REGULAR MEETING MINUTES
October 16, 2014

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

Also Present:
Dr. Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Jackie Freeze, VP for Student Success Services
Kim Farley, VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services
Lori Paulson
Whitney Watterson
Matt Naber
Will Clark
Heidi Brown
Kandy Frink

Trustees Absent:
Heidi Brown
Kandy Frink
Tom Spicer

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 7:24 p.m., Thursday, October 16, 2014 in Board Room 3060, Rock Springs Campus, President James Roth presiding.

B. Approval of Agenda
1. Secretary Boettcher made a motion to accept both the consent and regular agendas as presented. The motion was seconded by Trustee Honaker and was approved by vote.

II. REPORTS
A. Associated Student Government
Ms. Whitney Watterson, ASG Vice President, gave a brief report on behalf of the group. Ms. Watterson reported that ASG had hosted a mentalist, a highway clean-up campaign, a variety game show and a pool party. Ms. Watterson said that the ASG wanted to host a political debate but were unsuccessful in their efforts. Ms. Watterson also said that a blood drive would be held next week. Ms. Watterson reported that a Halloween Dance would be held. Ms. Watterson went on to say that 16 clubs have been chartered so far this year and 9 ASG members were able to attend leadership training. Ms. Watterson said that the ASG is currently considering what project they would like to do to ‘leave their mark’ on WWCC. The Board thanked Ms. Watterson for her report.

B. Paraprofessional Alliance
Ms. Lori Paulson gave a brief report on behalf of the Paraprofessional Alliance. Ms. Paulson said that the Alliance is beginning its planning for the Para Pantry early this year. Ms. Paulson reported that last year 90 bags of food were provided at a cost of
$2,300. Ms. Paulson said that the effort has grown each year. Ms. Paulson also said that the Alliance will be holding a pie sale this fall with proceeds earmarked for the Boys and Girls Club Tree of Sharing. Ms. Paulson said that the Boys and Girls Club took over the program after VIRS was forced to discontinue it. Trustee Chadey thanked the Alliance for always doing good things for students, saying that the efforts are appreciated. Vice President Eckman asked how many students would be provided with food through the Para Pantry. Ms. Paulson said that the Alliance does not know how many students will be staying in the residence halls this year but is planning on packaging 90 bags of food. President Roth asked Ms. Paulson to keep track of the funding obtained and advise the Board closer to the event so they can help if needed. The Board thanked Ms. Paulson for her report.

C. WWCC Senate
Mr. Will Clark gave a brief report on behalf of the Senate. Mr. Clark reported that the Senate had completed its work on a procedure for the development of the Academic Calendar. Mr. Clark said that the proposed procedure had been reviewed by the Western Leadership Council and would be presented to the Policies and Procedures Committee. Ms. Heidi Brown continued the report, stating that the Merit Pay Taskforce and the Pay Equity Taskforce have both been formed. President Roth asked if the proposed Academic Calendar procedure was more delineated. Mr. Clark said yes. The Board thanked Mr. Clark and Ms. Brown for their report.

D. UW Transfer
Dr. Kim Farley, Vice President of Student Learning gave the annual report on UW Transfer information. Vice President Farley said that figures for the Fall semester of 2013 show that WWCC transfer students achieved an average GPA of 2.65 in their first semester at UW while other community college transfer students achieved an average GPA of 2.8 and those who went directly to UW achieved an average GPA of 2.94. Vice President Farley reported that once the student is a junior or senior, their GPA’s are much more in line with other students. Vice President Farley said that WWCC’s Academic Rigor Taskforce has been working on reviewing the level of rigor in WWCC courses and has produced a report that identifies 5 common themes for areas of improvement. Vice President Farley said that one of these themes, faculty mentoring, will be addressed by including a mentoring requirement in all faculty job descriptions. Vice President Farley said that the concerns will be reviewed and the A-Team will devise a plan to address those concerns. Vice President Farley also said that 11 faculty members attended the recent UW Articulation Summit and reported that students who transfer to UW with an Associate of Arts or Associate of Science degree take an average of 18 more credit hours than students who start at UW to earn their Bachelor degree. Vice President Farley said that the articulation discussions are focusing on 17 high impact programs and curriculum maps will be developed by March of 2015. Vice President Farley said that the community colleges are trying to establish a ‘2 + 2’ plan where a student would complete 2 years at a community college and 2 years at UW. The Board thanked Vice President Farley for her report.

