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., Thursday, December 11, 2014 in Board Room 3060, Rock Springs Campus, President James Roth presiding.

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

II. REORGANIZATION/ELECTION
   A. Oath of Office, Re-elected Members
      President Roth administered the Oath of Office for re-elected Board Members George Eckman, Dick Boettcher and Tom Spicer.

   B. Election of Board Officers
      Trustee Honaker made a motion to elect Mr. George Eckman as President, Ms. Lynne Chadey as Vice President, Dr. Tom Spicer as Secretary and Mr. Richard Baxter, III as Treasurer. The motion was seconded by Secretary Boettcher and was approved by vote. Outgoing President Roth then turned the meeting over to President Elect Eckman.

   C. Setting Board Calendar
      President Leach explained that the Board is expected to establish a calendar of regular meetings for the upcoming year. Trustee Boettcher made a motion to hold the regular Board meetings on the second Thursday of each month, with an exception for the January meeting to be scheduled on January 15, 2015 and for the state mandated
budget meeting to be held on the third Wednesday of July. The motion was seconded by Trustee Honaker and was approved by vote.

D. Selection of Official Newspaper
President Leach explained that the Board needed to select an official newspaper, which would be used to advertise all meeting notices and other college related advertising. Administration has recommended that the Rock Springs Rocket Miner be selected as the official newspaper as it has the highest circulation in the area and is the closest to a daily newspaper as is available. Trustee Roth made a motion to select the Rocket Miner as the official newspaper. The motion was seconded by Treasurer Baxter and was approved by vote.

E. Board Assignments
President Eckman asked all Board members to consider their current appointments and to contact him prior to the January Board meeting with any preferences or changes they would like to see. President Eckman stated that the Board assignments would be done at the January meeting.

President Eckman presented Trustee Roth with a plaque in recognition of his service as Board President.

III. REPORTS
A. Associated Student Government
Mr. Chad Kim, ASG President, gave a brief report on the activities of the group. Mr. Kim reported that the recent Mission Improvable event had lower attendance than in previous years. Mr. Kim also said that the group hosted a Christmas Movie Night, a tree decorating contest and participated in the city’s annual Christmas Parade. Mr. Kim said that the group is still considering what it will do for its ‘Leave your Mark on Western’ project and that although the group still desires to have a “W” placed on White Mountain, no progress has been made on that project. Mr. Kim went to say that 4 additional clubs have been chartered and that the ASG has enough senators and members to begin meeting as soon as the Spring semester begins. The Board thanked Mr. Kim for his report.

B. Paraprofessional Alliance
Ms. Frink reported that no Paraprofessional Alliance report would be given due to the sudden illness of Ms. Gabol.

C. WWCC Senate
Mr. Stephen Schutten and Ms. Sarah Pauley gave the Board a brief report on behalf of the WWCC Senate. Mr. Schutten reported that a Senate retreat would be held next week during which the Senators will analyze the results from the most recent Great Colleges to Work For survey. Mr. Schutten also reported that the Merit Pay Taskforce will give a presentation during in-service. Mr. Schutten said that the Senate had developed a procedure for the Academic Calendar which is being considered by the Policies and Procedures Committee. Mr. Schutten also said that various forums were held during the fall semesters with the Vice Presidents and that they have been invited to attend Senate meetings. Ms. Pauley thanked the Board for their support of the Horizontal Advancement Awards. The Board thanked them for their report.
D. Social Science and Fine Arts Annual Report
Mr. Bruce Anderson, Social Science and Fine Arts Division Chair, gave the annual report for the division. Mr. Anderson said that he is grateful to have the support of the Board of Trustees. Mr. Anderson referred the Board members to the written report and said that he would like to highlight information in the report. Mr. Anderson said that the division does not have many long-term faculty members left and is in large measure an entirely new division. Mr. Anderson said that the Performing Arts department is now connected in ways that it has not been in the past. Mr. Anderson said that collaborative efforts and a new positive attitude have brought cohesion to the department. Vice President Chaday said that she had attended a presentation of Singing in the Rain and enjoyed it very much. Trustee Roth asked if Mr. Anderson had participated in the recent articulation discussions with UW and how he felt about them. Mr. Anderson said that he did participate and that he appreciated the effort put forth from disparate groups. President Eckman said that he had also attended a performance of Singing in the Rain and believes it was one of the best performances he has seen at WWCC. The Board thanked Mr. Anderson for his report.

