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 7:15 p.m., Wednesday, April 9, 2014 in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
1. Vice President Eckman made a motion to split New Business Item #3, FY2015 Salaries and Benefits, into 3 separate items: 1) All Presidential Recommendations except 2) Horizontal Advancement and Performance Incentive Awards and 3) Proposed Off-Schedule Salary Payment; and to approve both the consent and regular agendas as revised. The motion was seconded by Trustee Chadey and was approved by vote.

II. REPORTS

A. Associated Student Government
Mr. Michael Pelo, ASG President, gave a brief report on the activities of the group. Mr. Pelo reported that a recent pool party was successful with over 100 students attending. Mr. Pelo said that other recent events include a hypnotist and a magician. Mr. Pelo also said that ASG members assisted with Senior Day. Mr. Pelo said that upcoming activities include an all-night pajama party/dance and a scheduled highway cleanup. Mr. Pelo went on to say that the ASG Awards banquet will be held on May 1st and invited the Board members to attend. Mr. Pelo reported that ASG is conducting research on placing a “W” on White Mountain. President Roth said that activities like the highway cleanup are well received by the community and have a large impact. The Board thanked Mr. Pelo for his report.
B. Paraprofessional Alliance
Ms. Megan Gabol, Paraprofessional Alliance Co-Chair, gave a brief report on the activities of the group. Ms. Gabol reported that a recent food drive gathered more than 250lbs of food and $450 in cash donations. Ms. Gabol stated that the food drive would be an annual event. Ms. Gabol reported that nominations are being sought for annual elections to committees. Ms. Gabol said that the end-of-the-year potluck would be held on May 21 and invited all Board members to attend. The Board thanked Ms. Gabol for her report.

C. WWCC Senate
Ms. Jennifer Allen gave a brief report on behalf of the Senate. Ms. Allen reported that the Senate has completed the analysis of the survey results from previous Great Colleges to Work For surveys and that the analysis would be sent out after the current survey period ends. Ms. Allen said that nominations were being accepted for upcoming elections and that the Senate will begin work on revising the procedure for Academic Calendar development. The Board thanked Ms. Allen for her report.

D. Math/Science/Engineering Annual Report
Dr. Rocky Barney gave the annual report for the Math/Science and Engineering division. Dr. Barney highlighted several areas of accomplishment in the division. Dr. Barney reported that 2 new faculty members had been hired for the division. Dr. Barney also said that Dr. Chew, Dr. Clark and himself all had students present at the INBRE conference and some students will present at UW in the near future. Dr. Barney went on to say that a research symposium is scheduled for April 25 with any and all research groups invited to attend. Dr. Barney reported that division faculty attended conferences on math and experimental biology, as well as a conference designed specifically for biology faculty. Dr. Barney said that Dr. Chew is on academic leave and is preparing a research paper he has been working on for publication. Dr. Barney also said that a new biology instructor will be hired soon. Dr. Barney went on to say that the new Critical Science Skills course has proven to increase student success. President Roth asked how the developmental Math course changes are working. Dr. Barney said that DVST prefixes have been changed to a Math prefix because studies have shown that the numbering designation as a developmental course inhibits registration for those courses. Dr. Barney also said that Math 1400 has been changed to be offered as a concurrent course to encourage high school students to register. Dr. Barney went on to say that the 900 level math courses are also being revised to allow for quicker completion. The Board thanked Dr. Barney for his report.