E. Western Celebrations
Dr. Leach reported that a new weekly event email “This Week at Western” was implemented after the Board suggested that a comprehensive list of weekly events be compiled and communicated. Dr. Leach said that events such as the recent “Snow Chi Min Trail” presentation hosted by Dr. Jessica Clark are just some of the great events
held on campus. Trustee Chadey said that she reads the weekly email and appreciates receiving it. Vice President Eckman said that he also appreciates receiving the information and has to choose what to attend because there are so many interesting events.

III. MINUTES
A. Approval
   1. Trustee Chadey made a motion to accept the minutes of the September 11, 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
   Treasurer Baxter moved to ratify the Clearing Accounts as designated in the amount of $5,125,917.43 and the Electronic Transfers as designated in the amount of $567,776.41 for a grand total ratification of $5,693,693.84. Motion approved by vote.

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<tr>
<th>Clearing Accounts</th>
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<th>Amount</th>
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<tr>
<td>Vouchers</td>
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<tr>
<td>Payroll</td>
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<td>Advices</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$5,125,917.43</td>
</tr>
</tbody>
</table>

   Electronic Funds Transfers

   Payroll Tax Payments to I.R.S.
   From US Bank A/C# 147497000116 To EFTPS-CHICAGO USATAXPYM'T A/C# 147497000116 Amount $335,405.72

   Credit Card Payments to US Bank Corporate Payment System
   From US Bank A/C# 147497000116 To EFT US Bank CC Payments A/C# 147497000116 Amount $232,370.69

   Bank to Bank Transfers
   Amount 0.00

   Investment Transfers
   Amount 0.00

   Total Electronic Funds Transfers $567,776.41

   GRAND TOTAL FOR BOARD RATIFICATION $5,693,693.84

   (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. Second Reading, Selected 5000 Series Policy Revisions
      As the Board is aware, the College is in the process of reviewing all policies with the assistance of the College Brain Trust. The following proposed policy
revisions were presented for all employee comment in May, have been approved by the Policies and Procedures Committee, and have been approved by Dr. Leach. The Board of Trustees discussed the proposed policy revisions at a retreat held on September 10, 2014. 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 three different layouts as follows:

- The current version
- The proposed revisions
- A “clean” copy of the version incorporating the proposed changes

5110A The Board of Trustees & Student Policies
Revised to add statement on College President assuring appropriate procedures are developed.

5110B Affirmative Action for Students
Revised title and updated discrimination language.

5210A Attendance
No changes recommended at this time.

5210B Student Leave of Absence
Updating language.

5220A Admission of Students
Revisions to clarify language.

5220D Transfer of Credit
Revising language on alternative credit options.

5230A Classification as a Resident
Revised title and updated language.

5230B Registration for Classes
Title change, updating language.

5230C Adding or Dropping Courses
Information moved to policy 5230B, deleting 5230C.

5230D Alternative Options for Credit
Information moved to 5220D, deleting 5230D.

5230E Auditing Courses
Information moved to 5230B, deleting 5230E.

5230F Assessing & Collecting Tuition
Slight language revisions.

5310B Financial Aid Review Board
Information moved to 5310A, deleting 5310B.
5310C Federal Student Financial Assistance
Information moved to 5310A, deleting 5310C.

5320A Institutional Academic Scholarships
Information moved to 5310A, deleting 5320A.

5330A Institutional Grants
Information moved to 5310A, deleting 5330A.

5340A Short-Term Loans to Students
Information moved to 5310A, deleting 5340A.

5420C Use/Possession of Illegal Drugs and Paraphernalia
Move procedure information to policy and delete procedure.

5430E Suspension or Probation
Move procedure language to policy and delete procedure.

5450A Student Health & Accident Insurance
Changing title, revising language to clarify type of insurance.

Recommendation:
To approve the policy revisions as submitted.

Vice President Freeze gave an explanation of the proposed policy revisions, stating that the Board had discussed the revisions in depth at a workshop on September 10, 2014. Trustee Chadey made a motion to approve the policy revisions as presented. The motion was seconded by Secretary Boettcher and was approved by vote.

2. Second Reading, Selected 6000 Series Policy Revisions
As the Board is aware, the College is in the process of reviewing all policies with the assistance of the College Brain Trust. The following proposed policy revisions were presented for all employee comment in May, have been approved by the Policies and Procedures Committee, and have been approved by Dr. Leach. The Board of Trustees discussed the proposed policy revisions at a retreat on September 10, 2014. Any procedures provided are for information only. 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 three different layouts as follows:
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6110B The Objective of the Instructional Program
Minor language revisions.

6210B Cancellation of Classes Because of Bad Weather
Minor language revisions.
6220B Course Outlines and Syllabi
Minor language revisions.

6310A Continuing Education Units
Information moved to 6130A, deleting 6310A.

6320A Distance Education
Information contained in 6130A, deleting 6320A.

