BOARD OF TRUSTEES MEETING

May 8, 2014

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

Trustees Absent:
None

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Lou Flaim, VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services
Paul Johnson
Megan Gabol
Will Clark
Matt Naber
Kandy Frink

*via conference call

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
While waiting to call the meeting to order, President Roth read aloud a thank-you letter from Ms. Susie Heslep regarding the 40 hours of paid leave given to the part-time benefitted employees.

The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:30 p.m., Thursday, May 8, 2014 in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
1. Vice President Eckman made a motion to move the Executive Session to occur directly following the financial report, to move Item 1 on the Consent Agenda to New Business and to approve the consent and regular agendas as revised. The motion was seconded by Treasurer Baxter and was approved by vote.

II. REPORTS
A. Technology and Industry / Office Information Systems
Mr. Paul Johnson, Technology & Industry/Office Information Systems Division Chair, gave the annual report on behalf of the division. Mr. Johnson thanked Mr. Kelsey for his years of service to the college. Mr. Johnson presented highlights of each program in the division. In the Alternative Fuels program, Mr. Johnson reported that the new hybrid training simulator is very useful and protects students from high voltage exposure while learning how to work on the electric components. Mr. Johnson reported that in the Automotive program, 30 students took the ASE exam with an impressive pass rate of 91%. Mr. Johnson also said that two automotive internships...
were granted with Nissan and Green River Imports. In the Compression Technology program, Mr. Johnson reported that the TAA-CCCT grant funded the purchase of equipment that has been very versatile. Mr. Johnson also said that the nitrogen generator is now working and is saving the program quite a bit of money by producing the nitrogen used in the compressor versus having to purchase the nitrogen. Mr. Johnson reported that three departmental scholarships and eight NASA scholarships were given to students in the Computer Information Systems program. Mr. Johnson also said that a summer camp will be held in the department. Mr. Johnson reported that a trainer for caterpillar machinery will be maintained and updated by Wyoming Machinery in the Diesel and Heavy Equipment program. Mr. Johnson said that the demand for graduates from that program remains high. Mr. Johnson reported that new and donated equipment has been received for the Electrical and Instrumentation program including an insulator tester for motors and transformers. Mr. Johnson reported that a new full-time instructor has been hired for the Electrical Apprenticeship program. In the Oil and Gas Production Technology program, Mr. Johnson reported that efforts are being made to promote the oil production portion more. Mr. Johnson said that the Industrial Maintenance program has received some equipment donations. Mr. Johnson reported that the Welding program continues to draw large numbers of students.

President Roth asked if an introductory industry course was offered. Mr. Johnson said that most introductory industry courses are based on safety instruction. Vice President Eckman said that the division is providing a great value to industry and the community in training workers. President Roth said that state officials and trustees from other colleges are always surprised and impressed by WWCC’s technology and industry programs. The Board thanked Mr. Johnson for his report.

B. Associated Student Government
Mr. Chad Kim gave a brief report on behalf of the ASG. Mr. Kim said that he was elected as the ASG President for the 2014-15 academic year. Mr. Kim said that ASG cleaned up trash along I-80 on May 3rd. Mr. Kim also said that the recent awards banquet was a success. Mr. Kim went on to say that ASG is still working on putting a “W” on White Mountain and has set aside $7,500 for the project. Mr. Kim said that the ASG is currently working to obtain the proper permits for the project. The Board thanked Mr. Kim for his report.

C. Paraprofessional Alliance
Ms. Megan Gabol, Paraprofessional Alliance Co-Chair, gave a brief report on behalf of the group. Ms. Gabol thanked the Board for the salary increase granted in April and for the off-schedule payment that will be paid in the fall. Ms. Gabol reported that the end of the year potluck would be held on May 21 and the Welcome Back picnic would be held on August 21. The Board thanked Ms. Gabol for her report.

D. WWCC Senate
Ms. Tammy Register, Administrative Services Officer, presented a report on the Senate’s recent AQIP project. Ms. Register reported that the project concerned Senate Self Examination and a full day retreat was held to conduct a root cause analysis. Issues identified were accountability and communication. Ms. Register said that the project consisted of three phases. The first phase was a review and revision of the Senate’s constitution, which was completed in May of 2013. The second phase
was the review of the by-laws which resulted in addendums to the by-laws. Ms. Register said that the third phase is to communicate the results, part of which is the presentation to the Board. Trustee Honaker said that accountability leads to success and is very proud of the work the Senate has done. President Roth commended the Senate on their work and Dr. Leach said that she appreciated their hard work.