E. Health Sciences Annual Report
Ms. Kathy Luzmoor gave the annual report for the Nursing division. Ms. Luzmoor reported that last year’s graduating class was the largest in the nursing program history with 39 students graduating. Ms. Luzmoor also said that 100% of employers are satisfied with the skills and abilities of our nursing graduates and that 33 of the 39 graduates from last year are working in their fields. Ms. Luzmoor reported that the accrediting agency for nursing programs has implemented a requirement that all programs offer a shortened version that could be completed in 5 semesters, with 67 credits required rather than 71. Ms. Luzmoor said that some courses have been removed from the degree requirements to accommodate a shorter program, including Anthropology/Sociology, the computer course and the PN assessment course. Ms. Luzmoor said that WWCC is re-applying for accreditation candidacy and that the entire
process will not be completed until August of 2015. Ms. Luzmoor also said that a new faculty member has been hired for the Evanston program, and a PSB for the Rawlins position is currently reviewing candidates. Ms. Luzmoor went on to say that Ms. Carla Lee will receive her Master’s Degree this May, and that Ms. Ethier was awarded the distinguished Alumni award. Ms. Luzmoor reported that Ms. Lori Paulson will be the new Nursing Program Assistant as Ms. Radke is retiring. Ms. Luzmoor reported that the numbers of applicants for the program has dropped considerably and there is no immediate need to fill the current open positions in Rock Springs. Ms. Luzmoor said that she has been holding meetings with high schools and outreach offices in our service area to encourage students to apply. Trustee Chadey asked how many applications had been received. Ms. Luzmoor said that 41 applications have been received compared to 100 last year. Secretary Boettcher asked how many students the program can serve. Ms. Luzmoor said that our capacity is 66 students. Vice President Eckman said that Carbon County Higher Education Center is very pleased with the efforts on behalf of the program there and they are looking forward to the new building and continued program development. The Board thanked Ms. Luzmoor for her report.

F. ACE IT Center Annual Report
Ms. Molly Murray, Director of Academic Advising, gave the annual report for the ACE IT center. Ms. Murray thanked the Board for approving her employment, saying that she’s been here since June of 2013 and loves it. Ms. Murray reported that Sarah Clark was hired as the Student Success Advisor and that 2 of the center’s 10-month employees will transition to full 12-month positions in July. Ms. Murray also said that a new part-time person will be hired for the center. Ms. Murray reported that full registration programs have been held at both Rock Springs and Green River High Schools. Ms. Murray went on to say that all degree-seeking part-time students have been assigned an advisor which should help those students attain their goals. Ms. Murray also said that the annual Transfer Fair and Career Fair were both successful events. Ms. Murray reported that the various workshops conducted by the ACE IT center have also been successful. Ms. Murray said that 8 new faculty and 2 other employees have been trained on advising in recent months. Ms. Murray reported that the Academic Advising committee is active and is tackling some difficult problems. Trustee Chadey agreed that the Career Fair was a success and commented that there were more employers represented than in past years. Ms. Murray said that the average attendance at the Career Fair has been 250 people, employers and students combined, while this year saw 175 students and numerous employers. Trustee Honaker said that she would like to see some data on the impact on student success after the 10-month employees transition to 12-month positions. Trustee Spicer said that many high school students don’t believe that their senior year is important and are then unprepared for college level coursework and asked Ms. Murray her views on correcting that problem. Ms. Murray said that working closely with high school counselors, and offering courses like the dual/concurrent Math course help to convince students to enroll in harder courses during their senior year. Treasurer Baxter asked how many times Ms. Murray has met with the local high school counselors. Ms. Murray said that she has met with the counselor from Rock Springs High School but not from Green River High School. Treasurer Baxter asked if Ms. Murray had met with high school students during their junior year. Ms. Murray said not yet. The Board thanked Ms. Murray for her report.
G. Western Celebrations
Ms. Dianna Renz reported that we have received our reaffirmation of accreditation from the Higher Learning Commission. Ms. Renz said that the report says that WWCC is doing great and that no issues were identified. Ms. Renz reported that many areas of WWCC were reviewed, including the website and AQIP projects. Ms. Renz stated that WWCC was given the highest level of compliance available. Vice President Eckman said the report was very impressive and we should be proud of the effort. The Board thanked Ms. Renz for her report.

III. MINUTES
A. Approval
1. Secretary Boettcher made a motion to accept both the minutes of the March 6, 2014 regular meeting and the minutes of the March 18, 2014 special meeting as presented. The motion was seconded by Treasurer Baxter 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 $3,021,454.87 and the Electronic Transfers as designated in the amount of $493,515.76 for a grand total ratification of $3,514,970.63. The motion was seconded by Secretary Boettcher and was approved by vote.

