen reported that he is currently working on redesigning Western’s website incorporating the latest technology in website design. Mr. Clemmensen said that the website content will be rearranged and the new technology will allow analysis of what causes users to exit the site. Mr. Clemmensen also said that Western will start using a new domain name soon of ‘westernwyoming.edu’ although the current domain will remain active for quite a while to ensure a smooth transition. A short discussion ensued regarding website appearance consistency, server platforms used and how we measure the effectiveness of various marketing campaigns. Mr. Clemmensen said that the new server will allow us to better track website traffic. The Board thanked Mr. Sheid and Mr. Clemmensen for their report.

E. Western Celebrations
Dr. Leach reported that the Comprehensive Policy Review project is underway and that the consultants were on campus on December 9, 2013. Dr. Leach said that the meetings went well and the consultants were able to meet with several different groups. Dr. Leach also said that an open forum was held for all employees to meet with the consultants.

Dr. Leach reported that the Strategic Enrollment Management project is underway and more information will provided at a future Board workshop.

Dr. Leach reported that Governor Mead will be on campus on January 13, 2014 for the ribbon cutting on the Workforce Training Center. Dr. Leach said that more information will be provided once it is available.

IV. MINUTES
A. Approval
   1. Trustee Roth made a motion to approve the minutes of the November 14, 2013 meeting as presented. The motion was seconded by Trustee Baxter and was approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
   Treasurer Spicer moved to ratify the Clearing Accounts as designated in the amount of $2,923,447.50 and the Electronic Transfers as designated in the amount of $366,124.11 for a grand total ratification of $3,289,571.61. 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>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>265184 through 265681</td>
<td>$1,999,043.66</td>
</tr>
<tr>
<td>Payroll</td>
<td>169489 through 169959</td>
<td>$282,352.04</td>
</tr>
<tr>
<td>Advices</td>
<td>027861 through 028056</td>
<td>$642,051.80</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$2,923,447.50</td>
</tr>
</tbody>
</table>
Electronic Funds Transfers

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$306,583.75</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFT US Bank CC Payments</td>
<td>$59,540.36</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank to Bank Transfers**

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

**Investment Transfers**

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

**Total Electronic Funds Transfers**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$366,124.11</td>
</tr>
</tbody>
</table>

**GRAND TOTAL FOR BOARD RATIFICATION**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,289,571.61</td>
</tr>
</tbody>
</table>

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

B. **Audit Report**

Each year the College is required by law to have a CPA firm perform an audit of the College’s financial transactions and related matters. The Board has a contract with the firm Eide Bailly (formerly Hansen, Barnett, & Maxwell), to perform audit services for the fiscal years ending June 30, 2013 and 2014. The audit has been completed. The Board participated in a workshop prior to the meeting to consider the auditor’s findings. The Board Audit Committee met on November 20th to discuss the audit with management and with a representative of Eide Bailly. Individuals attending the committee meeting were board members Dr. Tom Spicer, Audit Committee Chair, Shannon Honaker, & Lynne Chadey. Others in attendance were Dr. Karla Leach, Wm. Marty Kelsey, and Debbie Baker. The Board was provided with the Audit Report, the Administration’s response to the Audit Report, and two letters to the Board from the audit firm. The Board needs to take action to accept the Audit Report.

**Recommendation:**

To accept the FY 2012-13 Audit Report as presented.

Treasurer Spicer made a motion to accept the FY 2012-13 Audit Report as presented. The motion was seconded by Trustee Boettcher and was approved by vote.

VI. **RECOMMENDED ACTION**

A. **Old Business**

None

B. **Consent Agenda**

1. **Increasing the Unrestricted Designated Fund Budget**

   From time to time it becomes necessary to increase various budgets during a fiscal year. It is necessary to increase the Unrestricted Designated Fund
budget due to carryover monies from FY 2013 that need to be budgeted and spent in FY 2014. Below are the accounts in the Unrestricted Designated Fund budget that need to be increased.

