Board of Trustees

REGULAR MEETING MINUTES
January 15, 2015

Trustees Present:
George Eckman, President
Lynne Chadey, Vice President
Dr. Tom Spicer, Secretary
Dick Boettcher, Jr.
Shannon Honaker

Also Present:
Dr. Jackie Freeze, Acting President
Dr. Kim Farley, VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services
Dustin Conover
Dr. Will Clark
Lori Woodward
Mark Rembach
Matt Naber
Christian Clemmensen
Carla Budd

Trustees Absent:
Richard Baxter, III, Treasurer
Jim Roth

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, January 15, 2015 in Board Room 3060, Rock Springs Campus, President George Eckman presiding.

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

II. REORGANIZATION
A. Board Assignments
   President Eckman announced that all Board assignments would remain in effect until the February meeting.

III. REPORTS
A. Paraprofessional Alliance
   Ms. Lori Woodward presented a brief report on behalf of the Paraprofessional Alliance. Ms. Woodward reported that the Para Pantry project was handled a bit differently this year and was a success. Ms. Woodward said that the project committee decided not to provide food for any student whose home is in Sweetwater County, but rather to concentrate on the students who truly need the assistance. Ms. Woodward reported that 50 bags of food were assembled and distributed to 44 students. Ms. Woodward said that the extra 6 bags of food were given to the housing office for distribution to new International students coming in for the Spring semester. Ms. Woodward reported that the Alliance is working with Sodexo to research the viability of offering a limited number of meals during the holiday break for those students who are truly site-bound
for that period of time. Ms. Woodward said that the change to program lowered the cost and because donations received for the project were less than in previous years, the lower cost was helpful. Ms. Woodward said that the program is successful but may not be sustainable. President Eckman praised the program, stating that he has always been concerned about the International students who remain on campus during the holiday break. Dr. Freeze said that International students are given an orientation when they first arrive that includes notifications of when food service will not be available. Mr. Rembacz added that he and Bret Zerger followed up with all students who remained on campus during the break to make sure they had enough food. Dr. Freeze said that most International students travel during the break, while others join their host family for holiday gatherings. Dr. Freeze said that most colleges close their residence halls during the holiday break but that WWCC does not. The Board thanked Ms. Woodward for her report.

B. WWCC Senate
Mr. Mark Rembacz and Dr. Will Clark gave a brief report on behalf of the WWCC Senate. Mr. Rembacz said that the Senate has been analyzing the results from the most recent Great Colleges to Work For survey. Mr. Rembacz said that a retreat was held just prior to the holiday break to discuss the results and several short-term and long-term ideas for improving the survey results in specific areas were presented. Mr. Rembacz said that he would send the data analysis to Ms. Frink for disbursement to the Board. Mr. Rembacz also provided the Board members with the list of short and long-term ideas that the Senate had discussed. Trustee Honaker asked if any of the ideas could be slated as AQIP action projects. Mr. Rembacz said that there is a possibility that action items could be identified and that Senate plans to split into smaller groups to address the specific areas. Trustee Honaker asked if the use of a facilitator might further the effort. Mr. Rembacz said that at this point all options are being considered and that the Senate might choose to send a small group to visit high performing institutions to gain more information. Dr. Clark added that once the Board members receive the analysis, they are free to call him if they have questions. Dr. Clark said that the data shows improvement each year.

Mr. Rembacz reported that Senate is participating in various budget workshops and will send out the salary and benefits survey soon. Mr. Rembacz said that because Senate is aware that Horizontal Advancements may be limited this year, they are encouraging the Administration and the Board to complete the study and implementation of the Merit Pay system. President Eckman said that the decision will need to be made prior to the Board’s consideration of salaries and benefits recommendations in April. Mr. Rembacz said that various forums are being held with the Vice Presidents’, the Director of Human Resources and the Director of Information Technology and invited the Board members to attend if they wish. President Eckman said that the presence of a Board member could stifle conversations. Secretary Spicer echoed the comment, saying that their presence could change the conversation and may not be a good thing. The Board thanked Mr. Rembacz and Dr. Clark for their report.