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<tr>
<th>Clearing Accounts</th>
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Electronic Funds Transfers

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Total Electronic Funds Transfers $493,515.76

GRAND TOTAL FOR BOARD RATIFICATION $3,514,970.63

(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. Authorization to Solicit Bids, Asphalt Patching and Crack Sealing
   Each year the College patches and crack seals the asphalt surfaces. Every three years, the College also seal coats the asphalt surfaces. The seal coating was last done in the summer of 2013. This year the College will be patching and crack sealing the asphalt surfaces. The estimated cost for this work is $52,000. Coal Lease Bonus funds are budgeted and available to pay for this work. Coal Lease Bonus funds are targeted for preventative maintenance and emergency repairs. The patching and crack sealing projects are clearly preventative maintenance in nature. In the past, the College has used Major Maintenance funds for this work. However, thus far the State of Wyoming has not approved Major Maintenance funds for asphalt work. It is anticipated that the Administration will provide the Board bid results and a recommendation at the May meeting.

   Recommendation:
   To authorize the Administration to solicit bids for asphalt patching and crack sealing as described herein.

2. Authorization to Advertise for Sale College Pickup
   Board Procedure 3710 F requires that the Board of Trustees approve the advertising for sale of an item designated as surplus property if the item is valued at $2,000 or more. Recently the College purchased a replacement pickup truck for the Protective Services Department. The old vehicle is a 2005 Dodge Dakota pickup. It was purchased used in 2008 and has some significant problems that render the vehicle not dependable for day-to-day use. The Administration plans to advertise the Dodge Dakota pickup truck for sale to the general public and to College employees. These vehicles are always sold “as is” with no warranties. Sealed bids will be accepted.

   Recommendation:
   To authorize the Administration to advertise for sale a 2005 Dodge Dakota pickup truck.

Vice President Eckman made a motion to accept the recommendations from Administration on the Consent Agenda. The motion was seconded by Trustee Spicer and was approved by vote.

C. New Business

1. Authorization to retain Plan One Architects, Student Success Services Area Renovation
   The 2014 Wyoming Legislature authorized the renovation of the of the College’s Student Success Services area. No state funding, however, was approved for this project. The Board is aware that this project was submitted to the Wyoming Community College Commission for approval in early July, 2013. Approval was granted, but the project was ranked quite low in the capital
construction model. This project is included in the College’s Master Plan approved by the Board in the fall of 2012. This project involves the renovation of 9,208 square feet. The estimated construction cost is $920,000, excluding furnishings and equipment. Plan One Architects has provided the College a proposal to provide the architectural services for the fee of $73,700, plus the cost of reimbursable expenses estimated to be about $5,000. The Administration is of the opinion that this fee (8% of estimated construction cost) is reasonable. Capital construction funds are budgeted and available to pay for this work. An electronic copy of the 2012 Master Plan was provided so that Board members can see how this project fits into the larger picture. The Administration (as well as the architect) is of the opinion that construction needs to commence in late 2014 or very early in 2015 in order for the project to be completed in time for occupancy for fall semester, 2015. There will be a significant amount of relocation associated with the project. Several offices will need to be relocated to other parts of the campus for a period of months. The Administration is making plans for this relocation effort at this time.

Recommendation:
To retain Plan One Architects to provide architectural services for the renovation of the Student Success Services area as described herein.

Vice President Kelsey gave an explanation of the proposed architectural services. Trustee Honaker asked where the funds would come from to pay for the architectural fees. Vice President Kelsey said that $1.2 million has been set aside in the Plant fund for the project. Trustee Chadey asked if any funds have been spent to date. Vice President Kelsey said no. Trustee Spicer commented that the low ranking the project received in the WCCC’s construction model shows just how much the model is flawed. President Roth asked where all the personnel affected would be moved and how we would handle the disruption. Vice President Freeze said that the construction would occur during the Spring semester when students are more familiar with campus services and would not have as great an impact. Vice President Freeze also said that details are being worked out but that the Housing office would move into one of the residence halls and Admissions will move into the Natural History Museum space.

Secretary Boettcher made a motion to retain Plan One Architects to provide architectural services for the renovation of the Student Success Services area as described. The motion was seconded by Treasurer Baxter and was approved by vote.