Dr. Will Clark, Assistant Professor of Biology, gave a brief report on behalf of the Senate. Dr. Clark reported that the Senate recently held elections and will have new leadership for the upcoming academic year. Dr. Clark said that the analysis of the results of the Great Colleges to Work For survey has been completed and the results have been presented to Executive Council. The Board thanked Dr. Clark for his report.

E. Western Celebrations
Dr. Leach reported that several important events would occur in the next week, including a reception for Mr. Ken Swartz, a general retiree reception, Rawlins Graduate recognition ceremony, GED Graduation, Nurse’s Pinning and the main Commencement ceremony. Vice President Freeze said that approximately 440 students will receive degrees or certificates, although not all of those will be walking in the ceremony. Vice President Freeze said that due to construction, everyone will exit the gymnasium through the rear doors.

Dr. Leach invited the Board members to attend a lunch on Friday, May 16 with Dr. Kim Farley who will be the new Vice President for Student Learning.

III. MINUTES
A. Approval
1. Trustee Spicer made a motion to approve the minutes of the April 9, 2014 meeting as presented. The motion was seconded by Secretary Boettcher 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 $2,233,259.94 and the Electronic Transfers as designated in the amount of $514,481.49 for a grand total ratification of $2,747,741.43. 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>269024 through 269512</td>
<td>$1,288,801.20</td>
</tr>
<tr>
<td>Payroll</td>
<td>171917 through 172369</td>
<td>$290,393.48</td>
</tr>
<tr>
<td>Advices</td>
<td>028869 through 029065</td>
<td>$654,065.26</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$2,233,259.94</td>
</tr>
</tbody>
</table>

Electronic Funds Transfers

<table>
<thead>
<tr>
<th>Payroll Tax Payments to I.R.S.</th>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$340,309.98</td>
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</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>$174,171.51</td>
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<tr>
<td>A/C# 147497000116</td>
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<td></td>
</tr>
</tbody>
</table>

Bank to Bank Transfers 0.00

Investment Transfers 0.00

Total Electronic Funds Transfers $514,481.49

GRAND TOTAL FOR BOARD RATIFICATION $2,747,741.43

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

RECESS FOR EXECUTIVE SESSION
Vice President Eckman made a motion to recess the regular meeting to enter into Executive Session for legal and personnel issues. The motion was seconded by Trustee Spicer and was approved by vote. The regular meeting was recessed at 8:20 p.m.

RECONVENE REGULAR MEETING
Vice President Eckman made a motion to reconvene the regular meeting. The motion was seconded by Trustee Chadey and was approved by vote. The regular meeting was reconvened at 8:57 p.m.

V. RECOMMENDED ACTION
A. Old Business
   1. Approval of Utility Easements Associated with the Alternative High School
      At the April meeting of the Board of Trustees, the Board tabled action regarding the approval of two easements associated with the new Alternative High School to be constructed on College property. The Board tabled action on the easements for PacifiCorp and for Sweetwater Television Company. The Board asked the Administration to determine if it would be feasible to have these utilities run entirely underground as opposed to partially overhead and partially underground. Subsequent to the April meeting, the Administration met with the appropriate parties and a new location for these easements has been identified. On April 28th, Trustees Roth, Spicer, and Eckman toured the area with Mr. Kelsey. As a result of the tour, these three Board members agreed that the proposed new utility location was preferable to the previous location. The electrical lines and cables to be installed by PacifiCorp and Sweetwater Television Company will go into the same trench as the communication lines to be installed by Qwest Corporation. The exclusive easement approval for Qwest Corporation at the April meeting needs to be rescinded as a new non-exclusive easement needs to be granted to allow for PacifiCorp’s and Sweetwater Television Company’s lines to go into the same trench. The Administration recommends that the following motions be approved:

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

To Rescind: The April 9th, 2014 approval of 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 an underground utility easement with Qwest Corporation, a Colorado Corporation, dba CenturyLink QC.

Vice President Eckman made a motion to remove the item from the table. The motion was seconded by Secretary Boettcher and was approved by vote. Vice President Kelsey gave an explanation of the easements. Trustee Honaker made a motion to approve the easements and resolutions as presented. The motion was seconded by Treasurer Baxter and was approved by vote.