<table>
<thead>
<tr>
<th>Account</th>
<th>Original FY 2014 Budget</th>
<th>Proposed FY 2014 Budget</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>170612 Adult Learning</td>
<td>$ 9,750</td>
<td>$ 16,170</td>
<td>$ 6,420</td>
</tr>
<tr>
<td>510416 Assessment</td>
<td>$ 49,528</td>
<td>$ 58,694</td>
<td>$ 9,166</td>
</tr>
<tr>
<td>510417 Comp. Operations</td>
<td>$166,565</td>
<td>$214,423</td>
<td>$ 47,858</td>
</tr>
<tr>
<td>510504 Outreach Services</td>
<td>$ 56,252</td>
<td>$ 98,619</td>
<td>$ 42,367</td>
</tr>
<tr>
<td>510505 Technology Support</td>
<td>$178,613</td>
<td>$293,165</td>
<td>$114,552</td>
</tr>
<tr>
<td>530410 Counseling/Testing</td>
<td>$ 6,277</td>
<td>$ 17,853</td>
<td>$ 11,576</td>
</tr>
<tr>
<td>550540 Orientation</td>
<td>$ 17,744</td>
<td>$ 31,135</td>
<td>$ 13,391</td>
</tr>
<tr>
<td>560717 Records Admin.</td>
<td>$ 40,204</td>
<td>$ 49,872</td>
<td>$ 9,668</td>
</tr>
<tr>
<td>585000 Student Recog.</td>
<td>$ 4,586</td>
<td>$ 13,669</td>
<td>$ 9,083</td>
</tr>
<tr>
<td>720803 Rentals</td>
<td>$ 30,000</td>
<td>$110,516</td>
<td>$ 80,516</td>
</tr>
</tbody>
</table>

Total Proposed Budget Increase: $344,597

Recommendation:
To increase the FY 2014 Unrestricted Designated Fund budget by $344,597, from $1,019,391 to $1,363,988.

Treasurer Spicer made a motion to approve 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 Early Retirement Request, Vickie Pederson-Thienpont

Board Procedure 4230 E provides for voluntary early retirement for eligible full time WWCC employees. Regarding Board consideration of early retirement applications, the procedure states: “The Board will make a decision on each completed application not later than the regular Board meeting in February of a given year…”. Vickie Pederson-Thienpont has been employed by the College as a Custodian II since October, 1999. She has applied for voluntary early retirement effective in February, 2014. She meets all eligibility requirements. Her last day of employment is scheduled for January 31, 2014. The Administration is anticipating receiving at least one other application for voluntary early retirement by the application deadline of January 21, 2014.

Recommendation:
To approve voluntary early retirement for Vickie L. Pederson-Thienpont, effective February 1, 2014.

Vice President Kelsey gave an explanation of the early retirement request. Secretary Chadey made a motion to approve the request for early retirement. The motion was seconded by Vice President Eckman and was approved by vote.
2. Authorization to Retain the Services of Plan One Architects to Provide Architectural Services Associated with the Re-Purposing of the Wrestling Practice Room and the Athletic Weight Room

As a part of the College’s master plan, the wrestling practice room and the athletic weight room are scheduled to be re-purposed into regular classrooms. It is anticipated that they will be used in the STEM (science, technology, engineering, math) programs of the College. These rooms should be completed in time for the Fall, 2014 semester. The rough cost estimate recently prepared by Plan One Architects reveals that the construction cost and the architectural costs will be quite a bit higher than first estimated by the College. This is due primarily to the very large HVAC ducts in the wrestling practice room that need to be re-engineered and moved in order for the space to be used as a classroom. Due to the complexity of the HVAC modifications, the mechanical engineering fee represents a significant portion of the total fee. Attached is the architectural proposal from Plan One Architects. Of the proposed $50,000 fee, $15,000 is for the mechanical engineer (Associated Construction Engineering, Inc.). The current, rough estimate for the construction cost for both rooms is $430,000. Although this is much higher than the earlier estimate prepared by the College, the Administration has set aside in construction budget planning a rather significant project contingency which is designed to cover situations like this. The overall construction budget will be able to absorb this additional cost. This project is planned to be bid out this coming spring, with construction to commence in May, 2014.

Recommendation:
To enter into an architectural agreement with Plan One Architects to provide architectural services in connection with re-purposing the wrestling practice room and the athletic weight room as described herein.

