REGULAR MEETING MINUTES
March 6, 2014

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

Also Present:
Lou Flaim, Acting President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Carla Budd, Assoc. VP for Administrative Services
DeeAnna Archuleta
Kim Drane
Janice Grover-Roosa
Mark Rembacz

Trustees Absent:
None

*via conference call

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 7:29 p.m., Thursday, March 6, 2014 in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
1. Trustee Honaker made a motion to move New Business Item #2 to the Consent Agenda and to approve the regular and consent agendas as revised. The motion was seconded by Treasurer Baxter and was approved by vote.

II. REPORTS
A. Associated Student Government
Mr. Chang-Seong Kim, ASG Vice President, gave a brief report on behalf of the group. Mr. Kim said that the ASG had hosted a Valentine’s Day Dance with approximately 150 students in attendance. Mr. Kim also said that the ASG helped with the Freshman Forward event and plans to host a hypnotist in March. Mr. Kim reported that the group will be helping with Senior Day and Free Day and will also hold a blood drive during the Spring semester. The Board thanked Mr. Kim for his report.

B. Paraprofessional Alliance
Ms. DeeAnna Archuleta, Paraprofessional Alliance Chair, gave a brief report on the activities of the group. Ms. Archuleta congratulated Mr. Roth on winning the annual WACCT Trustee Leadership award. Ms. Archuleta reported that surveys were sent to all Paraprofessionals regarding the recent Career Development Workshop and 26 responses were received. Ms. Archuleta said that the Fundraising committee recently
held a 50/50 raffle and raised $409. Ms. Archuleta said that upcoming activities include a food drive and a diaper drive. The Board thanked Ms. Archuleta for her report.

C. WWCC Senate
Ms. Janice Grover-Roosa gave a brief report on behalf of the WWCC Senate. Ms. Grover-Roosa reported that the new ‘Great Colleges to Work For’ survey will be distributed in April. Ms. Grover-Roosa said that the Senate will be interested in the results for Shared Governance, Communication and Facilities as those are the categories that declined in last year’s survey results. Ms. Grover-Roosa said that the committee analyzing last year’s survey results will compare those to this year’s results. President Roth asked that the Board receive the results from last year’s survey. Ms. Grover-Roosa said that the Senate approved the last of their by-laws recently which completes their current AQIP project. Trustee Honaker asked if the Senate had established a new AQIP project. Ms. Grover-Roosa said that there has been a lot of discussion on a new project, although no decisions have been made. Ms. Grover-Roosa said that there is a possibility that the new project will deal with communication issues. President Roth asked that the Board members receive copies of last year’s Great Colleges to Work For survey results. The Board thanked Ms. Grover-Roosa for her report.

D. Hay Library Annual Report
Ms. Janice Grover-Roosa, Hay Library Director, gave the annual report to the Board. Ms. Grover-Roosa presented a short video illustrating a typical day in the library. Ms. Grover-Roosa reported that the library facility is 19,000 square feet. Ms. Grover-Roosa also said that the library has an oral history collection of more than 300 oral histories on cassette tape. Ms. Grover-Roosa said that the collection is being transferred to MP3 files and then catalogued so that the oral history will appear in search results. Ms. Grover-Roosa also said that the library now has a printed guide to help patrons, which are handed out to every class visited. Ms. Grover-Roosa went on to say that scavenger hunts are held in the library quite often so the library implemented the use of quick response (QR) codes for smartphones that will help the students in those scavenger hunts. Trustee Spicer asked if the Hay Library had a ranking among the state’s libraries. Ms. Grover-Roosa said that Hay Library has the largest volume of materials in the state, and tops the list for resource sharing which means that the library sends out materials but rarely requests any to be sent here. Trustee Chadey asked how often Library staff visit classrooms. Ms. Grover-Roosa said that they had 61 hours of classroom visits last fall, and 27 hours so far this semester. Treasurer Baxter asked why Casper College has a higher circulation rate. Ms. Grover-Roosa said that they have a higher enrollment and often provide materials to the University of Wyoming. The Board thanked Ms. Grover-Roosa for her report.

