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 7:42 p.m., Thursday, February 13, 2014 in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
   1. Vice President Eckman made a motion to add an item under New Business, “Changing the March and April Board meeting dates” and to approve both the consent agenda and the regular agenda as revised. The motion was seconded by Trustee Spicer and was approved by vote.

II. REORGANIZATION/ELECTION
A. Board Assignments
   President Roth stated that all current Board Assignments would remain in effect, although the issue may be reviewed in the future.

III. REPORTS
A. Associated Student Government
   None

B. Paraprofessional Alliance
   Ms. Lori Paulson gave a brief report on behalf of the group. Ms. Paulson reported that 90 boxes of food were provided during the Para Pantry project in December, with the group spending approximately $800 more than last year for the project. Ms. Paulson said that part of the increase was due to Walmart decreasing the discount level that was given last year. Ms. Paulson reported that each box cost approximately $27 and the group received more than $1,300 in cash donations. Ms. Paulson reported that the
project is growing each year and the Paraprofessional Alliance has approached the Senate regarding possible assistance in the coming years. Ms. Paulson also reported that the recent Career Development conference held for the Paraprofessionals was well attended and produced some worthwhile conversations. Ms. Paulson said that the big topics at the conference were additional benefits for part-time benefitted employees and mutual respect and admiration between all groups and employee classifications at the college. Ms. Paulson went on to say that the Fundraising committee has raised more than $620 so far this year although no decisions have been made regarding possible uses of the funds raised. Ms. Paulson also said that a 50/50 raffle will be held on March 3rd with the proceeds being used to kick off a food and diaper drive. President Roth asked what kind of help the Senate is being asked to provide with the Para Pantry. Ms. Paulson said that their assistance is being requested both for monetary donations and help shopping for or assembling the boxes. Vice President Eckman asked what the college provides in terms of psychological support for those students who remain on campus during the holiday break, with President Roth adding that the Board would like to help in whatever way possible. Ms. Paulson said that the Para Pantry concentrates on providing food for the students. Dr. Leach added that it is uncommon for colleges to allow any students to remain in residence halls during the long holiday break. The Board thanked Ms. Paulson for her report.

C. WWCC Senate

Mr. Will Clark and Mr. Bill Bonini gave a brief report on behalf of the Senate. Mr. Clark reported that an open Question & Answer forum with Vice President Flaim had been held recently. Mr. Clark said that the next forum will be on the Technology Protocol for online courses. Mr. Clark said that 3 forums are scheduled for the Spring semester. Mr. Clark also said that the group is continuing its work on the Great colleges to Work For survey results analysis and has developed sub-committees to look at the specific areas. Mr. Clark went on to say that the Senate is finishing its AQIP action project on its constitution and by-laws, and will be developing a new AQIP project. The Board thanked them for their report.

D. Information Technology

Mr. Derek Robinson, Director of Information Technology, gave the annual division report to the Board of Trustees. Mr. Robinson said that it had been an exciting year. Mr. Robinson reported that the department had finished repairing items and can now look to the future. Mr. Robinson said that he would like to form 2 committees: an Academic Technology committee and a Technology Advisory Committee. Mr. Robinson reported that the data migration project went fairly well with the exception of the custom items which are still being fixed. Mr. Robinson also said that a new lead PC Technician had been hired. Mr. Robinson went on to say that the phone system has been upgraded with advanced caller identification, the bandwidth capabilities on campus have been increased, the wireless project is almost complete and automatic notification of problems has been implemented. Mr. Robinson reported that Office 365 is now available for all students, employees and alumni at no cost. President Roth asked if all classrooms now have internet access. Mr. Robinson said that access in the annex building will be completed this week and the 2nd floor library area will be completed during spring break. President Roth asked what the role of IT was during the recent shelter-in-place drill. Mr. Robinson said that the drill was a good test of the system and did not create any problematic impacts. The Board thanked Mr. Robinson for his report.
E. Humanities/Business
Mr. Doug Bunn, Humanities/Business Division Chair, gave the annual report for the division. Mr. Bunn reported that Christine Maddy was hired in the Education department and she brings a lot of energy and excitement to the program. Mr. Bunn reported that Mr. Chris Kennedy is on academic leave, has finished writing his book and is currently looking for a publisher. Mr. Bunn reported that courses in journalism and publishing will be offered again, with a possibility for the student newspaper to resume operations. Mr. Bunn reported that another faculty member is desperately needed for Foreign Languages as Ms. Nish Ferrero is currently the only language instructor. Mr. Bunn said that the Honors program presented at the regional convention and performed very well. Mr. Bunn also said that changes in the last two years in the business department have added flexibility for Math courses in degree programs. Mr. Bunn also reported that Christine Garbett had been hired in the English department. Mr. Bunn went on to say that the department has two mobile English labs which move from classroom to classroom. Mr. Bunn reported that 2/3 of the faculty who completed the GTS seminars and will attend the main conference in Hawaii are from the Humanities/Business division. The Board thanked Mr. Bunn for his report.

