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 7:20 p.m., Thursday, August 14, 2014 in Board Room
3060, Rock Springs Campus, President James Roth presiding.

B.  Approval of Agenda
   1.  Trustee Honaker made a motion to accept the regular agenda as presented.
   The motion was seconded by Vice President Eckman and was approved by
   vote.

   Vice President Eckman made a motion to table items 2 and 3 on the Consent
Agenda and to accept the consent agenda as revised.  The motion was
seconded by Trustee Honaker and was approved by vote.

II.  REPORTS
A.  Admissions Annual Report
   Ms. Erin Grey, Admissions Counselor, gave the annual report for the Admissions
office.  Ms. Grey referred the Board members to the written report and highlighted
various staffing changes and participation in numerous college fairs and other
recruiting events.  Ms. Grey reported that Ms. Adrienne Plemel, Admissions Office
Assistant, is beginning her 30th year of employment with WWCC.  Trustee Chadey
commended Ms. Grey on the numbers of college fairs and other recruiting events
attended. The Board thanked Ms. Grey for her report.

B.  Western Celebrations
   Dr. Leach asked Ms. Kathy Luzmoor, Nursing Program Director, to give an update on
the efforts to regain national, program-specific, accreditation for the Nursing program.
Ms. Luzmoor stated that a letter dated July 8, 2014 from the Accreditation Commission for Education in Nursing (ACEN), previously called the National League for Nursing Accrediting Commission (NLNAC), stated that WWCC’s Nursing Program has been accepted for candidacy for accreditation. Ms. Luzmoor went on to say that the next steps will be to submit a self-study report to ACEN and then to host a site visit. Ms. Luzmoor said that a consultant has been hired to help WWCC with the process. Ms. Luzmoor said that the site visit would likely occur in the Spring, perhaps February, and that the ACEN governing Board would meet in July, 2015 to make the final decision. Ms. Luzmoor said that accreditation, if granted, would be retroactive to include Nursing program students graduating in May, 2015. Ms. Luzmoor also said that the WWC Foundation had agreed to provide $21,000 in funding assistance for Nursing students to alleviate expenses on their required travel.

Dr. Leach reported that 3 articles were recently published by WWCC faculty members, including two by Dr. Randal Goff and one by Dr. Rocky Barney.

Dr. Leach reported that Professor Emeritus John Collins recently passed away. Dr. Leach said that Dr. Collins was a beloved professor who was a great contributor to the college and his students. President Roth commented that the college needs to improve how it recognizes employees who have passed. Dr. Leach said that consideration is being given to creating a memory garden in the courtyard closest to the art gallery.

III. MINUTES
A. Approval
1. Trustee Chadey made a motion to approve the minutes of the July 16, 2014 meeting as presented. The motion was seconded by Trustee Honaker and was approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Vice President Eckman moved to ratify the Clearing Accounts as designated in the amount of $2,530,743.34 and the Electronic Transfers as designated in the amount of $301,447.14 for a grand total ratification of $2,832,190.48. The motion was seconded by Trustee Spicer and was approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
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<tbody>
<tr>
<td>Vouchers</td>
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<td>Advices</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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<th>Amount</th>
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</table>
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US Bank
EFT US Bank CC Payments
A/C# 147497000116 $74,743.47