Vice President Kelsey gave an explanation of the proposed architectural agreement. Treasurer Spicer made a motion to enter into an architectural agreement with Plan One Architects as described, adding that the use of the room will be reconsidered due to the estimated cost of construction. The motion was seconded by Trustee Baxter. Treasurer Spicer asked why the HVAC systems will increase the construction costs. Vice President Kelsey explained that the ducts in the room currently hang lower than would be acceptable in a classroom and will have to be removed, requiring re-engineering of part of the HVAC system. Trustee Boettcher asked what the impact would be if the ducts were not removed. Vice President Kelsey said that it would result in the loss of at least half the usable space in the room. Trustee Roth asked if the room could be used for something other than classroom space that would not require removal of the ducts. Vice President Kelsey said that while additional storage space is always in demand on campus, this room was identified as classroom space during the Master Planning process. Dr. Leach commented that while use of the room can and will be reconsidered, we will still need the expertise of the engineer. Vice President Eckman clarified that the Board is only being asked to approve the Architectural agreement and not the actual construction costs at this point. The motion was approved by vote.
The Human Resources Office conducted a national search commencing in September 2013 to fill the position of Admissions Counselor. The Human Resources Office received 28 completed applications for this position. The Professional Standards Board conducted 4 telephone interviews and 2 on-campus interviews. The Professional Standards Board recommends that Ms. Erin Grey be offered this position. Ms. Grey holds a Bachelor of Science degree in Business from the University of Phoenix and a Master of Science Degree in Marriage and Family Therapy from Argosy University. Ms. Grey is currently employed at Davis Applied Technical College in Kaysville, Utah as a Student Recruiter. Ms. Grey has over five years of Admissions Counseling experience. Ms. Grey’s proposed contract details would be as follows: Annual Salary, $60,668.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

**Recommendation**
To offer an employment contract to Ms. Erin Grey of Ogden, Utah for the position of Admissions Counselor for the period of January 6, 2014 through June 30, 2014.

Vice President Freeze gave an explanation of the proposed employment contract. Vice President Eckman made a motion to offer an employment contract to Ms. Erin Grey as described. The motion was seconded by Treasurer Spicer. Trustee Baxter asked if a Master’s Degree in Marriage and Family was appropriate for the position. Vice President Freeze said that the position requires a bachelor’s degree and that the Master's was not included in the initial placement considerations. Trustee Baxter asked if an online education would provide the skills needed for the position. Vice President Freeze said that the candidate has five years of experience in Admissions Counseling. The motion was approved by vote with Trustee Baxter voting ‘Nay’.

4. **Approval of Early Retirement Request, Crystal Radke**
Board Procedure 4230 E provides for voluntary early retirement for eligible full time WWCC employees. Regarding Board consideration of early retirement applications, the procedure states: “The Board will make a decision on each completed application not later than the regular Board meeting in February of a given year...”. Crystal Radke has been employed by the College as a faculty office assistant since November, 1981. She has applied for voluntary early retirement effective in July, 2014. She meets all eligibility requirements. Her last day of employment is scheduled for June 13, 2014. The Administration is anticipating receiving at least one other application for voluntary early retirement by the application deadline of January 21, 2014.

**Recommendation:**
To approve voluntary early retirement for Crystal J. Radke, effective July 1, 2014.

Vice President Kelsey gave an explanation of the early retirement request. Secretary Chadey made a motion to approve voluntary early retirement for
Crystal Radke as described. The motion was seconded by Trustee Roth and was approved by vote.

5. Design Policy, College View Commercial Park
In January, 2006, the Board of Trustees approved the Design Policy which is used by the College’s Architectural Review Committee, among others, to determine if proposed buildings in the College View Commercial Park meet design standards as set forth in the Policy. The Architectural Review Committee is established in the protective covenants. The membership of this Committee, as set forth in the protective covenants, consists of the President of the Board of Trustees, the College President, and the Vice President for Administrative Services. Dr. Leach has suggested that the Board Real Estate Committee function in place of the Architectural Review Committee. The protective covenants make reference to a design policy which may be adopted by the Committee and the Board of Trustees. Members of the Board Real Estate Committee have been discussing the Design Policy, especially in light of the fact that the policy specifies a minimum of a three foot wainscot of masonry or stone at the bottom of each building. Currently, the owners of Lot 9 are desirous of constructing a medical office building, but are concerned about the wainscoting provision. The protective covenants do not specify the wainscoting requirement, other than by reference to the Design Policy. The Design Policy can be modified at any time by the Architectural Review Committee and the Board of Trustees.

Recommendation:
To be determined by the Board. Trustee Boettcher will lead a discussion regarding this topic.