B. Consent Agenda

1. Extension of Inspection and Closing Deadlines (Moved to New Business)

2. Bid Quotations, Asphalt Patching and Crack Sealing
   At the April meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for patching and crack sealing the College’s asphalt surfaces. The estimated cost for this work was established at $52,000, plus the cost of patching, crack sealing, and seal coating the southeast parking lot that was not done last year due to the construction of the Wellness Center. This extra work was estimated at $15,000. Bids were opened on April 29th. Bid results are as follows:

   R & D Sweeping and Asphalt Maintenance
   Rock Springs, Wyoming $58,336.10

   Bid Red Asphalt Maintenance
   Orem, Utah $64,588.79

   The Administration is supportive of the low bid and recommends it be accepted.

   Recommendation:
   To accept the bid submitted by R & D Sweeping and Asphalt Maintenance, Rock Springs, Wyoming, in the amount of $58,336.10, per bid specifications, for asphalt patching and crack sealing the College’s asphalt surfaces and for seal coating the College’s southeast parking lot.

3. Bid Quotations, Children’s Center Playground Upgrade
   At the March meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the Children’s Center Playground Upgrade
Project. The latest engineer’s estimated cost for this project was $136,000, inclusive of the tiles that were to be purchased directly by the College and the sod and sprinkling system to be purchased and installed by the College. Bids were opened on April 29th. Bid results are as follows:

MD Nursery & Landscaping, Inc.
Driggs, Idaho $196,020.80

The tiles, sod, and sprinkling system to be purchased by the College are estimated to cost about $31,000 effectively making the project cost, if this bid is accepted, approximately $227,000. The Administration believes the bid is way too high and is recommending that it be rejected and that the project be re-bid. If the Board approves, the Board would consider bids at the June Board meeting.

Recommendation:
To reject the bid for the upgrade of the Children’s Center Playground submitted by MD Nursery & Landscaping, Driggs, Idaho and to authorize the Administration to re-bid the project.

4. Bid Quotations, Phase II Walking Track Renovations
At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for Phase II of the renovations of the College walking track. The most recent engineer’s cost estimate of this work is $136,000. Bids were opened on April 29th. Bid results follow:

Bridger Valley Lawn & Landscaping, Inc.
Lyman, Wyoming $137,868.96

This is the same contractor which did the Phase I work last fall. The Administration is comfortable with this company’s work.

Recommendation:
To accept the bid from Bridger Valley Lawn & Landscaping, Inc., Lyman, Wyoming, in the amount of $137,868.96, per bid specifications, to perform Phase II work on the renovation of the College’s walking track.

5. Bid Quotations, Roof Replacements
At the February meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the replacement of the Swimming Pool Roof and the Children’s Center Roof. The Board was informed that the estimated cost for this work is $214,500. Bids were opened on April 23rd. Bid results follow:

Clark’s Quality Roofing
Murray, Utah $224,747

Warburton’s, Inc.
Pleasant Grove, Utah $234,965
Superior Roofing & Sheet Metal  
Salt Lake City, Utah  $170,478 (See Note)

Note: The bid from Superior Roofing and Sheet Metal was incomplete and cannot be considered.

Major Maintenance funds are budgeted and available to pay for this work. Clark’s Quality Roofing has performed a lot of roof work for the College and is a very good roofing contractor.

Recommendation:  
To accept the low bid from Clark’s Quality Roofing, Murray, Utah, in the amount of $224,747, per bid specifications, to re-roof the Swimming Pool and Children’s Center roofs on the Rock Springs campus.

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

C. New Business
   1. Sewer Line Easement, City of Rock Springs  
The Board is aware that the Rivett Group, LLC, is in the process of purchasing Lot 2 of the College View Commercial Park from the College. During the course of their due diligence work, it was discovered that the sewer line easement crossing Lot 2 does not line up with the actual location of the sewer line. JFC Surveyors has provided a new drawing and legal description depicting the new location. The new easement is 15 feet wide as opposed to the existing easement width of 10 feet. This change in width has been requested by the City of Rock Springs. Also, JFC Surveyors personnel have informed the Administration that the sewer line easement coming down from the College buildings to Lot 2 accurately reflects the location of the sewer line. The Rivett Group desires that this easement matter be settled before closing on the purchase transaction. The Resolution prepared by Galen West stipulates that this new sewer line easement will not be given to the City of Rock Springs until the College receives a proper conveyance from the City relinquishing the original easement.