E. Marketing and Public Relations Annual Report
Mr. Christian Clemmensen, Webmaster, gave the annual report for the Marketing and Public Relations department. Mr. Clemmensen reported that the advertisements at local movie theatres work well and that some of the ads are for specific programs while others provide general information. Mr. Clemmensen said that he is contacting movie theatres in our service area to advertise in those communities. Mr. Clemmensen said a weekly radio program on the WWCC radio station will highlight campus activities. Mr. Clemmensen went on to say that program specific marketing has shown to be effective and that new brochures will be developed for each WWCC program beginning with Performing Arts. Mr. Clemmensen reported that a new website has been built in order to be compatible with smartphones and other electronic devices. Mr. Clemmensen said that plans for the website were developed by focus groups including students and staff. The Board thanked Mr. Clemmensen for his report.

F. Western Celebrations
Dr. Leach provided the Board members with the latest Western Dispatch, an employee newsletter. Dr. Leach also provided the Board members with a copy of the Nursing program’s self-study documents. Dr. Leach reported that the on-campus United Way campaign collected more than $12,600 in donations. Dr. Leach then asked Dr. Stacie Lynch-Newberg and Dr. Stephen Miraglia to report on the recent ‘World Banquet’ event. Dr. Lynch-Newberg said that 150 people attended the event which was designed to be an educational experience to show the differences in how the world’s population lives. The participants were not told in advance that the event would illustrate the differences in how the world’s population lives. Upon arrival, the attendees were split into groups with 17% assigned to a “1st World Country”, 33% assigned to a “2nd World Country” and the remaining 50% assigned to a “3rd World Country” in accordance with world population figures. Dr. Lynch-Newberg explained that the group assigned to a 1st world country were given chairs at a table and provided with a hearty meal. The group assigned to a 2nd world country were given chairs at a table but only a very meager meal. The group assigned to a 3rd world country sat on the floor and were not given any food or water. Dr. Lynch-Newberg then introduced 2 students who participated in the event to speak. Ms. Melia Dayley reported that she was originally assigned to a 3rd world country but was allowed to change to a 2nd world
country. Ms. Dayley said that the experience caused her to reflect on her own life and how much food is wasted on a daily basis. She said that the event changed her perspective better than a lecture would have. Mr. Daniel Leob said that he attended the event to get extra credit for one of his courses. Mr. Leob came early and helped set up for the event as well as prepare food. He said that he was not aware of the sociological experiment that would take place. Mr. Leob said that he watched the reactions as attendees were served differently and it that it was emotionally hard to watch. Mr. Leob said that it helped him gain perspective on food distribution efforts and social injustice. Dr. Lynch-Newberg stated that the event was hosted by the Building Student Connections team and that they have held two other events, one in September dealing with education and one in October regarding health. Dr. Lynch-Newberg said that the World Banquet event gathered 2 boxes of food for the food bank and that the next food drive held on campus received more donations than normal. Dr. Lynch-Newberg thanked the various groups on-campus that were involved in the event and said that it really raised awareness of local poverty and hunger. Vice President Chadey asked how the team came up with the idea for the World Banquet. Dr. Lynch-Newberg said that Dr. Miraglia conducts a pared down version of the sociological lesson in his courses.

IV. MINUTES
A. Approval
1. Vice President Chadey made a motion to accept the minutes of the November 13, 2014 meeting and the minutes of the November 26, 2014 special meeting as presented. The motion was seconded by Secretary Spicer and was approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Treasurer Baxter moved to ratify the Clearing Accounts as designated in the amount of $2,920,358.70 and the Electronic Transfers as designated in the amount of $388,292.91 for a grand total ratification of $3,308,651.61. The motion was seconded by Trustee Boettcher 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>273964 through 274458</td>
<td>$1,861,642.86</td>
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<tr>
<td>Payroll</td>
<td>174584 through 175506</td>
<td>$302,930.07</td>
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<tr>
<td>Advices</td>
<td>030554 through 030904</td>
<td>$755,785.77</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$2,920,358.70</td>
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Electronic Funds Transfers

Payroll Tax Payments to I.R.S.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$315,544.62</td>
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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>$72,748.29</td>
</tr>
</tbody>
</table>
Bank to Bank Transfers 0.00

Investment Transfers 0.00

Total Electronic Funds Transfers $388,292.91

GRAND TOTAL FOR BOARD RATIFICATION $3,308,651.61

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

B. Audit Report
Vice President Kelsey gave an explanation of the audit report, stating that the Board had discussed the report in-depth during the workshop. Treasurer Baxter made a motion to accept the audit report as presented. The motion was seconded by Trustee Honaker and was approved by vote.