2. Approval of Utility Easements, Alternative High School
At the Special Board Meeting held on March 18th, the Board tabled this agenda item at the request of the Administration due to an issue with one of the easements, PacifiCorp. This issue has been resolved and the easements are ready for Board approval. There is one new easement (to be granted to Sweetwater Television Company). This easement will be used in common with the easement to Pacificorp. The College’s attorney, Galen West, was available at 5:00 p.m. prior to the Board Workshop on April 9th, in the Board Conference Room, to answer any questions regarding these six easements. In order for Sweetwater County School District No. One to move ahead with the new Alternative High School to be built on the College’s property, these six utility
easements need to be granted at this meeting to meet the State’s bidding schedule. Below is a brief summary of the easements presented for approval. Recommended motions are also provided. The Board members were provided with all the easement documents. These easement documents for Board approval and execution have been prepared by Galen West. The legal descriptions and drawings were prepared by JFC Engineers and Surveyors and have been reviewed and approved by Plan One Architects. The companies have all reviewed and approved the easement locations. These easement documents are ready for Board approval and execution.

**Powerline & Cable Television Easement**
This is a twenty five foot (25’) wide easement from the existing powerline in the area to the Alternative High School building. The length of the easement would be about 612 feet. It would be granted to Pacificorp, an Oregon corporation, doing business as Rocky Mountain Power. The power to the building will be run from an existing power pole via overhead lines to two new power poles planned to be installed; then, for the last 322 feet, will run underground to the building.

**Waterline Easement**
This is a ten foot (10’) wide easement from the existing water line to the Alternative High School building. The length of the easement is about 44.5 feet. The easement would be granted to the City of Rock Springs-City of Green River-Sweetwater County Joint Powers Water Board.

**Sanitary Sewer Easement**
This is a ten foot (10’) wide easement from the existing sanitary sewer line to the Alternative High School building. The length of the easement is about 82.4 feet. The easement would be granted to the City of Rock Springs.

**Telecommunications Easement**
This is a ten foot (10’) wide easement from Skyline Drive to the Alternative High School building. The length of the easement is about 1,577 feet. The easement would be granted to Qwest Corporation, a Colorado Corporation, doing business as CenturyLink QC.

**Natural Gas Pipeline Easement**
This is a twenty foot (20’) wide easement from an existing natural gas pipeline on College property to the Alternative High School building. The length of the easement is about 666 feet. The easement would be granted to Questar Gas Company.

**Cable Television & Fiber Optic Easement**
This easement would be granted to Sweetwater Television Company. This easement will be used in common with the easement granted to PacifiCorp.

**Recommended Motions:**
To approve: A Resolution authorizing Western Wyoming Community College District, State of Wyoming, to enter into a powerline easement with Pacificorp, an Oregon Corporation, dba Rocky Mountain Power.
To approve: A Resolution authorizing Western Wyoming Community College District, State of Wyoming, to grant a perpetual easement for an underground water line and appurtenances to the City of Rock Springs-City of Green River-Sweetwater County Joint Powers Water Board.

To approve: A Resolution authorizing Western Wyoming Community College District, State of Wyoming, to enter into a sewer line easement with the City of Rock Springs, Wyoming.

To approve: A Resolution authorizing Western Wyoming Community College District, State of Wyoming, to enter into a utility easement with QWEST Corporation, a Colorado Corporation, dba Centurylink QC.

To approve: A Resolution authorizing Western Wyoming Community College District, State of Wyoming, to enter into a gas pipeline easement with Questar Gas Company, a Utah Corporation.

To approve: A Resolution authorizing Western Wyoming Community College District, State of Wyoming, to grant an easement for an electric transmission and distribution line, cable television and fiber optic lines to Sweetwater Television Company.

Vice President Eckman made a motion to remove the Utility Easements from the table. The motion was seconded by Treasurer Baxter and was approved by vote.

Vice President Kelsey gave an explanation of the proposed easements, saying that because of the questions from Board members on underground versus above-ground utility lines, Administration would recommend tabling the Pacificorp and Sweetwater Cable TV easements until those questions can be answered. Vice President Eckman made a motion to approve the easements for the Joint Powers Water Board, the City of Rock Springs, Centurylink and Questar. The motion was seconded by Secretary Boettcher and was approved by vote.