E. Student Engagement Annual Report
Mr. Mark Rembacz, Director of Student Engagement, stated that he had given the bulk of his report in the workshop session and asked if there were any questions. Trustee Honaker said that she believes the college should submit a press release highlighting the current engagement and retention efforts. Vice President Eckman asked Mr. Rembacz to elaborate on how he works with our Outreach centers. Mr. Rembacz said that engaging outreach students goes hand-in-hand with the retention efforts. Mr. Rembacz said that improvements to the advising components and the addition of the
‘Mustang Morsels’ newsletter that is mailed to outreach students are efforts that focus on outreach students. Trustee Honaker asked if BOCES organizations at the various outreach locations have been approached about the engagement and retention effort. Mr. Rembacz said that the initial plan was for a 3 year trial with a review at the end of the third year. Mr. Rembacz said that the program will be reviewed next year and he is sure that partnerships with the BOCES organizations will be considered. The Board thanked Mr. Rembacz for his report.

F. Western Celebrations
Vice President Flaim reported that the Women’s Basketball team played for the region IX championship on March 5. Vice President Flaim said that they played a hard game but ultimately lost and finished the season with 29 wins and 9 losses. Vice President Flaim said that Coach Ken Swartz’s total win record is 620 games won. Vice President Flaim said that the custodial and maintenance staff deserve special recognition for their outstanding efforts in getting the facility ready for the tournament and also for their quick turn-around in preparing the facility for the Math Counts event held today.

III. MINUTES
A. Approval
1. Secretary Boettcher made a motion to accept the minutes of the February 13, 2014 meeting as presented. The motion was seconded by Vice President Eckman and was approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Baxter moved to ratify the Clearing Accounts as designated in the amount of $2,127,312.13 and the Electronic Transfers as designated in the amount of $372,308.93 for a grand total ratification of $2,499,621.06. Motion approved by vote.

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<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
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<tr>
<td>Vouchers</td>
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<td>Payroll</td>
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<td>Advices</td>
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<td>Total – All Clearing Account Warrants</td>
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Electronic Funds Transfers

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

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

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**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00
Total Electronic Funds Transfers $372,308.93
GRAND TOTAL FOR BOARD RATIFICATION $2,499,621.06

(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. Mr. James Burdick served as a WWC Foundation Director from 1997-2011. During that time Mr. Burdick was instrumental in developing industry partnerships that resulted in the construction of the Oil & Gas Technology building and well-site facility. Mr. Burdick tirelessly worked to obtain equipment donations totaling more than $2.2 million for the facility and the program. While WWCC has always maintained good relationships with area industry, Mr. Burdick took those to a whole new level. Sadly Mr. Burdick lost his battle with cancer and passed away on February 1, 2014. In recognition of his tremendous contribution to the WWC Foundation and WWCC, the Administration would like to place a memorial plaque in the Oil & Gas Technology building commemorating his extraordinary efforts.

   Recommendation:
   To approve the placement of a memorial plaque in honor of Mr. James Burdick in the Oil & Gas Technology building.

   2. Extinguishment of Bad Debts
   State law provides that public entities must adopt procedures regarding the collection and extinguishment of bad debts. The College has adopted such procedures and has implemented them for many years. These procedures provide direction for discharging debts due the College, which the College deems uncollectible. On an annual basis, the Administration presents to the Board a listing of debts due the College, which, for various reasons, have been deemed to be uncollectible. By extinguishing debts, the accounts receivables of the College are “cleaned up” on an annual basis. These debts, though deemed uncollectible, are still owed the College and in most cases have been turned over to the collection agency for action. When one of these debts is collected, it is credited to the College’s “unanticipated revenue” account. The Board was provided with a listing of debts the Administration is showing as uncollectible. The total deemed to be uncollectible is $79,774.19, which represents primarily the fall and spring semesters of 2011. In FY 2013, the Board extinguished $71,504.11 in bad debts; in FY 2012, the Board extinguished $41,420.78 in bad debts; in FY 2011 the total was $42,906.92; and in FY 2010 the total was $35,650.99. The bad debt total, as a percentage of tuition collected, is about 1.8 %, and is well within the “industry standard” as reported by Dr. Jackie Freeze. This percentage, however, is slightly higher than last year (1.7%). The local collection agency reports that its overall collection rate (College plus all other entities) has been steadily decreasing since 2009.
Moreover, recent literature published by the National Center for Higher Education Management Systems (NCHEMS) indicates that uncollectible tuition is rising across the nation. There is some good news for Western, however. Looking forward, it appears that the uncollectible rate may be going down, based on data we have from 2012 and 2013. The Director of Financial Aid suggests that the future downward trend may well reflect an improving economy.