Recommendation:
To approve the policy revisions as submitted.

Vice President Farley gave an explanation of the proposed policy changes, stating that the Board discussed the proposed revisions in depth at a workshop on September 10, 2014. Trustee Chadey made a motion to approve the policy revisions as submitted. The motion was seconded by Secretary Boettcher and was approved by vote.

B. Consent Agenda

1. Acceptance of FY15 Gear Up Grant
The GEAR UP Grant was renewed in September 2011 as a seven year state-wide grant that is re-approved annually based upon successful progress of the program and use of the grant dollars. We have been granted continued approval from the State GEAR UP Grant Manager and the Federal Program Officer. This is the fourth year in the seven-year grant cycle of this program. This program serves students from 7th grade through the freshman year of college. The grant has allowed us to serve more than 400 students annually across the five-county service area. We have outstanding employees throughout our service area and are pleased with the support and interest we have received from the school districts. We are looking forward to another year of activity and involvement for students and their parents. For FY15, WWCC will maintain the largest program in the State and will continue to serve our five-county service area.

Recommendation
That the Board accept funds for the GEAR UP FY2015 grant in the amount of $501,255 and give authority to spend the monies for the purposes as specified in the grant, and increase the federal fund by $501,255.

2. Authorization to Solicit Bids, Student Success Services Center Renovations
Later this fall, Plan One Architects will have the plans and specifications associated with the renovation of the Student Success Services Area ready for bidding. The College is in the process of pre-qualifying contractors. Four general contractors have expressed interest in becoming pre-qualified. At the time of this writing, the applications are still being reviewed. Only those contractors who have been pre-qualified will be allowed to bid on the project. The architectural firm is estimating at the present time that the construction cost for this project will be $1,347,000. It is anticipated that the project will be bid in November with bid results and a recommendation presented to the Board at the December meeting.
Recommendation:
To authorize the Administration to solicit competitive bids for the renovation of the Student Success Services Area on the Rock Springs campus.

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

C. New Business
1. Remuneration for Degree Attainment
Dr. Dragan Skropanic completed the course work and was awarded a PHD in Public Health – Epidemiology on August 24, 2014, from Walden University. Dr. Skropanic is currently employed by the College as an Associate Professor of Mathematics. He is requesting this degree be considered for additional pay as outlined in College Procedure 4220B (F). This request was reviewed by the Educational Achievement Committee who unanimously recommended approval and found his degree to be position related, therefore, warranting additional remuneration.

Recommendation
That the Board of Trustees approve additional annual compensation for Dr. Skropanic in the amount of $5,435 for the completion of a PHD in Public Health – Epidemiology.

Associate Vice President Budd gave an explanation of the request for additional remuneration. Secretary Boettcher made a motion to approve additional annual compensation for Dr. Skropanic as described. The motion was seconded by Trustee Honaker. Vice President Eckman asked where Walden University was located and asked that college locations be included in the write ups for all employment contracts. Vice President Eckman asked if the committee looks at the specific degree. Associate Vice President Budd said that the committee does look at the specific degree because the degree must be applicable to the current position to be considered for additional compensation. The motion was approved by vote.

2. Off Schedule Salary Payment
At the April 2014 Board Meeting, as a part of the president’s recommendation for salaries and staffing for fiscal year 2014/15, the president recommended for board approval a three (3) percent or $1000, whichever is higher, off schedule salary payment to full-time and benefited part-time employees to be paid in November 2014. The Board of Trustees amended this recommendation and voted to approve a two (2) percent or $1000, whichever is higher, off schedule salary payment. The Administration recommends that the payment amount be two (2) percent of base salary, or $1000, whichever is higher; that the payment be made on November 7, 2014; and that eligible employees include all full time and benefited part time employees who have been employed since July 1, 2014 (to include those employees, who have a FY 2014-15 employment contract or other working agreement for FY 2014-15) and who are still employed as of November 7, 2014.
Recommendation:
To provide an off-schedule payment on November 7, 2014 in the amount set forth herein to full time and benefited part time employees who are employed as of the dates set forth herein.

Dr. Leach gave an explanation of the off-schedule salary payment. Vice President Eckman made a motion to provide an off-schedule salary payment as described. The motion was seconded by Trustee Honaker and was approved by vote.

3. Early Release from Contract, Carole Shafer
Ms. Carole Shafer has tendered her resignation from her full-time position as the Director of Workforce and Community Development effective October 31, 2014. Ms. Shafer has worked for the College since March, 2005. Ms. Shafer has accepted other employment and is requesting an early release from her employment contract. The administration supports Ms. Shafer’s request. We wish to thank her for her dedication to the Green River Center and to Workforce and Community Development, and would like to extend our best wishes for her future success.