Trustee Boettcher gave a brief history on the Design Policy, stating that they are separate from the Protective Covenants. Treasurer Spicer said that there are actually two issues, the first being the design requirements and the other being the charge and membership of the Real Estate Committee versus the Architectural Design Committee. A discussion ensued regarding the purpose of the wainscot requirement. The Board invited Mr. and Mrs. Yeshler to speak on the issue. Mr. Yeshler said that they are very cognizant of the desired aesthetic quality of the building. Mrs. Yeshler said that the wainscot requirement is not a structural issue but rather a cosmetic one and it does not lend itself to the building they have envisioned. Mrs. Yeshler asked the Board to reconsider the wainscoting requirement. Treasurer Spicer asked if the design policy and protective covenants had been provided to the architect hired by the Yeshler’s. Mrs. Yeshler said that the architect was provided with the documents. Treasurer Spicer asked why the architect chose to ignore the requirements. Mrs. Yeshler said she was unsure why the architect designed a building that did not meet the requirements. Vice President Eckman said that the wainscoting requirement serves as a protective barrier for the building as well as enhancing the appearance. Vice President Eckman also said that in his opinion, the architectural design committee should be able to approve a design if the spirit of the design policy is met. Trustees Roth and Boettcher both agreed that while the proposed building is attractive, it does not meet the design requirements.
Treasurer Spicer commented that the architect’s apparent dismissal of the design requirements is troubling. Trustee Boettcher said that the Board needs to decide if it wishes to uphold the requirement, revise the design policy or give an exception to the wainscot requirement. Trustee Boettcher also said that the design policy is vague and one existing building only has the wainscot on three sides rather than the four sides required in the policy. Trustee Roth made a motion to suspend the wainscot requirement for Lot 9 of the College View Commercial Park. The motion failed with a unanimous ‘Nay’ vote. A discussion ensued regarding the changing the policy, the architect’s lack of respect for the established requirements and the protective covenant specification of the membership of the Architectural Review committee. The Board asked the Real Estate Committee to reconsider the issue, stating that perhaps a compromise can be reached that will satisfy both parties and not delay construction of the Yeshler’s building.

6. **Real Estate Brokerage Agreement**

The College has previously entered into an agreement with Brokerage Southwest, a Rock Springs licensed real estate broker, to market the College’s commercial lots in the College View Commercial Park. Several months ago, the Board of Trustees decided to not renew the agreement. An out-of-state developer has expressed interest in Lot 2 in the College View Commercial Park. The Administration has worked with Trustee Dick Boettcher, Chair of the Board Real Estate Committee, regarding how best to go forward with this potential sale. At the suggestion of Mr. Boettcher, the Administration contacted Brokerage Southwest regarding a limited agreement to act as a broker for this potential sale. The Board was provided with a proposed agreement between the College and Brokerage Southwest. The agreement specifies that should the College and the potential buyer of Lot 2 agree on a sales price, and the sale is finalized, the broker would earn a one percent (1%) fee (1% of the sales price). Mr. Boettcher believes this fee proposal is fair. The Administration has discussed this proposed agreement with the College’s attorney, Galen West. At the time of this writing, Mr. West had not had an opportunity to review the agreement, but is supportive of the initiative in concept. The Administration is hopeful that a firm (and reasonable) offer on the property can be considered by the Board of Trustees at the January meeting.

**Recommendation:**

To enter into an exclusive right to sell agreement between the College and Brokerage Southwest, a licensed Wyoming real estate broker, associated with Lot 2 of the College View Commercial Park, subject to legal counsel approval.

Trustee Boettcher gave an explanation of the proposed agreement, and made a motion to enter into an exclusive right to sell agreement as described. The motion was seconded by Treasurer Spicer. Trustee Baxter asked why the original agreement was not renewed. Trustee Boettcher said that the lots were all appraised during the boom and after the economy crashed the lots were not generating as much interest so it was decided not to renew the contract. The motion was approved by vote.
7. **Purchase of Replacement Boiler, Green River Center**