C. Residence Halls and Student Life
Mr. Dustin Conover, Director of Residence Halls and Student Life, presented the annual report for the housing department. Mr. Conover said that some major changes have taken place in the last year including moving the housing office to Rocky Mountain Hall for the duration of the construction on Mustang Central. Mr. Conover
said that other moves include the Associated Student Government moving to a permanent location next to the game room and the Mustang Radio station moving to their permanent home in the former TV room. Mr. Conover said that having a window that looks into the radio broadcast studio is generating interest in the station. Mr. Conover went on to say that he is studying data on attrition over the holiday break and hopes to use a predictive analysis to improve the attrition rate. Mr. Conover also said that Resident Assistant trainings are held both during Fall and Spring semesters and that the ASG is two positions shy of having a full panel. Mr. Conover said that ASG elections would be held during the last week of January. Mr. Conover referred the Board members to the occupancy report provided, stating that the residence halls were at 86% of capacity for the Fall semester. President Eckman said that he is glad that there is room available in the residence halls rather than having a waiting list each semester. Trustee Boettcher echoed the statement and asked how competitive our housing rates are compared to the other colleges. Mr. Conover said that he is collecting the current data now and that the information from last year indicates that our rates are the third lowest in the state. Mr. Conover added that no rate increase is being planned for this year. Secretary Spicer asked how many students are required to share a bathroom on average. Mr. Conover said that no rooms in the residence halls require more than four students to share a bathroom. The Board thanked Mr. Conover for his report.

D. Western Celebrations
Dr. Freeze noted that there would be no Western Celebrations report this month.

IV. MINUTES
A. Approval
   1. Vice President Chadey made a motion to approve the minutes of the December 11, 2014 meeting as presented. The motion was seconded by Trustee Honaker and was approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
Acting Treasurer Boettcher moved to ratify the Clearing Accounts as designated in the amount of $2,941,615.31 and the Electronic Transfers as designated in the amount of $484,440.72 for a grand total ratification of $3,426,056.03. Motion approved by vote.

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<th>Clearing Accounts</th>
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<tr>
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<td>Advices</td>
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<td>Total – All Clearing Account Warrants</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>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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VI. RECOMMENDED ACTION  
A. Old Business  
1. Second 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. Below is a brief summary of each of the policies being recommended for change. Board members will receive 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:  
To approve the revisions as presented.

Associate Vice President Budd gave an explanation of the proposed policy revisions. Vice President Chadey made a motion to approve the revisions as presented. The motion was seconded by Trustee Boettcher and was approved by vote.
2. **Second Reading, Policy 6420B Deletion**
   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 will receive two different layouts as follows:
   - The current version
   - The proposed revisions

   **Recommendation:**
   To approve the deletion of Policy 6420B.

   Vice President Freeze gave an explanation of the proposed deletion. Secretary Spicer made a motion to approve the deletion of Policy 6420B. The motion was seconded by Vice President Chadey and was approved by vote.

B. **Consent Agenda**
   1. **Approval of FY2016 Budget Preparation Calendar**
      Each year in January, the Board of Trustees approves a Budget Preparation Calendar per Board policy. The Board members were provided with the proposed FY 2016 Budget Preparation Calendar. The Board will note a special FY 2016 budget workshop devoted to the Board scheduled for early April.

      **Recommendation:**
      To approve the FY 2016 Budget Preparation Calendar as presented.

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

C. **New Business**
   1. **Approval of Contracted Services Agreement, Uinta County School District #1 BOCES**
      The current 4-year Contracted Services Agreement between the Uinta County School District #1, Uinta B.O.C.E.S. #1, and Western Wyoming Community College expires on June 30, 2015. The amount of this contract is $210,304 per year. On December 2, 2014, Dr. Kim Farley, Nancy Johnson, Director of Distance Learning, and Allen Calmes, Coordinator of Western’s Evanston Outreach Office, met with Michael Williams, Executive Director of Uinta B.O.C.E.S. #1, to discuss an extension of the Contracted Services Agreement. This discussion included an increase in the level of funding provided by Uinta B.O.C.E.S. #1 due to increased expenses and draw-down of the reserve. An increase of $15,000 per year was tentatively agreed to during the meeting, resulting in an annual funding level of $225,304. On December 16, 2014, the new Contracted Services Agreement was approved by the Uinta B.O.C.E.S. #1 Board of Trustees.
The Administration recommends approval of this Contracted Services Agreement.