F. Registration and Records
Ms. Kay Leum, Registrar, gave the annual report for the Records and Registration department. Ms. Leum referred the Board members to her written summary and said that she would highlight a few areas of particular interest. Ms. Leum reported that the Spring semester represents the second semester in the four semester scheduling project done in collaboration with the scheduling committee. Ms. Leum also highlighted changes made to the physical space, stating that several computers had been installed for student use in the office. Ms. Leum reported that the Student Enrollment Management effort and combining all Student Success Services departments in one area (a one-stop shop) are both continuing. Ms. Leum then referred the Board members to the enrollment report, stating that enrollment has been decreasing over the last few years with a significant decline in female and outreach students. Ms. Leum also said that online courses have seen an increase in enrollment. President Roth asked what the decrease percentage is. Ms. Leum said that headcount has decreased by 3% and FTE’s have decreased by 5%. Ms. Leum said that while enrollment numbers are decreasing, the number of graduates is increasing. Dr. Leach added that enrollments are decreasing nationally. The Board thanked Ms. Leum for her report.

G. Western Celebrations
Dr. Leach shared with the Board an ethics award received by our Women’s Soccer team and Coach Patrick Ritter. Dr. Leach reported that Questar recently donated $15,000 and has donated approximately $144,000 for the new workforce training building. Dr. Leach also reported that informational postcards are sent out each month to VIP’s and elected officials.

IV. MINUTES
A. Approval
1. Treasurer Baxter made a motion to approve the minutes of the January 9, 2014 Board meeting as presented. The motion was seconded by Trustee Chadey and was approved by vote.
V. FINANCIAL REPORTS/TRANSACTIONS
   A. Clearing Accounts and Electronic Funds Transfers

Treasurer Baxter moved to ratify the Clearing Accounts as designated in the amount of $7,450,013.91 and the Electronic Transfers as designated in the amount of $448,799.23 for a grand total ratification of $7,898,813.14. The motion was seconded by Trustee Spicer 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>266101 through 267658</td>
<td>$6,527,354.37</td>
</tr>
<tr>
<td>Payroll</td>
<td>170466 through 170874</td>
<td>$259,150.95</td>
</tr>
<tr>
<td>Advices</td>
<td>028255 through 028459</td>
<td>$663,508.59</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$7,450,013.91</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>$320,412.51</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>$128,386.72</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers $448,799.23

GRAND TOTAL FOR BOARD RATIFICATION $7,898,813.14

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

VI. EXECUTIVE SESSION

Recess Regular Meeting

Trustee Spicer made a motion to recess the regular meeting to enter into an Executive Session for personnel. The motion was seconded by Treasurer Baxter and was approved by vote. The regular meeting was recessed at 8:31 p.m.

Reconvene Regular Meeting

Trustee Spicer made a motion to reconvene the regular meeting. The motion was seconded by Vice President Eckman and was approved by vote. The regular meeting was reconvened at 9:10 p.m.