Recommendation
To accept Ms. Shafer’s resignation of full-time employment effective October 31, 2014.

Vice President Farley gave an explanation of the resignation and request for an early contract release. Treasurer Baxter made a motion to accept the resignation and approve an early contract release for Ms. Carole Shafer. The motion was seconded by Secretary Boettcher. Dr. Leach said that she appreciates Ms. Shafer’s time and efforts and is proud of her. Vice President Eckman asked if an interim director would be named. Dr. Leach said that the decision on hiring an interim director has not been made yet. President Roth said that he worked with Ms. Shafer on the Sweetwater Industrial Association and that she did a very good job. The motion was approved by vote.

4. First Reading, Selected 7000 Series Policy Revisions
Earlier this year the Board of Trustees reviewed revisions to 7000 series policies based on suggestions from the consultant from the College Brain Trust. Several of the proposed revisions required additional research or work and are now ready for Board consideration. The Board of Trustees discussed the proposed revisions at a mini retreat on October 13, 2014. 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 three different layouts as follows:
- The current version
- The proposed revisions
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7210C Board Member Authority
Incorporate procedure, minor language revisions.
7210G Board Member Conflict of Interest
Incorporated procedure, minor language revisions.

7310D Board Committees
Incorporated procedure.

7310E Western Wyoming College Foundation Board
Incorporated procedure, added Foundation By-laws approval date.

7310F College Attorney
Incorporated procedure, minor language revisions. Additional revisions made based on discussion at retreat.

7310G Administrative Secretary
Title change, incorporated procedure, language revisions. Removed from consideration at this time based on discussion at retreat.

7410E Agenda Format
Title change, incorporated language from 7410F. Additional revisions made based on discussion at retreat.

ADDED: 7410F Agenda Preparation and Dissemination
Information moved to 7410E, recommend deletion.

7410J Public Participation at Board Meetings
Incorporated procedure, language revisions. Additional revisions made based on discussion at retreat.

7410L Rules of Practice Governing Hearings
Incorporated procedure.

7610A Board-Staff Communications
Incorporated procedure, language revisions. Additional revisions made based on discussion at retreat.

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

Dr. Leach gave an explanation of the proposed policy revisions, stating that the revisions had been discussed in depth at a workshop on October 13, 2014. Dr. Leach noted that no action is requested at this time. Vice President Eckman said that the last sentence in Policy 7310F (College Attorney) should be revised to stipulate that it is the College President and not the Board President referenced.

VI. INFORMATION/PROPOSALS
A. Visiting Delegations
None
B. Questions/Media/Public
None

C. President/Staff
Dr. Leach reported that the tentative dates for on-campus interviews for the Vice President of Administrative Services candidates will be October 29, October 30, November 3 and November 4.

D. Trustee Questions/Topics
President Roth reported that the WACCT has developed a list of legislative issues, with one issue being the recalibration of the enrollment growth funding formula. President Roth said that the WACCT will ask for a $25 million matching fund endowment which is the same as what is being given to UW. President Roth said that other issues are credit transfers and funding for remedial courses. President Roth said that the legislature expects the community colleges to provide the remedial courses but does not want to fund them. President Roth also said that UW will present a proposal for a transfer program in Nursing that will encourage students to enroll in a Bachelor program directly following their graduation with an Associate Degree of Nursing. A short discussion ensued regarding what courses the WCCC must approve and what courses they do not approve.

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

F. Executive Session - Legal/Personnel
Vice President Eckman made a motion to recess the regular meeting to enter into Executive Session for personnel issues. The motion was seconded by Trustee Chadey and was approved by vote. The regular meeting was recessed at 8:35 p.m. President Roth stated that no action would be taken following the Executive Session.

VII. CALENDAR OF FUTURE EVENTS

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<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tr>
<td>Oct. 13</td>
<td>Board Mini-Retreat</td>
<td>Board Conference Room 3071</td>
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<td>5:30 p.m.</td>
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<td>Oct. 16</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>Oct. 16</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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<td>7:15 p.m.</td>
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<td>Oct. 17</td>
<td>WWCC Holiday</td>
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<tr>
<td>Oct. 22-25</td>
<td>ACCT Leadership Congress</td>
<td>Chicago, IL</td>
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<tr>
<td>Nov. 11</td>
<td>Board Mini-Retreat</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>Nov. 27-28</td>
<td>WWCC Holiday</td>
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VIII. ADJOURNMENT
Vice President Roth reconvened the regular meeting at 8:51 p.m. Having no further business to act on, Vice President Roth adjourned the regular meeting at 8:52 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