Bank to Bank Transfers 0.00

Investment Transfers 0.00

Total Electronic Funds Transfers $301,447.14

GRAND TOTAL FOR BOARD RATIFICATION $2,832,190.48

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

V. RECOMMENDED ACTION
A. Old Business
1. Approval of Agreement for Performance Contracting

In November, the Board of Trustees participated in a workshop led by Mr. John Canfield, a consultant to the Wyoming Energy Conservation Program (WYECIP), a program of the Wyoming Business Council. In January, the Board authorized the Administration to solicit proposals for energy performance contracting. A Request for Proposals was developed in cooperation with WYECIP and sent to selected energy services companies. In May, the Administration received proposals from three organizations: Johnson Controls, Chevron Energy Solutions, and Trane. The Administration interviewed Chevron Energy Solutions and Johnson Controls in late May. As discussed in November and January with the Board, the Administration is desirous of engaging the services of an energy services company to conduct an “Investment Grade Audit” (IGA) of certain of the College’s physical resources in an effort to determine if energy consumption can be reduced in a cost effective way and to determine how best to address the issues associated with the underground thermal storage tanks and other HVAC matters. Lighting and HVAC controls, piping, and equipment will be the focus of the audit. The cost of the IGA is $158,225. This amount is set by the State of Wyoming and is based on facility type and square footage. The College is not bound to implement the recommendations for energy savings/equipment replacement made by the energy services company. It is anticipated that the energy services company will be able to complete the audit by late fall. The Board of Trustees will then review all the recommendations and options for facility improvements and project financing. The Administration is recommending that Chevron Energy Solutions be retained by the College as the Energy Services Company to conduct an Investment Grade Audit for the College under the Wyoming Energy Conservation Program as described. Later in calendar year 2014, Chevron Energy Solutions will be acquired by Oaktree Capital Group, a large company traded on the New York Stock Exchange with over $85 billion in assets. Their new operating name will be Op Terra. The College has been assured that the same Chevron team will be in place once the acquisition has been finalized. Moreover, the Wyoming Energy Conservation Program has approved of the new company as an energy services company under the WYECIP program. Individuals from the Wyoming Energy Conservation
Program (WYECIP) have reviewed and approved the agreement between the College and Chevron Energy Solutions. The College’s legal counsel, Galen West, has also approved the agreement. The College has funds budgeted and available to pay for this work.

Recommendation:
To retain the services of Chevron Energy Solutions to conduct an Investment Grade Audit of College facilities as described in conformance with the requirements of the Wyoming Energy Conservation Program for the cost of $158,225.

Vice President Kelsey gave an explanation of the proposed Investment Grade Audit. Mr. Alex Parrillo from Chevron also attended the meeting to answer any questions the Board may have. Trustee Spicer made a motion to retain the services of Chevron Energy Solutions to conduct an Investment Grade Audit as described. The motion was seconded by Secretary Boettcher and was approved by vote.

2. First Reading, Board Policies: Board Self-Evaluation and President Evaluation
As part of the Policy overhaul project, several new policies have been recommended by the consultants. Two of these new policies deal with evaluations; one for President Evaluations and one for Board self-evaluation. These two new policies were discussed and revised during the Board retreat on July 15.

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

Dr. Leach gave a brief explanation of the proposed policies, stating that based on discussions during the retreat, a step was added to the Presidential Evaluation policy. Dr. Leach said that on the Board Self-Evaluation policy, recommendations from the retreat were incorporated. Trustee Chadey made a motion to approve the policies on first reading. The motion was seconded by Vice President Eckman and was approved by vote.

B. Consent Agenda
1. Approval of Annual Payment, Campus Cruiser Portal
WWCC has been utilizing Campus Cruiser produced by TimeCruiser Computing Inc. for the last 14 years. We were one of the company’s earliest clients. The product continues to provide enhancements and service to our students and is now relied upon as a critical “front door” to the institution’s online resources. Single sign-on provides students with the ability to log on and use all services including the library, Blackboard, Mustang WebAdvisor and Mustang Folio without further logins and passwords. The survey component allows surveys to be conducted among students and faculty and the evaluation system is utilized for on-line classes. Mustang Cruiser is an important part of the College’s communications system providing a calendar of events and announcements and news items of campus activities. Western’s emergency alert system is also part of Mustang Cruiser allowing for notifications to be sent via phone and e-mail. The services continue to expand and often address our
most pressing needs. This contract has been renegotiated every three years. This is the 3rd year of a five year contract with the last three years locked in at the same rate. There is an enrollment escalation clause that might require some increase in the cost if enrollment increases.

**Recommendation:**
To approve the Time Cruiser payment for the WWCC Portal for FY15 for $62,973.

2. **First Reading, Select 5000 Series Policy Revisions – ITEM TABLED**

3. **First Reading, Select 6000 Series Policy Revisions – ITEM TABLED**

Trustee Spicer made a motion to approve the recommendations from Administration on the consent agenda (Item #1 only). The motion was seconded by Vice President Eckman and was approved by vote.