Recommendation:  
To approve the following Resolution:  
A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO ENTER INTO AN UNDERGROUND SEWER LINE EASEMENT WITH THE CITY OF ROCK SPRINGS, WYOMING

Vice President Kelsey gave an explanation of the requested easement. Trustee Spicer made a motion to approve the easement resolution as presented. The motion was seconded by Secretary Boettcher. Vice President Eckman asked if a sewer line had been installed in the original easement. Vice President Kelsey said that nothing had been installed and the original easement was never utilized. A short discussion ensued regarding the error in the original
easement, how the error was discovered and how pre-qualifying contractors may alleviate similar situations in the future. The motion was approved by vote.

2. Approval of Employment Contract, Associate Professor of Political Science
The Human Resources Office conducted a national search commencing in January 2014 to fill the position of Instructor/Assistant Professor of Political Science. The Human Resources Office received 55 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 3 formal on campus interviews. The Professional Standards Board recommends that Dr. Cameron Otopalik be offered this position. Dr. Otopalik holds a Bachelor of Arts degree in Politics and American Government from Ripon College, Ripon, Wisconsin. Dr. Otopalik also holds a Master of Arts Degree in Political Science from Colorado State University in Fort Collins, Colorado and a PhD in Political Science from the University of Nebraska, Lincoln, Nebraska. Dr. Otopalik is currently employed as an Assistant Professor of Political Science at Central Washington University. Dr. Otopalik has held this position for ten years. Prior to this, Dr. Otopalik was employed as an Assistant Professor of Government at Adams State College, Alamosa, Colorado for two years. Dr. Otopalik’s proposed contract details would be as follows: Annual Salary, $58,533.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Associate Professor; Column Placement, Column II.

Recommendation
To offer an employment contract to Dr. Cameron Otopalik of Yakima, Washington for the position of Associate Professor of Political Science for the period August 14, 2014 through May 15, 2015.

Vice President Flaim gave an explanation of the proposed employment contract. Vice President Eckman made a motion to offer an employment contract to Dr. Cameron Otopalik as described. The motion was seconded by Trustee Spicer. Trustee Spicer asked why the individual had not advanced past the Assistant Professor level during the 12 years. Vice President Flaim explained that Dr. Otopalik’s current position is not a tenure track position and therefore has no opportunity for advancement. President Roth objected to the starting salary, stating that the candidate has a terminal degree. The motion was approved by vote.

3. Approval of Employment Contract, Associate Professor of Musical Theatre/Voice
The Human Resources Office conducted a national search commencing in January 2014 to fill the position of Instructor/Assistant Professor of Musical Theater/Voice. The Human Resources Office received 10 completed applications for this position. The Professional Standards Board conducted 5 telephone interviews and 3 formal on campus interviews. The Professional Standards Board recommends that Mr. Eric DeLora be offered this position. Mr. DeLora holds a Bachelor of Science degree from Eastern Oregon University in History/Theater Arts and a second Bachelor of Science degree from Eastern Oregon University in Music. Mr. DeLora holds a Master of Fine Arts in Opera/Music Theatre Stage Direction from the University of Iowa. Mr. DeLora is currently employed at Maybeck High School in Berkley, California as
an Instructor/Manager. Mr. DeLora has held this position for 5 years. Prior to this, he was employed at the Jewish Community High School of the Bay, San Francisco, California for three years and was employed at Umpqua Community College, Roseburg, Oregon as an Instructor of Theater/Music for five years. Mr. DeLora’s proposed contract details would be as follows: Annual Salary, $53,098.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Associate Professor; Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Eric DeLora of San Francisco, California for the position of Associate Professor of Musical Theater/Voice for the period August 14, 2014 through May 15, 2015.

Vice President Flaim gave an explanation of the proposed employment contract. Trustee Spicer made a motion to extend an employment contract to Mr. Eric DeLora as described. The motion was seconded by Treasurer Baxter. President Roth objected to the starting salary for a candidate with a terminal degree. Treasurer Baxter asked why the candidate wished to leave San Francisco. Vice President Flaim said that candidates are always asked this question and this candidate adequately answered. The motion was approved by vote.