Recommendation:
To approve the Contracted Services Agreement Between the Uinta County School District #1, Uinta B.O.C.E.S. #1, and Western Wyoming Community College for the period beginning July 1, 2015 and ending June 30, 2019.

Vice President Farley gave an explanation of the proposed contracted services agreement. Secretary Spicer made a motion to approve the contracted services agreement as presented. The motion was seconded by Vice President Chadey and was approved by vote.

2. Approval of Academic Calendars, 2015-16 and 2016-17
In the past, under Procedure 6210A, academic calendars were developed collaboratively by the Academic Council and the Student Affairs Council, and then approved by the Board. The calendar was reviewed and updated each year. The new Procedure 6210A creates a standing College committee to develop a calendar proposal. This committee consists of 5 members: two faculty members appointed by the College Senate, the Vice President for Student Success Services or designee, the College Registrar or designee, and the Vice President for Student Learning or designee. Prior to submitting the calendar proposal to the President, drafts will be delivered to the Academic Council, Student Affairs Council, and the Western Leadership Council. All parties will have one week to provide feedback. The committee will make those changes it deems appropriate. The calendar will then be submitted to the Board for approval.

The proposed calendars have the following changes from the previous calendars:

- Fall semester ends on a Wednesday
- An exam prep day is included on Thursday between when classes end and finals begin
- Spring semester in-service runs Wednesday through Tuesday
- Spring semester starts on a Wednesday
- Easter Monday holiday is eliminated. The Western Leadership Council will identify a replacement day off to compensate non-faculty for the lost Eastern Monday day. The proposed replacement day will be presented to the Board during the February meeting
- Spring semester ends on a Wednesday
- An exam prep day is included on Thursday prior to start of finals
- 5-week block courses have been equalized so that each block has 19 meeting days.
- The number of teaching days in the Fall and Spring semesters is more balanced than under previous calendars with 70 (Fall) and 72 (Spring) teaching days in 2015-16 and 70 (Fall) and 73 (Spring) teaching days in 2016-17.
The Administration recommends approval of these calendars.

Recommendation:
To approve the 2015-16 and 2016-17 Academic Calendars.

Vice President Farley gave an explanation of the proposed academic calendars. Vice President Chadey made a motion to approve the academic calendars as presented. The motion was seconded by Trustee Boettcher. President Eckman asked how the employees are reacting to the loss of a holiday. Vice President Farley said that a replacement holiday will be identified so that employees will not lose a holiday. President Eckman thanked the Senate and the committee for their work on the academic calendar. The motion was approved by vote.

VII. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Associate Vice President Budd reminded the Board about the upcoming Winter Party on February 6.

D. Trustee Questions/Topics
   None

E. Topics for Future Workshop Agendas
   1. Facility Tours
   2. BOCES Reports
   3. International Students and Holiday Break

F. Executive Session - Legal/Personnel
   President Eckman asked for a motion to enter into Executive Session for real estate matters and stated that no action would be taken following the Executive Session. Secretary Spicer made a motion to enter into an Executive Session for real estate matters. The motion was seconded by Trustee Boettcher and was approved by vote. The regular meeting was recessed at 8:13 p.m.

VIII. CALENDAR OF FUTURE EVENTS

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<thead>
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<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>Jan. 15</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
</tr>
<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>Jan. 29</td>
<td>WACCT Legislative Reception</td>
<td>Cheyenne</td>
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IX. ADJOURNMENT
President Eckman reconvened the regular meeting at 8:40 p.m. Having no further business to act on, President Eckman adjourned the regular meeting at 8:41 p.m.

NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

_____________________________
Kandy Frink

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WWCC Board President

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WWCC Board Secretary