Recommendation:
To declare the bad debts totaling $79,774.19 as uncollectible and to discharge and extinguish them as an accounts receivable of the College.

3. Approval of Official Depositories
Wyoming State Law requires that College funds be deposited in a financial institution that has been accepted as an official depository by the Board of Trustees. The financial institutions are required to make formal application. The Administration has received applications from the following financial institutions: Rocky Mountain Bank, 1st Bank, Commerce Bank, RSNB, Wells Fargo, US Bank, Rawlins National Bank and Bank of the West. All of our outreach locations are served by one or more of the above-listed banks.

Recommendation:
To accept the above-named financial institutions as official depositories of public funds for Fiscal Year 2014-15.

4. Authorization to Renew Service Agreement, BlackBoard Learn 9.1
Blackboard Inc. is a provider of learning software for postsecondary education, K-12, and professional education institutions. Blackboard Inc. is primarily known as a developer of learning management systems. Western Wyoming Community College utilizes Blackboard Learn 9.1 as its primary online education delivery platform. The cost of annual renewal from April 1, 2014 to March 31, 2015 is $58,209.

Recommendation:
To authorize the renewal of a Blackboard Learn 9.1 service agreement between Western Wyoming Community College and Blackboard Inc. in the amount of $58,209.

5. Authorization to Solicit Bids, Children’s Center Playground Upgrade (Moved from New Business Item 2)
Recently, Amy Williamson, former Children’s Center Director, strongly recommended to Dr. Leach and Dr. Freeze that the Children’s Center Playground area be significantly upgraded. Both Dr. Leach and Dr. Freeze agree that the playground be upgraded for safety and aesthetic purposes. The Board was provided with a drawing prepared by JFC Engineers and given the City of Rock Springs as part of the site plan approval required by the City. This drawing depicts the various things to be done on the site. The major improvements are:
- Replacing the sand under the playground equipment with an approved rubberized matting material to enhance safety.
• Construction of a retaining wall so that a flat area can be created for grass.
• Enhanced drainage in the area to better protect the adjacent tennis court

College personnel are planning on installing a new sprinkling system for the grass area and installing the sod. The engineer’s estimated construction cost is $151,000. One Mill funds are available to pay for this work should the Board desire to pursue this project.

Recommendation:
To authorize the Administration to solicit bids for the upgrading of the Children’s Center Playground as described herein.

Secretary Boettcher made a motion to accept the Administrative recommendations for the consent agenda. The motion was seconded by Trustee Honaker and was approved by vote.

C. New Business
1. Approval of Employment Contract, Vice President for Student Learning
The Human Resources Office conducted a national search commencing in November 2013 to fill the position of Vice President for Student Learning. The Human Resources Office received 29 completed applications for this position. The Professional Standards Board conducted 10 telephone interviews and 4 formal on campus interviews. The Professional Standards Board recommends that Dr. Kimberly Farley be offered this position. Dr. Farley holds a Bachelor of Science Degree in Political Science from the University of Wyoming; a Master of Public Administration from Texas Tech University and a PhD in Political Science from Texas Tech University. Dr. Farley is currently employed as an Associate Dean at Milwaukee Area Technical College. She has held this position for 13 years. Dr. Farley’s proposed contract details would be as follows: Annual Salary, $107,000.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, None; Column Placement, N/A.