VII. RECOMMENDED ACTION

A. Old Business

None
B. Consent Agenda

1. Authorization to Solicit Bids, Walking Track Phase II
   The Board is aware that last Fall the College completed Phase I of the walking track improvements. The project went very well and College staff is optimistic about how the improvements will fare over time. Approximately one fourth of the track was completed. The Administration is recommending that the Phase II work include approximately one half of the track, leaving the remaining one fourth to be completed in the summer of 2015. The Administration is of the opinion that no more than one half a mile of this track can be renovated in a single season. The estimated cost for Phase II work is $120,000. One Mill funds are budgeted and available to cover the cost of this work. It is anticipated that the Board will review the bids at the April meeting of the Board.

   Recommendation:
   To authorize the Administration to solicit bids for Phase II renovations of the College walking track.

2. Authorization to Solicit Bids, Roof Replacements
   Each year the College replaces roofs. This is typically done on a rotating basis; however, roof performance issues are also taken into consideration. The Administration has determined that it is time to replace the roofs over the Swimming Pool and the Children’s Center. The Swimming Pool roof is a Genflex roof and the 10 year warranty expires next month. The Children’s Center roof is a Stevens roof and the 10 year warranty expired in June, 2010. Both roofs have significant problems and need to be replaced. The State of Wyoming Construction Management Division must now approve all roof replacements using Major Maintenance funds. A representative from Construction Management was on campus last week and looked at the roofs and subsequently granted approval for replacement. For the past several years, the College has been using Sarnafil roofing systems with a 20 year warranty. The estimated cost to do this work is $214,500. Major Maintenance funds are budgeted and available to pay for this work. It is anticipated that the Board will be given bid results with a recommendation at the April or May meeting of the Board.

   Recommendation:
   To authorize the Administration to solicit bids for the replacement of the Pool roof and the Children’s Center roof as described above.

3. Approval of 2014-15 Food Services Contract
   Currently, the College offers three meal plans in Mitchell’s; 5, 10, and 18 meals per week. (The five meal plan is only good Monday through Friday). We are now being charged by Sodexo as follows:

<table>
<thead>
<tr>
<th>Meals per Week Plan</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$4.83</td>
</tr>
<tr>
<td>10</td>
<td>$8.43</td>
</tr>
<tr>
<td>18</td>
<td>$9.54</td>
</tr>
</tbody>
</table>
The College also offers meal plan options involving “flex” dollars which enable students to use a portion of the contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Cafeteria. These meal plans are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meal Plan</td>
<td>$5.83</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.54</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$10.54</td>
<td>$100.00/Semester</td>
</tr>
</tbody>
</table>

The College has negotiated the 2014-15 prices with Sodexo and an agreement has been reached. The 2014-15 prices recommended are as follows and represent a 2.4% cost increase from the 2013-14 year.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meals per Week Plan</td>
<td>$4.94</td>
<td></td>
</tr>
<tr>
<td>10 Meals per Week Plan</td>
<td>$8.63</td>
<td></td>
</tr>
<tr>
<td>18 Meals per Week Plan</td>
<td>$9.77</td>
<td></td>
</tr>
</tbody>
</table>

The “flex” dollars plans are modified. The 5 meal plan with $100 flex dollars is being replaced with the 7 meal plan with $100 flex dollars. The new flex dollar plans being recommended are as follows:

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Sodexo Charge</th>
<th>Flex Dollars per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Meal Plan</td>
<td>$7.15</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$9.77</td>
<td>$100.00/Semester</td>
</tr>
<tr>
<td>12 Meal Plan</td>
<td>$10.79</td>
<td>$100.00/Semester</td>
</tr>
</tbody>
</table>

Recommendation:
To approve the 2014-15 contract meal plans charged to the College by Sodexo Food Services as set forth above.