C. **New Business**

1. **Bid Quotations, STEM Classroom Renovations**
   
   At the June meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the renovation of two rooms on the Rock Springs campus into STEM (Science, Technology, Engineering, and Math) classrooms. The Board was advised the estimated construction cost was $395,000. Bids were opened on July 29th. Two bids were received as follows:

   KR Goble Construction, Inc.
   Mapleton, Utah $364,835

   MW Construction, Inc.
   Paradise, Utah $374,635

   The Administration is recommending that the bid submitted by KR Goble Construction, Inc. be accepted. However, there was a small informality in the bidding that the Board needs to be aware of. About 10 minutes before the bid opening, the KR Goble representative received a call from a sub-contractor indicating that he reduced his bid to them by $10,000. Subsequently, and prior to the time for bid submittal, the KR Goble representative wrote on the outside of the envelope containing the sealed bid “Deduct $10,000.” This was acknowledged by Tammy Register on the outside of the envelope as well and made known to all present at the bid opening, including MW Construction, Inc. The Administration consulted with the College’s attorney, Galen West, to ascertain if he saw a significant issue with this lack of formality. Mr. West indicated that the modified sealed bid submitted by Goble Construction, Inc. was acceptable and is congruent with the bid documents which states: “The Owner reserves the privilege of rejecting any or all proposals, or waiving any irregularities or formalities in any proposal in the bidding.” Goble Construction has completed a lot of work on the campus and is a very good contractor.
Recommendation:
To waive the informality in bidding as described above and accept the low bid submitted by Goble Construction, Inc., Mapleton, Utah, in the amount of $364,835, per bid specifications, for the renovation of the two rooms on the Rock Springs campus into STEM classrooms.

Vice President Kelsey gave an explanation of the bids, including the anomaly with Goble Construction lowering their bid just prior to the bid opening. Secretary Boettcher made a motion to waive the informality in bidding and accept the low bid submitted by Goble Construction as described. The motion was seconded by Trustee Spicer. A lengthy discussion ensued regarding the revision of the bid submitted by Goble Construction. While all bid documents contain a statement regarding the right of the college to waive any irregularities, several Board members expressed concern over accepting the revised bid. Vice President Eckman stated that he would like to see a formal procedure on bidding that sets forth what would and would not be acceptable. Vice President Kelsey explained that the Goble Construction representative wrote “deduct $10,000” on the outside of the sealed bid envelope and Ms. Tammy Register then initialed the envelope as an acknowledgement. Vice President Kelsey stated that various other irregularities occur from time to time such as mathematical errors. The motion was approved by vote with President Roth voting “Nay”.

2. Contractor Pre-Qualification Procedure
Earlier this year in a Board workshop, the Administration presented to the Board a proposal for the Board to consider in the future regarding the pre-qualification of contractors to bid on certain College construction projects. The intent is to use this procedure for construction projects estimated to cost $250,000 or more. The only project in the near future that the Administration envisions this procedure applying to is the renovation of the Student Success Services area. The Administration is proposing that this procedure be considered a Pilot Procedure. The Board was provided with the following:

- A draft of a Board Procedure. The intent of the Administration is to process the approval of this procedure through the regular policy and procedure process should the Board of Trustees ultimately determine the procedure is something that should be continued.

- A copy of the Wyoming State Statute (21-18-303 (a) (xvii)

- A copy of the pre-qualification document used by the Construction Management Division of the State of Wyoming. This particular document was used by Construction Management in the selection of contractors eligible to bid on the Exercise Science/Wellness Center building. The Board will note that the proposed document for the College is somewhat like the State document, but more streamlined.

The Administration is of the opinion that it may well be worthwhile to “pilot” this procedure, to determine if it is a procedure the College desires to continue. The proposed procedure has been approved by the College’s attorney, Galen West.
Recommendation:
To adopt the pilot Board Procedure regarding contractor pre-qualification as presented.