3. FY2015 Salaries and Benefits
In April of each year, the Board of Trustees considers salaries and staffing for the upcoming fiscal year. Again this year, the Administration has worked closely with the Senate and Paraprofessional Salary and Benefits Committees in developing recommendations. (Policies and Procedures 4210C and 4310A). In this year’s legislative session, the State Legislature agreed to contribute 2% for a salary increase for Community College employees. However, the state average for funding the colleges is 61.59% so the Wyoming Community College Commission and the State Budget Office recommended that the 2% be funded at 61.59% of 2%. This calculation results in roughly 1.23% that was actually appropriated for a salary increase. The State aid allocation also did not provide funding to cover the 5% cuts to the base budget that the colleges were required to make last fiscal year. The college did receive enrollment growth funding for the biennium. This funding is one time and is not applied to Western’s base budget. As such these monies cannot be used for
ongoing/recurring expenses, at least for an extended period of time. Effective July 1, 2014, the legislature increased the total required retirement contribution from 14.62% to 15.87%. Of this 1.25% increase, the employer is required to pay 0.88% with the remaining 0.37% being the employee share. However, Board Policy 4320F provides that the College pays the entire required contribution for full-time and benefited part-time employees. Increases for horizontal advancement have become a budget challenge. The cost for providing the anticipated 18 Horizontal Advancements and 18 Performance Incentive Awards is close to providing all 10 fund employees with a 1(one) percent pay increase. The agreement to pay all or nothing for horizontal advancements is making it difficult for administration to make decisions that may be in the best interest of all employees and the college. This process was started in the 1980’s when the college was much smaller and there is serious concern that the current process may not be financially viable in the future. Part-time benefited employees currently receive insurance, full retirement contribution, 6 credit hours of tuition waivers for themselves and full tuition waivers for dependents as their benefit package. They do not receive any vacation, sick or holiday pay. The college is recommending to the board that this group of employees receive 40 hours of paid time off and the full tuition waiver provided to full time employees.

PRESIDENTIAL RECOMMENDATIONS
SALARIES AND STAFFING
FISCAL YEAR 2014/15

(1) Employment Contracts
That 2014-15 re-employment contracts be extended to the employees listed on Exhibit A. Said contracts to be returned to the Human Resources Office in accordance with Board Procedure 4210C.

(2) Salary Schedules
That salary schedules for full time and part time professional, administrative faculty and paraprofessional employees for the 2014-15 year be approved as listed on Exhibit B which is included in the addendum. Base salary schedule increases are provided as follows:

(a) Full-time Faculty 2.0%
(b) Full-time Administrative/Professional 2.0%
(c) Full-time Paraprofessional 2.0%
(d) Part-time Benefited Admin./Professional 2.0%
(e) Part-time Benefited Paraprofessional 2.0%
(f) Part-time Non-benefited Admin./Professional 2.0%
(g) Part-time Non-benefited Paraprofessional 2.0%

(3) Within Range Salary Increases
That within range increases be provided as follows: No within range increase is recommended. That the full 2 percent increase be applied to the base.
(4) Compensation for Part-time Faculty with Lecturer Status
That the current salary range be maintained. That the contact hourly rate of pay increase by 2%.

(5) Compensation for Part-time Faculty without Lecturer Status
That a 2% pay increase be provided.

(6) Compensation for Part-time Faculty Teaching Internet or Compressed Courses
That a 2% increase to the salary schedule be approved.

(7) Compensation for Workforce Training, Continuing Education and Non-Credit Community Education Instructors
That the current salary range be maintained.

(8) Compensation for the College President
That compensation be set by the Board of Trustees.

(9) Compensation for the Vice Presidents and Associate VPs
That a 2% salary increase be provided.

(10) Compensation for Horizontal Advancement and Performance Incentive Awards
That 18 horizontal advancements and 18 performance incentive awards be provided.

(11) Off Schedule Salary Payment
That an Off Schedule Salary Payment of three percent (3%) or $1000, whichever is greater, be provided in November to full-time and benefited part-time employees.