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

C. New Business
1. **REVISED:** Authorization to Advertise for Sale Sell Land on College Drive
Board members are aware that there are some “orphan” parcels of land adjacent to College Drive for which the College has no need. The Board Real Estate Committee has reviewed the map of these sections of land. These parcels are typically fairly small and narrow in shape. Last year, the College advertised and then sold two parcels of land across from the hospital. Recently, an individual in the community has approached the Administration asking that a parcel of land (10,372 square feet) located across from the hospital be put up for sale. The property is located on the corner of College Drive and Crest Road. The individual has indicated that the intended use of the parcel is for medical facility purposes. The Board Real Estate Committee directed the Administration to secure a survey and an appraisal of the parcel. The appraisal was included in the Board Packet. The parcel has appraised for $47,000. This appraisal assumes a B-2 zoning. The Board Real Estate
Committee is recommending that the Board approve a motion to advertise this parcel of land for sale, subject to the following conditions:

- That the minimum bid be set at the appraisal amount, plus an amount to cover the costs to sell the property.
- That the College reserves the right to accept the bid for the property that best serves the community interests, as determined by the Board of Trustees; and that the Board reserves the right to reject any or all bids.
- That the bidders be required to disclose their plans for the property.

It is anticipated that the bidding period will be open until March 11th and that the Board will act on the bids at the regular meeting in March which is scheduled for March 13th (REVISED NOTE: The March Board meeting was changed to March 6, 2014 per New Business Item #9).

Recommendation:
To authorize the Administration to advertise for sale the parcel of land as described above.

Vice President Kelsey gave a brief explanation of the proposed land advertisement. Vice President Eckman asked if a sale contract would be contingent upon approval of rezoning applications. Vice President Kelsey said yes, any sale would likely have that contingency. Trustee Spicer made a motion to authorize the Administration to advertise the parcel of land as described. The motion was seconded by Treasurer Baxter and was approved by vote.

2. Early Release from Contract, Director of Developmental Studies
Ms. Jami Anderson tendered her resignation on January 21, 2014 with an effective date of February 14, 2014. Ms. Anderson began her employment at Western in August of 1993 as a part-time instructor in the Learning Center. She was promoted to her current position of Director of the Learning Center in July, 1998. Ms. Anderson has had a change in her personal life which takes her out of state. She tendered her resignation to follow her spouse and to accept other employment in Montana. Ms. Anderson is asking for an early release from her 2013-14 contract. Policy 4230B, Resignations. The administration supports Ms. Anderson’s request. The College greatly appreciates the work Ms. Anderson has done in the course of her employment and wishes her the best of luck in her future endeavors.

Recommendation:
To approve Ms. Anderson’s request for a release from her 2013-2014 employment contract.

Vice President Flaim gave a brief explanation of the request for an early contract release. Treasurer Baxter made a motion to approve the request for release from contract for Jami Anderson. The motion was seconded by Vice President Eckman and was approved by vote. Vice President Eckman said that he has worked with Ms. Anderson and it will be a great loss for the college.
3. Approval of Employment Contract, Director of Nursing
   A Professional Standards Board (PSB) met on Thursday, February 6, 2013 to review the credentials and qualifications of Ms. Kathy Luzmoor relative to the position of Director of Nursing. Ms. Luzmoor is currently serving in the capacity of Interim Director of Nursing. She has held this position since August 2013. Based on the review of Ms. Luzmoor’s credentials and qualifications, the PSB recommends that she be extended an employment contract for the position of Director of Nursing. 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. Prior to this, Ms. Luzmoor was employed at Memorial Hospital of Sweetwater County as RN-Case Manager. She was 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, N/A; Column Placement, Column II.

   Recommendation:
   To offer an employment contract to Ms. Kathy Luzmoor of Green River, Wyoming for the position of Director of Nursing for the period February 14, 2014 through June 30, 2014.

   Vice President Flaim gave a brief explanation of the proposed employment contract. Vice President Eckman made a motion to offer an employment contract to Ms. Kathy Luzmoor as described. The motion was seconded by Trustee Chadey and was approved by vote. Trustee Chadey commented that we are fortunate to have a candidate of this caliber and that she is already moving the program forward. Trustee Spicer said that he has worked with Ms. Luzmoor in a professional capacity and believes she is an exemplary teacher and administrator.