4. Approval of Employment Contract, Director of Learning Center
The Human Resources Office conducted a national search commencing in February 2014 to fill the position of Director of the Learning Center. The Human Resources Office received 16 completed applications for this position. The Professional Standards Board conducted 6 telephone interviews and 3 formal on campus interviews. The Professional Standards Board recommends that Mr. Brian Kaumo be offered this position. Mr. Kaumo holds a Bachelor of Arts in education from the University of Wyoming and a Master of Arts in Education from the University of New Mexico. Mr. Kaumo is currently employed as the Director of Special Services at Sweetwater School District #1 in Rock Springs, Wyoming. Mr. Kaumo has held this position for 2 years. Prior to this position, he was employed as the Assessment Coordinator/Consolidated Grant Manager at Sweetwater School District #1. Mr. Kaumo held that position for seven years. Mr. Kaumo’s proposed contract details would be as follows: Annual Salary, $62,502.00 for an 11 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Brian Kaumo of Green River, Wyoming for the position of Director of the Learning Center for the period June 1, 2014 through June 30, 2014.

Vice President Flaim gave an explanation of the proposed employment contract. Trustee Chadey made a motion to offer an employment contract to Mr. Brian Kaumo as described. The motion was seconded by Trustee Spicer and was approved by vote. Trustee Honaker said she was delighted that we found a local candidate through a national search.
5. Approval of Employment Contract, Data Analyst

The Human Resources Office conducted a national search commencing in March 2014 to fill the position of Data Analyst. The Human Resources Office received 3 completed applications for this position. The Professional Standards Board conducted 1 on campus interview. The Professional Standards Board recommends that Mr. Russell Bates be offered this position. Mr. Bates holds a Bachelor's Degree in Information Networking and Telecommunications from Fort Hays State University in Fort Hays, Kansas. Mr. Bates is currently employed as a Computer Programmer/Analyst at Western Wyoming Community College. Mr. Bates has held this position for over three years. Prior to this, he was employed at Comcast Cable as a Lead Systems Analyst/Developer for eleven years. Mr. Bates’ proposed contract details would be as follows: Annual Salary, $66,892.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation
To offer an employment contract to Mr. Russell Bates of Rock Springs, Wyoming for the position of Data Analyst for the period May 12, 2014 through June 30, 2014.

Dr. Leach gave an explanation of the proposed employment contract. Trustee Honaker made a motion to offer an employment contract to Mr. Russell Bates as described. The motion was seconded by Vice President Eckman and was approved by vote.

6. Tentative FY2015 Budget Presentation

Wyoming Statutes require that Western Wyoming Community College’s governing board review the Tentative Budget by May 15th of each year. The budget is presented for discussion purposes only; the Board is not required to take any action. On pages 1 through 4, the Board will find some information regarding a comparison of the 2013-14 Unrestricted Operating Fund budget with the Tentative FY 2014-15 Unrestricted Operating Fund budget. On page 5, the Board will find some summary information regarding all funds of the College, depicting actual FY 2012-13 revenues and expenditures, budgeted FY 2013-14 revenues and expenditures, and revenues and expenditures tentatively budgeted for FY 2014-15. Following page 5, the Board will find some detailed information regarding each fund, including actual revenues received in FY 2013-14 through April 17, 2014 for the Unrestricted Operating Fund and the One Mill Fund, FY 2013-14 budgeted expenditures, and tentative FY 2015 budgeted expenditures; budgeted revenues and expenditures for FY 2013-14 for all the other funds, and revenues and expenditures tentatively budgeted for FY 2014-15. After the detailed information, commencing on page 6, the Board will find the following:

- Pie Charts for the Unrestricted Operating Fund (Page 7)
- Pie Charts for all Current Funds of the College (Page 8)
- Plant Fund Pie Chart (Page 9)
- Listing of Enrollment Growth Expenditures $15,000 and Greater (Page 10)
- Listing of New and Expanded Positions (Page 11)
The Board of Trustees has the opportunity to meet in workshop session again, if desired, and offer comments and direction to the Administration.

Recommendation
None. No action Required. Discussion Only

Vice President Kelsey gave an explanation of the tentative budget and highlighted various accounts. Trustee Honaker asked for clarification on the adjusted restricted funds. Vice President Kelsey said that adjustments are necessary when revenue or expenditures are different than estimated and used the example of federal grants. Vice President Kelsey said that current year budget adjustments would be brought to the Board in June for their consideration.