On Thursday, December 5th, the boiler at the Green River Center exploded. Fortunately, no one was hurt and damage to the building around the boiler was minimal. The boiler exploded about 45 minutes after a service technician from Salt Lake City completed his work on the boiler. The Green Center is no longer occupied. All classes have been moved to other locations and employees are now working on the Rock Springs campus. The building has temporary heat which seems to be holding up well. The Administration has been working closely with the College's insurance agency. This event is covered by the College's property insurance policy. The Administration retained Associated Construction Engineering (ACE), the mechanical engineering company that designed the HVAC systems for the new Workforce Training building and the Wellness Center/Exercise Science building. ACE has recommended a specific replacement boiler for the Green River Center. The boiler is modular in nature (3 separate boilers) that will provide redundancy in the event one of the boilers malfunctions. This boiler comes with a ten year guarantee on the heat exchanger and otherwise a one year parts guarantee. The boilers are considered “high efficiency” commercial boilers. The insurance company has approved the direct purchase. Because of the emergency nature of the situation, bidding is not required. (Board Procedure 3210 A) The mechanical engineer from ACE has indicated that the price proposal for the new boiler is reasonable and in line with expected cost. The vendor that has the boilers in stock and ready for immediate shipment is Vemco, Inc., Billings, Montana. The cost of the boilers, including shipping to Green River, is $56,800. The mechanical engineer is recommending that Vaughn’s Plumbing and Heating, Rock Springs, Wyoming, install the new boiler. At the time of this writing, an installation price is not available. Hopefully, the Administration will be able to provide an installation cost to the Board at the meeting.

**Recommendation**

To purchase a Lochinvar Knight XL 800,000 BTU/HR three boiler system from Vemco, Inc., Billings, Montana for the total price of $56,800, including delivery to the Green River Center.

Vice President Kelsey gave an explanation of the proposed purchase. Treasurer Spicer made a motion to purchase the boiler system as described. The motion was seconded by Vice President Eckman. A short discussion ensued regarding building damage, warranty coverage and the brand of boiler that failed. The motion was approved by vote.

**VII. INFORMATION/PROPOSALS**

A. **Visiting Delegations**

None

B. **Questions/Media/Public**

Mr. Paul Murray, Rocket Miner, asked for clarification on a few items.
C. **President/Staff**  
Dr. Leach reported that WCCC Commission Chair, Larry Atwell, has requested that the topic of discussion be the Strategic Plan at Thursday's meeting. Dr. Leach provided the Board members with the Strategic Plan and an Executive Summary in preparation for the discussion.

D. **Trustee Questions/Topics**  
Trustee Roth reminded the Board members about the upcoming WCCC reception and meeting. Trustee Roth said that the Governor has given his budget recommendations and the WCCC will present its budget recommendations on January 16.

Trustee Roth asked Vice President Freeze if the Complete College Wyoming group had decided against performance based compensation. Vice President Freeze said that the group was never meant to be part of the funding mechanism but instead to concentrate on student success and completion. Vice President Freeze said that the Administrative Services Council had given their funding recommendations which included some volume considerations and some completion considerations.

Vice President Eckman reported that he had attended the Women in Wyoming History series presented by Dr. Jessica Clark. Vice President Eckman said that it was an excellent series of presentations and Dr. Clark deserves recognition for a job well done.

Secretary Chadey reported that she had attended the Non-Traditional Career Fair and that it was a great event and a wonderful opportunity. Secretary Chadey also reported that she had attended the CCHEC Leadership conference and that it was also a great event.

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 necessary. Dr. Leach said no.

**Election of Officers (Moved from Reorganization Item 1)**

Secretary Chadey made a motion to elect Jim Roth as President, George Eckman as Vice President, Dick Boettcher as Secretary and Richard Baxter as Treasurer with an effective date of December 11, 2013. The motion was seconded by Treasurer Spicer and was approved by vote.

President Honaker said that she was honored to have served as Board President and thanked Administration for their help. President Honaker also thanked the faculty, saying that they had weathered a few storms during her watch. Trustee Boettcher thanked President Honaker for a job well done. Vice President Eckman echoed the sentiment saying that it was a privilege to have served with President Honaker and that she had grown quite a bit.
VIII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 10</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 10</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 12</td>
<td>WCCC Reception</td>
<td>Atrium</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 13</td>
<td>WACCT Meeting</td>
<td>Room 1003</td>
</tr>
<tr>
<td>7:00 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 13</td>
<td>WCCC Meeting</td>
<td>Room 1309</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 23 -</td>
<td>WWCC Holiday Break</td>
<td>Campus Closed</td>
</tr>
<tr>
<td>Jan. 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Regular Board of Trustees Workshop</td>
<td>Room 3071</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Regular Board of Trustees Meeting</td>
<td>Room 3060</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan. 31-Feb. 1</td>
<td>Board of Trustees Retreat</td>
<td>Salt Lake City, UT</td>
</tr>
</tbody>
</table>

IX. ADJOURNMENT

Having no further business to act on, President Honaker adjourned the regular meeting at 10:20 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