4. Approval of Employment Contract, Director of Planning and Improvement
   The Human Resources Office conducted a national search commencing in November 2013 to fill the position of the Director of Planning and Improvement. The Human Resources Office received seven completed applications for this position. The Professional Standards Board conducted one on campus interview. The Professional Standards Board recommends that Ms. Dianna Renz be offered this position. Ms. Renz holds a Bachelor of Arts Degree in English from Linfield College and a Master of Arts Degree in Education from Stanford University. Ms. Renz has been employed as the Assessment Coordinator at Western Wyoming Community College for the past 3.5 years. Prior to this, Ms. Renz was employed as the Learning Assessment Associate at Western Wyoming Community College for four years. Ms. Renz’s proposed contract details would be as follows: Annual Salary, $68,184.00 for a 12 month contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.
Recommendation:
To offer an employment contract to Ms. Dianna Renz of Rock Springs, Wyoming, for the position of Director of Planning and Improvement for the period of February 14, 2014 through June 30, 2014.

Dr. Leach gave a brief explanation of the proposed employment contract. Treasurer Baxter made a motion to offer an employment contract to Ms. Dianna Renz as described. The motion was seconded by Trustee Chadey and was approved by vote.

5. Approval of Employment Contract, Director of Children’s Center
The Human Resources Office conducted a national search commencing in December 2013 to fill the position of the Director of Children’s Center. The Human Resources Office received eight completed applications for this position. The Professional Standards Board conducted three on campus interviews. The Professional Standards Board recommends that Ms. Amber Hamblin be offered this position. Ms. Hamblin holds an Associate’s Degree in Early Childhood Education from Western Wyoming Community College and a Bachelor’s Degree in Early Childhood Special Education from Boise State University. Ms. Hamblin is currently employed at Sweetwater School District #1 as a Case Manager. She has held this position for 1.5 years. Prior to this, she was employed at the Sweetwater Child Development Center as an Early Childhood Special Education Teacher/Case Manager. Ms. Hamblin’s proposed contract details would be as follows: Annual Salary, $58,073.00 for an 11 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation:
To offer an employment contract to Ms. Amber Hamblin of Rock Springs, Wyoming for the position of Director of Children’s Center for the period of February 14, 2014 through June 30, 2014.

Vice President Freeze gave a brief explanation of the proposed employment contract. Trustee Chadey made a motion to offer an employment contract to Ms. Amber Hamblin as described. The motion was seconded by Trustee Spicer and was approved by vote.

6. Early Retirement Requests
The College provides a Voluntary, Early Retirement Program (Board Policy and Procedures 4230E). The following employees meet the requirements outlined in Board Policy and are requesting consideration for early retirement.

**Dr. Albert Dudley Gardner**

Requested Termination Date: End of FY 2014 contract

Employment History:

Crew Chief (part-time) April 1981 to July 1981
Staff Archaeologist/Historian July 1981 to July 1987
Dr. Dudley Gardner asked permission to address the Board regarding his early retirement request. Dr. Gardner thanked the Board for allowing him to speak and apologized for requesting retirement directly following an academic leave. Dr. Gardner said that he dedicated two of his books to WWCC and its Administration. Dr. Gardner also said that the royalties from those books will be paid to WWCC. Dr. Gardner said that he has been offered a position working on a research grant at Yale. President Roth commented that Dr. Gardner is a tremendous asset to the college and he will be missed. Trustee Spicer said that Dr. Gardner is a bright light in his life. Associate Vice President Budd gave a brief explanation of the early retirement requests. Trustee Spicer made a motion to approve the applications for voluntary early retirement submitted by Dr. Gardner and Ms. Ethier. The motion was seconded by Treasurer Baxter and was approved by vote.