7. Transition Plan for Vice President of Administrative Services Position
Mr. Marty Kelsey, the Vice President for Administrative Services, has notified the College President of his intent to retire at the end of July, 2015. In order to facilitate a smooth, seamless transition, the College President believes it is vital to hire the replacement Vice President with a start date of January 5, 2015 and allow for a seven month overlap between Mr. Kelsey and the new incumbent. This overlap will allow the new V.P. to get through the FY 2016 budget process and provide time for orientation concerning key aspects of the position. The college has adequate “one-time” funding for this transition plan.

Recommendation
To approve the transition plan for the overlap in vice presidential positions from January 5, 2015 through July 31, 2015.

Dr. Leach gave an explanation of the proposed transition plan. Trustee Spicer made a motion to approve the transition plan as described. The motion was seconded by Trustee Chadey and was approved by vote. Vice President Eckman said that he has the highest respect for Mr. Kelsey and that he has always been dedicated to the college and the community. Secretary Boettcher thanked Mr. Kelsey for his invaluable counsel and support over the years. Trustee Honaker said that Mr. Kelsey is a remarkable man and thanked him for his years of service and being willing to mentor his replacement.

8. Second Reading, Select 7000 Series Policies
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:
- The current version
- 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:  
To approve the policy revisions as described.

Dr. Leach gave an explanation of the proposed policy revisions. Trustee Chadey made a motion to approve the policy revisions as described. The motion was seconded by Secretary Boettcher and was approved by vote.

9. Bid Quotations, Green River Center HVAC System  
At the September meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for HVAC cooling system upgrades for the Green River Center. The latest engineer’s estimate for the cost of this work provided by ACE engineering was $102,000. Bids were opened on May 1st. Bid results follow:

Vaughn’s Plumbing and Heating  
Rock Springs, WY $104,600

Johnson Controls  
Evansville, WY $ 95,000
The Administration recommends that the low bid submitted by Johnson Controls be approved. Major Maintenance funds are budgeted and available to pay for this work.

**Recommendation**
To accept the bid from Johnson Controls, Evansville, Wyoming in the amount of $95,000, per bid specifications, for the HVAC cooling system upgrades at the Green River Center.

Vice President Kelsey gave an explanation of the bid quotation. Treasurer Baxter made a motion to accept the bid from Johnson Controls as described above. The motion was seconded by Secretary Boettcher and was approved by vote.

10. **Approval of Professor Emeritus Status**
Policy 4220D, Professor Emeritus, allows the Board of Trustees to grant emeritus status to retired instructional faculty for long-term teaching excellence. The primary criterion is continuous teaching excellence. Other criteria are:
• Separation from full time service
• Instructional faculty member
• 20 years of full time service to Western Wyoming Community College
• Associate Professor or Professor Rank

A committee comprised of faculty, students, professionals, and the Vice President for Student Learning reviewed the nominations, and the committee made recommendations for emeritus status to the President. The Emeritus committee reviewed nominations for Dr. A. Dudley Gardner, Ms. Charity “Dee” Forrest and Ms. Marlene Ethier. These three retiring faculty members meet the criteria established by Western Wyoming Community College policy. The committee has unanimously recommended Professor Emeritus status to the President for these individuals. The President reviewed the committee’s recommendations and recommends that the Board of Trustees grant Professor Emeritus status to Dr. A. Dudley Gardner, Ms. Charity “Dee” Forrest and Ms. Marlene Ethier.

**Recommendation**
To grant Professor Emeritus status to Dr. A. Dudley Gardner, Ms. Charity “Dee” Forrest and Ms. Marlene Ethier in recognition of the many years of teaching excellence they provided to the students of Western Wyoming Community College.

Dr. Leach gave an explanation of the requested Professor Emeritus status. Vice President Eckman made a motion to grant Professor Emeritus status to Dr. A. Dudley Gardner, Ms. Charity “Dee” Forrest and Ms. Marlene Ethier. The motion was seconded by Trustee Spicer and was approved by vote. Trustee Honaker said that all three are great faculty members and thanked them for their years of service.
11. **Approval of Employment Contract, Instructor of Dance**