(12) Institutional Stipend
That the Institutional Stipend of $250 per month remains unchanged from the 2013-14 year.

(13) Employee’s Retirement Contribution Increase
That, effective July 1, 2014, the College contributes the full 15.87% for full-time and benefited part-time employees and contribute 8.25% for non-benefited part-time employees.

(14) Health, Dental, and Life Insurance
That the following monthly contribution amounts be approved with the proviso that if the state contribution amount increases later in the fiscal year, that these amounts be increased correspondingly to reflect the change:
- Family Coverage $1505.68
- Employee + Spouse Coverage $1317.39
- Employee + Children Coverage $1008.39
- Single Coverage $ 663.69
- Split Coverage $ 752.84
Part-time Benefited Employees
Provide 40 hours of Paid Time Off (PTO) per fiscal year and increase the 6 credit hour tuition waiver to an unlimited tuition waiver, the same as granted to full-time employees.

Other Fringe Benefits
That all other fringe benefits in effect for the 2013-14 year remain in effect for the 2014-15 year.

Recommendation:
To approve the President’s recommendations listed above regarding staffing, salaries, and benefits for the 2014-15 fiscal year.

Associate Vice President Budd gave an explanation of the salaries and benefits proposal. Vice President Eckman made a motion to approve all the Presidential recommendations with the exception of #10 and #11. The motion was seconded by Trustee Chadey and was approved by vote, with President Roth abstaining. Trustee Honaker asked if the Legislature had provided funding for a 2% increase. Associate Vice President Budd said that the Legislature is funding approximately 1.23% of the increase. Trustee Honaker asked if the retirement contribution was changing. Associate Vice President Budd said that yes, the required contribution was changed from 14.62% to 15.87%.

Vice President Eckman made a motion to approve the Presidential recommendations on Horizontal Advancement and Performance Incentive Awards. Trustee Chadey seconded the motion. Secretary Boettcher said that he thinks it is important to realize that the current Horizontal Advancement and Performance Incentive award programs are not sustainable for the future. President Roth stated that the Board is on record as cautioning that the programs may not be the same next year, although they hope the program will be reviewed and the issues settled prior to the next cycle of awards. Trustee Spicer asked for clarification on the recommendation for Horizontal Advancements and Performance Incentive awards in addition to the off schedule salary payment. Trustee Spicer said that his understanding was that the college could only afford to offer one or the other but not both. President Roth stated that Administration is recommending both although he believes the off schedule payment should be reduced to 2% to cover the cost of the Horizontal Advancement and Performance Incentive awards for the next year. Secretary Boettcher asked how many employees will apply for the awards. Associate Vice President Budd said that 18 employees in each category have indicated an intent to apply. Secretary Boettcher asked how many of those applicants would be recommended for the award. Associate Vice President Budd said that 99-100% of the applicants would be recommended for the award. Trustee Honaker said that while she is in favor of the Horizontal Advancements and Performance Incentive awards, they are recurring costs that must be funded each year. The motion was approved by vote.

Vice President Eckman made a motion to approve the recommended off-schedule salary payment of 3% or $1,000, whichever is greater. The motion
was seconded by Trustee Chadey. Treasurer Baxter asked if the Legislature had provided any funding for the off-schedule payment. Vice President Kelsey said that while they did not provide funding specific to an off-schedule salary payment, the Legislature did approve one-time enrollment growth funding. Vice President Kelsey said that a portion of that funding would be used for the off-schedule payment. President Roth clarified that the Legislature approved a 2% pay increase for employees and nothing more. Trustee Honaker stated that the Legislature provided 61.59% of the 2% increase and that Horizontal Advancements and Performance Incentive awards increase the base salary for an employee but no funding is provided for that. Vice President Eckman amended his motion to approve an off-schedule salary payment of 2% or $1,000, whichever is greater. The motion was seconded by Trustee Spicer. Vice President Freeze said that if the Board desires to reduce the percentage, the $1,000 should also be reduced. Secretary Boettcher asked where the other 1% would go. Vice President Kelsey said that it would be re-allocated in the budget. Trustee Honaker stated that reducing the off-schedule payment percentage would cover the Horizontal Advancements and Performance Incentive awards for this year but she can’t support continuing that practice in perpetuity. Secretary Boettcher stated that the cost of living is 10% higher than it was three years ago and that the off-schedule payment percentage should remain at 3%. Trustee Honaker said that the Legislature will continue to cut funding and that the college cannot continue spending one-time funds on recurring costs. Vice President Eckman said that he does not want to see the $1,000 lowered. The motion as amended was approved by vote with President Roth, Vice President Eckman, and Trustees Honaker and Spicer voting in favor; and Secretary Boettcher, Treasurer Baxter and Trustee Chadey voting against.