Vice President Kelsey gave an explanation of the proposed procedure, stating that discussions on the procedure have been held at two different Board workshops. Vice President Eckman made a motion to adopt the pilot Board procedure as presented. The motion was seconded by Trustee Spicer. Secretary Boettcher made a motion to amend the motion on approving the procedure to include a sunset provision that puts a two year limit on the pre-qualification for any contractor, and that any pre-qualified contractor approaching the two year limit have their qualifications brought to the Board for reconsideration and re-approval prior to the end of the two year period. The motion was seconded by Vice President Eckman and was approved by vote.

3. Approval of Employment Contract: Research Specialist, Proctoring & Tutoring
The Administration has created a new, 9 month, temporary position. The position of Research Specialist, Proctoring and Tutoring was created to research trends and best practices in tutor and proctoring centers on community college campuses and will help to craft a plan for moving forward in these two areas. The Administration would like to appoint Ms. Michelle Schutten to this position. The Professional Standards Board met on Wednesday, August 7, 2014 to review Ms. Schutten’s credentials for this position. Based on the review of her credentials, the Professional Standards Board recommends that she be extended an employment contract. Ms. Schutten holds a Bachelor of Science degree in Finance from the University of Montana, Missoula, Montana and a Master of Arts degree in Education with emphasis in Curriculum and Instruction from the University of Montana, Missoula, Montana. Ms. Schutten is currently employed as a part time instructor at Western Wyoming Community College. She has held this position for three years. Ms. Schutten’s proposed contract details would be as follows: Annual Salary, $48,054.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column I.

Recommendation
To offer an employment contract to Michelle Schutten of Rock Springs, Wyoming for the position of Research Specialist, Proctoring and Tutoring for the period August 18, 2014 through May 15, 2015.

Vice President Farley gave an explanation of the proposed employment contract. Trustee Chadey made a motion to extend the offer for employment as described. The motion was seconded by Trustee Spicer. Trustee Honaker asked if a timeline for the completion of the work product existed, and if appropriate metrics had been developed to measure the effectiveness of the work product. Dr. Leach explained that the peer tutor center is outdated and needs to broaden the services it provides to the students. Dr. Leach said that the work product will be complete at the end of the employment contract. Dr. Leach also said that all research should be completed by the end of the year and a permanent director would be hired. Dr. Leach went on to say that some services should be available by mid fall and a fully functional center will be in
place by the end of the Spring semester. President Roth asked if a national search had been conducted for the position. Dr. Leach said that because the position is temporary, and strictly for this single research project, a national search was not conducted. Vice President Eckman asked if the center would work with outreach centers and part-time students. Dr. Leach said that the office hours would be expanded to support part-time students and that the HLC requirements for access for outreach students would be accommodated in the new plan. The motion was approved by vote.

4. Approval of Employment Contract, Information Systems Administrator
Ms. Stephanie Tolman has requested a transfer to the position of Information Systems Administrator, recently vacated by Mr. Russell Bates. The Professional Standards Board met to review Ms. Tolman's credentials and determined that Ms. Tolman met the minimum qualifications for the vacancy. Based on the review of her credentials, the Professional Standards Board recommends this transfer. Ms. Tolman holds an Associate of Science Degree from Western Wyoming Community College and a Bachelor of Science degree in Technical Management-Computer Information Systems from Devry University. Ms. Tolman is currently employed at Western Wyoming Community College as the Systems Administrator. She has held this position for 2.5 years. Prior to this, Ms. Tolman was employed by Sweetwater County School District #1 as an Integration Specialist. She held that position for 4.5 years. Ms. Tolman's proposed contract details would be as follows: Annual Salary, $59,143.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column I.