The Human Resources Office conducted a national search commencing in February 2014 to fill the position of Instructor/Assistant Professor of Dance. The Human Resources Office received 22 completed applications for this position. The Professional Standards Board conducted telephone interviews and 5 formal on campus interviews. The Professional Standards Board recommends that Ms. Britta Peterson be offered this position. Ms. Peterson accepted the offer of employment on May 7, 2014. The Administration wished to extend a contract of employment to Ms. Peterson as soon as possible. Ms. Peterson holds a Bachelor of Arts degree in Dance from Gustavus Adolphus College in St. Peter, Minnesota and a Master of Fine Arts Degree in Dance from Arizona State University in Tempe, Arizona. Ms. Peterson is currently employed as a Teaching Artist at Velocity Dance Center in Seattle, Washington. Prior to this, Ms. Peterson was employed as a Teaching Artist at the Cowles Center for Dance and Performing Arts in Minneapolis, Minnesota. Ms. Peterson’s proposed contract details would be as follows: Annual Salary, $46,826.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

**Recommendation**


Vice President Flaim gave an explanation of the proposed employment contract. Treasurer Baxter made a motion to offer an employment contract to Ms. Britta Peterson as described. The motion was seconded by Trustee Chadey and was approved by vote.

12. **Extension of Inspection and Closing Deadlines, Lot 2 College View Commercial Park (Moved from Consent Agenda)**

At the January meeting of the Board of Trustees, the Board approved a contract with the Rivett Group, LLC, for the purchase of Lot 2 of the College View Commercial Park. The Board will recall that this firm plans to build an extended stay hotel on the property. The contract specifies that the inspection deadline is May 15, 2014 and the closing deadline is June 16, 2014. The Rivett Group is requesting that these deadlines be extended to July 15, 2014 and August 15, 2014 respectively. They are experiencing a slight delay in finalizing some financing arrangements due to negotiations with more than one lender, but otherwise indicate they are very excited about this purchase and have no plans of withdrawing their purchase offer. The Rivett Group thinks they may only need a 30 day extension; however, in the interest of possibly avoiding a second extension request coming before the Board, the Administration is recommending that a sixty (60) day extension be granted. The College’s real estate brokerage firm, Brokerage Southwest, and the College Administration are not concerned about this request and recommend it be approved.
Recommendation
To amend the sales contract to approve an extension of the inspection deadline from May 15, 2014 to July 15, 2014 and the closing deadline from June 16, 2014 to August 15, 2014.

Vice President Kelsey gave an explanation of the requested deadline extension. Trustee Chadey made a motion to amend the sales contract to approve the extensions as described. The motion was seconded by Trustee Spicer. Treasurer Baxter stated that he is opposed to giving the extension and believes that no college property should be sold without a plan for development. Trustee Honaker said that the College View Commercial Park Protective Covenants provide control over the development and she believes the plan for the lot is consistent with those covenants. Secretary Boettcher stated that the College made agreements with the City of Rock Springs to do a commercial development when they built the Gateway Boulevard extension several years ago. Secretary Boettcher also said that this purchase agreement was done in good faith and that he supports approving the deadline extension. The motion was approved by vote with Treasurer Baxter voting “Nay”.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None

B. Questions/Media/Public
Mr. Matt Naber, Rocket Miner, asked for clarification on the approval of the deadline extension for Lot 2 in the College View Commercial Park. Mr. Naber also asked if the tentative budget would change significantly prior to its approval on July 16. Vice President Kelsey said any changes would be minimal.

C. President/Staff
Dr. Leach said that she had already covered everything during her report on Western Celebrations.

D. Trustee Questions/Topics
Vice President Eckman said that he attended a presentation for the Created Equal series on the book “Dying for Joe McCarthy’s Sins; The Suicide of Wyoming Senator Lester Hunt”. Vice President Eckman said that the presentation was very well done and he enjoyed it.

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</th>
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<tbody>
<tr>
<td>May 8</td>
<td>Regular Board of Trustees Workshop</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>Room 3071</td>
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<tr>
<td>May 8</td>
<td>Regular Board of Trustees Meeting</td>
</tr>
<tr>
<td>7:15 p.m.</td>
<td>Room 3060</td>
</tr>
<tr>
<td>May 15</td>
<td>Rawlins Nurse’s Pinning</td>
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<tr>
<td>7:00 p.m.</td>
<td>Rawlins</td>
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May 16
1:00 p.m. Nurse’s Pinning Theatre
May 16
7:00 p.m. Commencement Rushmore Gym
May 26 WWCC Holiday
June 7
9:00 a.m. Board Retreat Homewood Suites, Rock Springs
June 12
6:00 p.m. Regular Board of Trustees Workshop Room 3071
June 12
7:15 p.m. Regular Board of Trustees Meeting Room 3060

VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 10:08 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