Recommendation:
To offer an employment contract to Dr. Kimberly Farley of Franklin, Wisconsin for the position of Vice President for Student Learning for the period July 1, 2014 through June 30, 2015.

Associate Vice President Budd gave a brief explanation of the proposed employment contract. Vice President Eckman made a motion to offer an employment contract to Dr. Kimberly Farley as described. The motion was seconded by Treasurer Baxter and was approved by vote.

2. Authorization to Solicit Bids, Children’s Center Playground Upgrade (Moved to Consent Agenda Item 4)

3. Bid Quotations, College Drive Land Sale
At the February meeting of the Board of Trustees, the Board authorized the Administration to advertise for sale a 10,372 square foot parcel of land along College Drive. One bid was received from Gary Pedri in the amount of $24,996.52, which is below the minimum bid price of $52,000. The bids were
due on Tuesday, March 4th, by 5:00 p.m. Mr. Pedri attended the Board meeting to address the Board. Basically, he believes the appraisal price is unreasonably high. Members of the Board Real Estate Committee will discuss this bid with the Board members.

Recommendation:
To be made at the meeting.

Vice President Kelsey gave a brief explanation of the proposed land sale and the bid received. The bidder, Mr. Pedri, asked to address the Board. Mr. Pedri explained that he owns the lot adjacent to the college land and wishes to build a medical building. Mr. Pedri gave each Board member a land map illustrating the property he is interested in and comparisons on similar lots sold. Mr. Pedri said that one lot illustrated sold for $1.26 per square foot and another was sold for $3.02 per square foot while the asking price for this lot is $4.50 per square foot. Mr. Pedri said that the section of land is only 54 feet wide and is mostly unusable for any type of construction. Mr. Pedri said that required easements and the elevation changes on the lot will consume most of the lot. President Roth said that the college has an obligation to adhere to the appraised value in setting an asking price for the lot. President Roth also said that the Board’s Real Estate Committee had discussed the issue and was unable to determine exactly what Mr. Pedri’s bid for the land actually was. President Roth said that the check that accompanied the bid would indicate a bid of $52,000 but the bid form was incomplete. Mr. Pedri said that he would like to see an asking price the same as the lot across the street. Mr. Pedri also said that he believes it is acceptable for the Board to accept a bid that is below the minimum. Trustee Honaker said that if the bid was incomplete, then there is nothing to accept or reject. A discussion ensued regarding the appraised value, the qualifications of the appraisal company and procedural processes associated with reviewing incomplete bids. Secretary Boettcher made a motion to reject the bid submitted by Mr. Pedri. The motion was seconded by Trustee Spicer and was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
None

C. President/Staff
None

D. Trustee Questions/Topics
President Roth presented Trustee Honaker with a plaque recognizing her service as Board President.

E. Topics for Future Workshop Agendas
1. Facility Tours
2. BOCES Reports
F. Executive Session - Legal/Personnel
President Roth asked if an Executive Session would be necessary. Acting President Flaim said no.

VII. CALENDAR OF FUTURE EVENTS

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<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Mar. 6</td>
<td>Regular Board of Trustees Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>Mar. 6</td>
<td>Regular Board of Trustees Meeting</td>
<td>7:15 p.m.</td>
<td>Room 3060</td>
</tr>
<tr>
<td>March 18</td>
<td>Special Board of Trustees Meeting</td>
<td>6:00 p.m.</td>
<td>Room 3060</td>
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<tr>
<td>March 28-29</td>
<td>Board Retreat</td>
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<tr>
<td>April 8</td>
<td>Board Budget Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
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<tr>
<td>April 9</td>
<td>Regular Board of Trustees Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
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<tr>
<td>April 9</td>
<td>Regular Board of Trustees Meeting</td>
<td>7:15 p.m.</td>
<td>Room 3060</td>
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VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 8:31 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