4. First Reading, Selected 7000 Series Policy Revisions
Recently the Board of Trustees reviewed revisions to 7000 series policies based on suggestions from the consultant from the College Brain Trust. The policies being recommended for change are listed below. Below is a brief summary of each of the policies being recommended for change. Board members received two different layouts as follows: 1) The current version and 2) A “clean” copy of the version incorporating the proposed changes.

7110A Purpose and Role of the Board & Mission Statement
Revise title, incorporated procedure, add College mission and other language.

7210A The College District
Incorporated procedure.

7210B Board Powers & Duties
Incorporated Procedure, added statement regarding delegation.

7210D Board Elections
Incorporated procedure.

7210E Board Member Qualifications/Oath of Office
Incorporated procedure.
7210F Vacancies: Unexpired Term Fulfillment
Incorporated procedure.

7310A Board Organizational Meeting
Incorporated procedure.

7310B Board Officers
Incorporated procedure and combined Policy 7410C, Board Meeting Procedures.

7310C Board – College President Relationship
Incorporated procedure.

7310H Board Audit Committee
Incorporated procedure.

7410A Board Meetings
Incorporated procedure.

7410B Executive Sessions
Incorporated procedure.

7410D Notification of Board Meetings
Incorporated procedure.

7410G Quorum
Minor edits.

7410H Voting Method
Incorporated procedure.

7410I Minutes
Incorporated procedure.

7410K Rules of Order
Minor edits.

7510A Board Policy Development
Removing ‘procedure’ from title, incorporated procedure.

7510B Policies & Procedures Committee
Minor edits following differentiation between policy and procedure.

7510C Policy Adoption
Delete reference to procedure.

7510D Suspension of Policies/Procedures
Delete reference to procedure.
7510E Policy/Procedure Dissemination
Incorporated procedure.

7710A New Board Member Orientation
No changes.

7710B Board Conferences, Conventions & Workshops
Incorporated procedure.

7710C Board Members Compensation & Expenses/Insurance
Incorporated procedure, other revisions.

7710D Board Memberships
No change.

7710E Board Legislative Program
Incorporated procedure, minor edits.

Recommendation:
None. First Reading Only, No Action Required.

Vice President Freeze gave a brief explanation of the proposed policy revisions. Vice President Eckman clarified that this is not the entire series. Ms. Frink said that this is not the entire series and stated that policy revisions that the Board indicated needed more research or additional review will not be brought forward for first reading until that research or review is completed.

5. Approval of Sole Source Purchase, Pyramid Analytics
Reporting tools have greatly advanced over the last five years and so have the needs of Western’s constituents. In order to remain viable in terms of accurate and efficient reporting we need to purchase a new reporting system. Pyramid Analytics is a Business Intelligence tool that will use our current data warehouse as a primary source of data to generate reports. This tool may also be used to consolidate disparate data sources into one reporting method to increase consistency, timeliness, and accuracy. Blackboard is the sole source to purchase Pyramid Analytics. The requested package is intended to deliver services to Western Wyoming Community College and provide a transfer of knowledge component to allow IT to become experts on the system. The package is comprised of four services: Implementation services to install Pyramid Analytics; Advanced Technical Training for IT department; Additional Implementation Support to upgrade our data warehouse to version 4.1, a prerequisite for Pyramid Analytics; and lastly the Software License for Pyramid Analytics.