7. **Academic Leave Requests**

Board Procedure 4520E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year there were five applications for Academic Leave and faculty members submitted all five. The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the President that the following leaves be granted during academic year 2013-2014:

**Ms. Cecily Brunelli:** Ms. Brunelli is requesting academic leave for one-half contract year at full salary to complete 6 credits of online coursework towards a graduate certificate in Institutional Research. In her previous experience in the office of assessment, and as she has participated on college committees, she has observed the need to have a greater number of employees familiar with institutional research and using data to inform decision making.
Dr. Florence McEwin: Dr. McEwin has requested academic leave for one-half contract year at full salary to pursue a residency to explore techniques and content development. Dr. McEwin has received a scholarship from Can Serrat on the outskirts of Barcelona where she will explore techniques and content development in both print and paint. Upon her return, Dr. McEwin will display her work in the WWCC Art Gallery as she shares her newly gained knowledge with students who are enrolled in art.

Mr. Chris Will: Mr. Will is requesting academic leave of one-half contract year at full salary to complete a Masters degree in Directing. Mr. Will’s program of study at the University of Idaho requires one semester of residency to complete the degree. The knowledge and skills gained through this degree will provide him a fresh perspective on directing that can be implemented immediately in the classes he teaches at Western.

Ms. Carla Hester-Croff: Ms. Hester-Croff has applied for academic leave for one contract year at full salary to take courses toward a doctoral degree and to work on a research project. Her course of study provides a vehicle for keeping current in an ever-changing field while developing, implementing, and studying four components of interactive intervention. Ms. Hester-Croff would also be teaching part-time during the leave.

Mr. Charles Newberg: Mr. Newberg has applied for academic leave for one-half contract year at full salary to take three classes from Portland State University. Mr. Newberg leads in the redesign of developmental math for Western. He has embraced the need for developing a more direct path for entering students so they may reach completion of a degree. His study will encompass the newly adopted Common Core Standards, Pedagogy for Teaching Online Classes, and a course in Math Placement Exams.

Recommendation:
It is recommended that the WWCC Board of Trustees approve Academic Leaves for Ms. Cecily Brunelli, Dr. Florence McEwin, Mr. Chris Will, Ms. Carla Hester-Croff and Mr. Charles Newberg as partially described herein and as fully described in the respective requests submitted by the candidates.

Dr. Leach gave a brief explanation of the academic leave requests. Trustee Chadey made a motion to approve Academic Leaves for Ms. Cecily Brunelli, Dr. Florence McEwin, Mr. Chris Will, Ms. Carla Hester-Croff and Mr. Charles Newberg as described. The motion was seconded by Trustee Spicer and was approved by vote.

8. Authorization to Retain Brokerage Southwest for College Drive Land Sale
On January 30th, the Board Real Estate Committee met and discussed how best to address a request from the developer of the Estates at Sandstone subdivision to purchase a small parcel of land (50’ X 130’) owned by the College located along College Drive adjacent to the subdivision. The Board Real Estate Committee is recommending that the Board retain Brokerage Southwest to serve as a broker for the College. The Board Real Estate Committee is recommending that the listing price for the parcel be set at
$20,000 and that the brokerage firm be paid a commission of 6% of the sale. The listing agreement will be for six months. The Board Real Estate Committee is of the opinion that the property, now zoned residential (R-1), is too small for any commercial development.

**Recommendation:**
To retain Brokerage Southwest, Rock Springs, Wyoming, to serve as the College’s broker for the parcel of land along College Drive as described herein.

Vice President Kelsey gave a brief explanation of the proposed brokerage agreement. Trustee Spicer made a motion to approve the brokerage agreement contingent upon legal counsel approval. The motion was seconded by Trustee Chadey. Trustee Baxter asked how the sales price of $20,000 was determined. Trustee Spicer said that the Real Estate Committee set the price at $20,000 as a compromise between the high and low ranges of common square footage prices. The motion was approved by vote.

9. **Changing the March and April Board Meeting Dates (Added at Meeting)**
It has been determined that the March and April Board meeting dates would need to be revised for various reasons. Vice President Eckman made a motion to move the March meeting to Thursday, March 6, 2014 and the April meeting to April 9, 2014. The motion was seconded by Treasurer Baxter and was approved by vote.