VI. RECOMMENDED ACTION
A. Old Business
1. Second Reading, New Policy, Field Trips and College-Sponsored Travel
   As the Board is aware, the College is in the process of reviewing all policies with the assistance of the College Brain Trust. In addition to reviewing all existing policies, new policies are being developed as needed. The proposed new policy on Field Trips and College-Sponsored Travel was approved by the Policies and Procedures Committee, was presented for all employee comment in May, 2014, was approved by the President and was reviewed by legal counsel in October, 2014. The new policy will be in the 5000 Series. The associated procedure is being provided for informational purposes only.

   Recommendation:
   To approve the new policy on Field Trips and College-Sponsored Travel as presented.

   Vice President Freeze gave an explanation of the proposed policy, stating that the new policy received a legal review. Trustee Roth asked for the definition of Field Trip. Vice President Freeze said that a Field Trip would be anything off-campus, an educational or co-curricular activity that a group participates in. Secretary Spicer made a motion to approve the new policy as presented. The motion was seconded by Trustee Boettcher and was approved by vote.

B. New Business
1. First Reading, Select 4000 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 November, have been approved by the Policies and Procedures Committee, and have been approved by Dr. Leach. 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:
• The current version
• The proposed revisions
• A “clean” copy of the version incorporating the proposed changes

4110A Administering the Personnel System
Language revisions, removal of Affirmative Action references, titles updated.

4110B Personnel Files
Revised titles and language revisions.

4210E Physical Examinations as Condition of Employment
New policy with information taken from Policy 4210C.

4230D Mandatory Retirement Age
Deleting policy as WWCC does not have a mandatory retirement age.

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

Associate Vice President Budd gave an explanation of the proposed revisions, stating that the Board discussed the revisions at the December 4, 2014 workshop. Associate Vice President Budd also said that no action is requested on first reading.

2. First Reading, Policy Deletion 6420B
As the Board is aware, the College is in the process of reviewing all policies with the assistance of the College Brain Trust. The proposed policy deletion was presented for all employee comment in November, has been approved by the Policies and Procedures Committee, and has been approved by Dr. Leach. The information in the policy has been moved to the 5000 series, policy 5610A.

Board members received two different layouts as follows:
• The current version
• The proposed revisions

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

Vice President Freeze gave an explanation of the proposed deletion, stating that the information was moved to the 5000 series, policy 5610A. Vice President Freeze also said that the proposed deletion was discussed at the December 4, 2014 workshop and that no action is requested on first reading.

3. Bid Quotations, Student Services Center Renovation
Earlier this year, the Board of Trustees authorized the Administration to seek bids for the renovation of the Student Success Services Area. Four general contractors have been pre-qualified to bid on this project. A mandatory pre-bid conference was held on November 25th. Bids were received on the Student Success Services Area Renovation project at 2:00 p.m. on Tuesday, December 9, 2014. Plan One Architects estimated the base bid at $1,537,000. All four
bidders were pre-qualified using the new pre-qualification procedure approved by the Board of Trustees.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Base Bid</th>
<th>Alternate Bid</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alta Construction, Inc.</td>
<td>$1,860,000</td>
<td>$54,000</td>
<td>$1,914,000</td>
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<tr>
<td>Lyman, Wyoming</td>
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<tr>
<td>Shepard Construction, Inc.</td>
<td>$1,493,000</td>
<td>$47,000</td>
<td>$1,540,000</td>
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<tr>
<td>Rawlins, Wyoming</td>
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<td></td>
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<tr>
<td>K.R. Goble Construction Inc.</td>
<td>$1,745,000</td>
<td>$48,600</td>
<td>$1,793,600</td>
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<tr>
<td>Mapleton, Utah</td>
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<tr>
<td>M.W. Construction, Inc.</td>
<td>$1,558,800</td>
<td>$45,000</td>
<td>$1,603,800</td>
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<tr>
<td>Paradise, Utah</td>
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</tbody>
</table>

The Alternate Bid is for the replacement of hydronic piping above the ceiling. The piping has some pinhole leaks and the College strongly believes it should be replaced at this time.

The Administration recommends that the low bid be accepted.

Recommendation:
To accept the bid from Shepard Construction, Inc., Rawlins, Wyoming in the total amount of $1,540,000, per bid specifications, for the renovation of the Student Success Services Area on the Rock Springs campus.

Vice President Kelsey gave an explanation of the bids, stating that all the contractors had been prequalified through the policy the Board adopted earlier this year. Trustee Boettcher made a motion to accept the bid from Shepard Construction, Inc., as described. The motion was seconded by Trustee Honaker. Treasurer Baxter asked when the architect’s estimate is received. Vice President Kelsey said that the architects actually provide two estimates, one early in the process and another one right before the bids are opened. The motion was approved by vote.