Recommendation
To authorize the administration to purchase the Pyramid Analytics software and implementation services in the following amounts:

- Pyramid Implementation: $13,760
- Training: $15,480
• Data warehouse 4.1: $18,060
• Pyramid Analytics License: $23,100

Associate Vice President Budd gave an explanation of the proposed sole source purchase, stating that the total would be $70,400. Vice President Eckman made a motion to approve the sole source purchase of Pyramid Analytics software as described. The motion was seconded by Treasurer Baxter. Trustee Chadey asked how long this software would remain current. Associate Vice President Budd said that hopefully it would remain current for a long time. The motion was approved by vote.

6. Acceptance of Employee Resignation, Rod Thomas
Mr. Rod Thomas has tendered his resignation from his full time position effective April 30, 2014 to accept another position. Mr. Thomas has worked in his current position since January, 2011 as the Workforce Training Coordinator at the Green River Center. Policy 4230B, Resignations. The administration supports Mr. Thomas’ request and would like to extend our best wishes for his future success.

Recommendation
To accept Mr. Thomas’ resignation of full-time employment effective April 30, 2013.

Vice President Flaim gave an explanation of the requested resignation and early release from contract. Trustee Chadey made a motion to approve the resignation as described. The motion was seconded by Treasurer Baxter. Trustee Spicer asked if the resigning employee has any student responsibilities that may be impacted. Vice President Flaim said that Mr. Thomas does not deal directly with students and his departure will have no impact on students. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Vice President Kelsey asked the Board members to review the Contractor Pre-Qualification information that was provided on Board Docs. Vice President Kelsey said that the Legislature has given power to the Boards of Trustees of the community colleges to pre-approve contractors. Vice President Kelsey said that the Administration would like to see a pre-approval process move forward but that it is ultimately the Board’s decision. Vice President Eckman said that he would hope that such a process would not preclude smaller contractors from being able to bid on projects or cause the college to pay higher prices than necessary. Treasurer Baxter asked how the pre-approval would streamline the process. Vice President Kelsey said that it would not streamline the process but it would allow the college to disqualify undesirable contractors before bid packets are sent out. Vice President Kelsey said that any
project over $1 million falls under the control of the state and they use a similar but more complicated process. A short discussion ensued regarding bid bond requirements and performance bond requirements. Vice President Eckman restated his opinion that we should not implement a process that precludes smaller contractors or force them to serve as a sub-contractor to a larger firm. Trustee Chadey said that the pre-qualification process might be good as long as the review is equitable and it doesn’t limit the college.

D. Trustee Questions/Topics
President Roth asked for an update on the Great Colleges to Work For survey. Associate Vice President Budd said that a final reminder would go out to employees on April 14. Associate Vice President Budd said that approximately 60% of employees have already responded to the survey. Associate Vice President Budd also said that the results would not be available until July. Trustee Chadey asked how many employees responded to the survey last year. Associate Vice President Budd said that 69% of employees responded last year. Trustee Honaker said that she believes communication sometimes suffers because of technology.

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

F. Executive Session - Legal/Personnel
None

VII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 8</td>
<td>Board Budget Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>April 9</td>
<td>Regular Board of Trustees Workshop</td>
<td>6:00 p.m.</td>
<td>Room 3071</td>
</tr>
<tr>
<td>April 9</td>
<td>Regular Board of Trustees Meeting</td>
<td>7:15 p.m.</td>
<td>Room 3060</td>
</tr>
<tr>
<td>April 16</td>
<td>WWCC Employee Recognition Awards</td>
<td>1:00 p.m.</td>
<td>Atrium</td>
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<tr>
<td>May 1</td>
<td>ASG Award Banquet</td>
<td>6:00 p.m.</td>
<td>Atrium</td>
</tr>
<tr>
<td>May 8</td>
<td>Regular Board of Trustees Workshop</td>
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</tr>
<tr>
<td>May 16</td>
<td>Nurse’s Pinning</td>
<td>1:00 p.m.</td>
<td>Theatre</td>
</tr>
<tr>
<td>May 16</td>
<td>Commencement</td>
<td>7:00 p.m.</td>
<td>Rushmore Gym</td>
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</tbody>
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VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 9:34 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