VIII. **INFORMATION/PROPOSALS**
A. **Visiting Delegations**
   None

B. **Questions/Media/Public**
   None

C. **President/Staff**
   Dr. Leach said that a memorial plaque for Mr. Jim Burdick will be placed in the Oil & Gas Facility in memory of his efforts on behalf of workforce development.

   Vice President Freeze reported that Mr. Jim Rose had attended a recent educational summit in Washington DC on behalf of all the Wyoming community colleges. Vice President Freeze said that Mr. Rose was one of 12 representatives from community colleges across the nation.

   Vice President Freeze reminded the Board that the annual WACCT Legislative Reception would be held in Cheyenne on February 20 and that WWCC is the co-host for the event.

   Vice President Freeze reported that a strategic enrollment program session had been held recently and that 42 employees had attended the session. Vice President Freeze said that the meeting covered the history of the effort and its future direction. Trustee Spicer commented that he has been reading the enrollment management book that Vice President Freeze provided for the Board members and has found that it is more strategic planning than enrollment planning.
Vice President Freeze gave each Board member the latest newsletter from the Complete College Wyoming initiative. Vice President Freeze said that a video has been filmed that is now on the Complete College website and also on youtube. Vice President Freeze said that the video will also be shown at the legislature. Treasurer Baxter asked why the effort includes high school teachers. Vice President Freeze said that having cooperation from the local school districts is very important to the effort.

Vice President Freeze reported that WWCC hosted 300 high school freshman for the Freshman Forward event on campus on February 13, 2014.

Vice President Freeze reported that the new student orientation program is changing and will transition to a conference style format. Vice President Freeze said that everyone is excited about the new format.

Associate Vice President Budd reminded the Board about the WWCC Winter Party to be held on February 28, 2014. Associate Vice President Budd said that the tickets are $15 per person.

Dr. Leach asked the Board to consider rescheduling the Board Retreat for March 28-29, saying that the event would be held on campus.

Dr. Leach reported that the Wyoming Community College Commission would be updating their strategic plan which corresponds directly to the Complete College Wyoming effort.

Dr. Leach reported that Mr. Ken Swartz will be resigning his position as the Women’s Basketball Coach and that a reception honoring him would be held.

Dr. Leach reported that the Wyoming Association of Community Colleges is holding a conference call on Friday afternoons during the Legislative session to update any interested parties on legislative actions. Dr. Leach asked Ms. Frink to email the conference call information.

D. **Trustee Questions/Topics**

President Roth asked all Board members to consider volunteering to assist in the development of the Wyoming Community College Commission strategic plan. President Roth said that the effort will be broken down into different areas and that 2 trustees are needed for each area. President Roth said that our input is very important in the process. Dr. Leach added that the meetings will be held via conference call.

President Roth asked to have 2 discussion topics added to the Retreat agenda: Outreach & BOCES programs and Budget Line Items.

E. **Topics for Future Workshop Agendas**

1. Facility Tours
2. BOCES Reports
VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 13</td>
<td>Regular Board of Trustees Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Feb. 13</td>
<td>Regular Board of Trustees Meeting</td>
<td>7:15 p.m.</td>
<td>Room 3060</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>WWCC Holiday</td>
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<tr>
<td>Feb. 20</td>
<td>WACCT Trustee Education</td>
<td>8:30 a.m.</td>
<td>Cheyenne, WY</td>
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<tr>
<td>Feb. 20</td>
<td>WACCT Legislative Reception</td>
<td>6:00 p.m.</td>
<td>Cheyenne, WY</td>
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<tr>
<td>Feb. 28</td>
<td>WWCC Winter Party</td>
<td>5:30 p.m.</td>
<td>Holiday Inn Ballroom</td>
</tr>
<tr>
<td>Mar. 13</td>
<td>Regular Board of Trustees Workshop</td>
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VIII. ADJOURNMENT

Having no further business to act on, President Roth adjourned the regular meeting at 10:13 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