4. Approval of Early Retirement Request
The College provides a Voluntary, Early Retirement Program (Board Policy and Procedure 4230E). The following employee meets the requirements outlined in Board Policy and is requesting consideration for early retirement.

Mr. Allen Calmes

Requested Termination Date: End of FY 2015 contract

Employment History:

Coordinator of WWCC Credit Programs – EvanstonJuly 1, 2000 to Present
Recommendation
To approve the application for voluntary early retirement submitted by Mr. Allen Calmes.

Associate Vice President Budd gave an explanation of the early retirement request. Trustee Roth made a motion to approve the application for early retirement submitted by Mr. Allen Calmes. The motion was seconded by Vice President Chadey. Trustee Roth commented that Mr. Calmes has done great work for WWCC and the Evanston Outreach. The motion was approved by vote.

5. Consideration of Property Sale
For several months the Board Real Estate Committee has discussed the sale of two parcels of land adjacent to the Estates at Sandstone. One parcel (the smaller parcel) is comprised of approximately 2,599 square feet and is located immediately adjacent to the Sandstone property along College Drive. The other parcel (the larger parcel) is located between the smaller parcel and College Drive and is comprised of approximately 7,326 square feet. This larger parcel cannot be built upon as various city utilities are located there. The Board Real Estate Committee has determined that the smaller parcel has a market value of $4.00 per square foot and the larger parcel has a market value of $1.50 per square foot. The value of both parcels combined is $21,383.02. The Board Real Estate Committee, the College Administration, and legal counsel are all of the opinion that these parcels are not marketable to anyone other than the adjoining property owner, Estates at Sandstone, LLC. The College’s legal counsel, Galen West, has prepared a Resolution for Board approval and a Special Warranty Deed. The Board Real Estate Committee recommends that the Board approve the Resolution authorizing the sale. The proceeds from the transaction will be placed in the College’s Plant Fund.

Recommendation:
To approve the following Resolution:

A RESOLUTION AUTHORIZING WESTERN WYOMING COMMUNITY COLLEGE DISTRICT, STATE OF WYOMING, TO SELL AND CONVEY THAT REAL PROPERTY AND PREMISES OWNED BY THE COLLEGE LOCATED ADJACENT TO ESTATES AT SANDSTONE, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING TO ESTATES AT SANDSTONE, LLC.

Vice President Kelsey gave an explanation of the proposed property sale, stating that the Board’s Real Estate Committee discussed and agreed with the proposed sale. Trustee Honaker made a motion to approve the sale and resolution as presented. The motion was seconded by Secretary Spicer and was approved by vote.

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

C. President/Staff
Dr. Leach reminded the Board of the Messiah performances, encouraging everyone to see the production if they have the opportunity.

Dr. Leach stated that this would be Vice President Kelsey’s last Board meeting as a VP. President Eckman presented Vice President Kelsey with a magician’s hat and a magic wand, stating that Vice President Kelsey is famous for working magic with budgets and financing. The Board of Trustees, staff and audience members gave Vice President Kelsey a standing ovation.

Dr. Leach stated that a Board mini retreat would be scheduled in March, 2015.

D. Trustee Questions/Topics
Trustee Roth asked if all Board members received the information on the articulation discussions with UW. Dr. Leach said that the information was sent to all Board members.

Treasurer Spicer and Trustee Boettcher both indicated they would not be available for the February, 2015 Board of Trustees meeting.

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

F. Executive Session - Legal/Personnel
None.

VIII. CALENDAR OF FUTURE EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>Dec. 4</td>
<td>Board Mini Retreat</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>5:30 p.m.</td>
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<tr>
<td>Dec. 11</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>6:00 p.m.</td>
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<tr>
<td>Dec. 11</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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<tr>
<td>Dec. 22 –</td>
<td>WWCC Campus Closed</td>
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<tr>
<td>Jan. 4</td>
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<tr>
<td>Jan. 15</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<td>6:00 p.m.</td>
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<tr>
<td>Jan. 15</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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<tr>
<td>7:15 p.m.</td>
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<tr>
<td>Jan. 19</td>
<td>WWCC Holiday</td>
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<tr>
<td>Jan. 21</td>
<td>Special Board Workshop (IGA Results)</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>5:30 p.m.</td>
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<tr>
<td>Jan. 29</td>
<td>WACCT Legislative Reception</td>
<td>Cheyenne</td>
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<tr>
<td>Jan. 30</td>
<td>WCCC Meeting</td>
<td>Cheyenne</td>
</tr>
</tbody>
</table>
IX. ADJOURNMENT
Having no further business to act on, President Eckman adjourned the regular meeting at 8:46 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