Recommendation

Associate Vice President Budd gave an explanation of the proposed employment contract. Trustee Spicer made a motion to offer an employment contract to Ms. Stephanie Tolman as described. The motion was seconded by Trustee Honaker. President Roth asked if the transfer would include a pay increase. Associate Vice President Budd said that the transfer is a lateral move, meaning that the position is the same level and the same compensation as Ms. Tolman’s current position. Trustee Chadey commented that it is great that a current employee wanted the position. The motion was approved by vote.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
Mr. Matt Naber, Rocket Miner, asked for clarification on the minimum estimated project cost for the Contractor Pre-Qualification procedure. Vice President Kelsey stated that the minimum estimated project cost for prequalification remained at $250,000.
C. **President/Staff**

Vice President Freeze gave a brief report on the activities planned for Welcome Week. Vice President Freeze said that the orientation program has been revised as part of the completion and retention agenda and that an entire week of activities will be held. Vice President Freeze said that students can choose sessions that they are interested in rather than attending a generalized session for all students. Vice President Freeze said that students who attend the sessions will be tracked to measure the effect on retention and completion. Vice President Freeze said that the practice of “intrusive advising” has been implemented, which requires part-time students to ‘opt out’ of having an advisor rather than having an advisor assigned to them upon request.

Vice President Freeze reported that the draft plan for Strategic Enrollment Planning has been developed and will be provided to the Board soon.

Vice President Freeze reported that the Complete College Wyoming committee met in Riverton recently and finished the list of factual and progress metrics. Vice President Freeze said that the metrics would be disseminated soon. Vice President Freeze also said that performance based funding was discussed at the meeting with the hope that the metrics developed would be used. Vice President Freeze went on to say that the Planning and Improvement office would handle the metric measurements once the plan is in place. President Roth commended Vice President Freeze for her work on the CCW effort.

Associate Vice President Budd reported that 25 positions have been filled since January with five being new positions, seven were faculty positions and eight of the positions were filled with internal candidates. Associate Vice President Budd said that the new employees would be invited to the Board of Trustees September workshop.

Vice President Farley reported that part of the orientation for new faculty had been held. Vice President Farley said that existing Academic Council members volunteered to help with the program. Vice President Farley also said that the new faculty members introduced themselves and were given a tour of the campus. Vice President Farley went on to say that the next portion of the orientation is a presentation on assessment, the Great Teachers Seminar and distance learning.

Dr. Leach reported that the ribbon cutting for the Exercise Science and Wellness Building would be held at 4pm on August 22nd. Dr. Leach said that the Wrestling Celebration would not be part of the ribbon cutting and would likely be rescheduled for October 1st.

Dr. Leach reported that memorial services for Bret Prine would be held on August 29 at 3:00 p.m.

D. **Trustee Questions/Topics**

President Roth asked when the new Academic Calendar would be brought forward for Board consideration. Dr. Leach stated that the Academic Calendar runs on a two-year schedule and the calendar for the next two years would be presented for consideration at the January Board meeting.
Vice President Eckman commented on the passing of Dr. John Collins. Vice President Eckman said that Dr. Collins was a much respected professor and related the story of how he volunteered his time and expertise during a social upheaval in Mexico. Secretary Boettcher said that Dr. Collins is the reason he first chose to run for election to the Board of Trustees and that Dr. Collins had helped his son persevere in his education.

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

F. Executive Session - Legal/Personnel
   None.

VII. CALENDAR OF FUTURE EVENTS

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<th>Date</th>
<th>Event</th>
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| Aug. 14 6:00 p.m. | Regular Board of Trustees Workshop  
                          Board Conference Room 3071 |
| Aug. 14 7:15 p.m. | Regular Board of Trustees Meeting  
                          Board Room 3060 |
| Aug. 22 4:00 p.m. | Exercise Science and Wellness Building Grand  
                          Opening/55th Anniversary Open House  
                          Exercise Science and Wellness Building |
| Aug. 27 | Fall Semester Begins |
| Sept. 1 | WWCC Holiday |
| Sept. 4 4:00 p.m. | Independence High School Meet & Greet  
                          IHS, WWCC Campus |
| Sept. 11 6:00 p.m. | Regular Board of Trustees Workshop  
                          Board Conference Room 3071 |
| Sept. 11 7:15 p.m. | Regular Board of Trustees Meeting  
                          Board Room 3060 |

VIII. ADJOURNMENT
Having no further business to act on, President Roth adjourned the regular meeting at 8:34 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