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 7:29 p.m., Thursday, February 12, 2015 in Board Room 3060, Rock Springs Campus, President George Eckman presiding.

B. Approval of Agenda
1. Trustee Honaker made a motion to add two items to New Business: Consideration of a Change Order on the student services area renovation and Consideration of Date Changes for the March and April Board of Trustees meetings and to accept the consent and regular agendas as revised. The motion was seconded by Trustee Roth and was approved by vote.

II. REORGANIZATION
A. Board Assignments
President Eckman announced that all Board assignments would remain the same as last year with the addition of a committee for President and Board evaluations, and adding President Eckman and Trustee Roth as the representatives for the WACCT.

III. REPORTS
A. Associated Student Government
Mr. Chad Kim, ASG President, gave a brief report on behalf of the group. Mr. Kim reported that the ASG continues to do volunteer work and will once again assist with the senior citizens annual casino night at the Young At Heart Senior Center. Mr. Kim also reported that upcoming events include a Valentine’s Day dance, a hypnotist and a poet. Mr. Kim also said that the ASG will be holding forums on social media and freedom of speech. The Board thanked Mr. Kim for his report.
B. Paraprofessional Alliance
Ms. Amy Carter gave a brief report on behalf of the Paraprofessional Alliance. Ms. Carter reported that the group has begun the election process although the actual election won't take place until April. Ms. Carter also reported that the Alliance will host a Hot Dog and Bake Sale with all proceeds being donated to the Loaves and Fishes soup kitchen. The Board thanked Ms. Carter for her report.

C. WWCC Senate
Mr. Stephen Schutten and Ms. Brenna Reynolds gave a brief report on behalf of the WWCC Senate. Ms. Reynolds reported that the Senate continues to analyze comments from the most recent Great Colleges to Work For survey. Ms. Reynolds said that they will be identifying colleges who received high scores in specific areas in order to gain insight on practices that could help increase our scores in those areas. Ms. Reynolds also said that the Senate will be sending out the annual employee survey on committee appointments soon. Ms. Reynolds went on to say that the Senate continues to invite Vice Presidents to meetings and to host forums to improve communications on campus. Ms. Reynolds thanked the Board for supporting the Winter Party, saying that it was a successful event. Trustee Roth commended the Senate for their admirable performance and said that he appreciated their hard work. The Board thanked Mr. Schutten and Ms. Reynolds for their report.

D. Humanities/Business Division Annual Report
Dr. Doug Bunn gave the annual report the Humanities/Business Division. Dr. Bunn reported that periodic program reviews provide insight into how programs can be streamlined and improved. Dr. Bunn said that the English department is piloting some innovative initiatives to improve their program. Dr. Bunn referred the Board members to his written report and highlighted that Associate Professor of Communication Heather Pristash recently received her PhD. Dr. Bunn also reported that Ms. Judy Killion has retired and that the department has requested that her position be filled. The Board thanked Dr. Bunn for his report.

E. UW Annual Report
Mr. Troy Archuleta gave the annual report for the UW Outreach program on campus. Mr. Archuleta said that this is his eighth year reporting to the Board and that the local UW Outreach office serves the same service area as WWCC. Mr. Archuleta said that WWCC has outstanding employees in our outreach locations who indirectly benefit the UW Outreach operations, stating that WWCC's students are UW's students. Mr. Archuleta went on to commend WWCC on the implementation of the ACE-IT center, saying that advising is very important to student success and retention. Treasurer Baxter asked if Mr. Archuleta advises potential transfer students. Mr. Archuleta said that while he mainly advises UW students, he will answer any questions he can for any student. Treasurer Baxter asked how many students the local outreach office serves. Mr. Archuleta said that he serves between 225-250 students per year and graduates approximately 20-30 students each year. The Board thanked Mr. Archuleta for his report.

F. Western Celebrations
Dr. Leach reported that the WWCC student nominated for the annual WACCT awards, Ms. Andrea Walk Sanchez, was chosen as the Student of the Year. Dr. Leach said
that Ms. Sanchez was invited to attend the legislative session and address the Senate the following day. Trustee Roth asked President Eckman to send a letter of congratulations to Ms. Sanchez.

IV. MINUTES
A. Approval
1. Secretary Spicer made a motion to approve the minutes of the January 15, 2015 regular meeting as presented. The motion was seconded by Vice President Chadey and was approved by vote.

2. Secretary Spicer made a motion to approve the minutes of the January 21, 2015 special meeting as presented. The motion was seconded by Vice President Chadey 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 $3,731,556.45 and the Electronic Transfers as designated in the amount of $378,771.90 for a grand total ratification of $4,110,328.35. The motion was seconded by Trustee Honaker and was approved by vote.

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<th>Clearing Accounts</th>
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<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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**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers $378,771.90

**GRAND TOTAL FOR BOARD RATIFICATION** $4,110,328.35

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

A. Old Business
   None

B. Consent Agenda
   1. Authorization to Renew Blackboard Learn 9.1 Service Contract
      Blackboard Inc. is a provider of learning software for postsecondary education, K-12, and professional education institutions. Blackboard Inc. is primarily known as a developer of learning management systems. Western Wyoming Community College utilizes Blackboard Learn 9.1 as its primary online education delivery platform. The cost of annual renewal from April 1, 2015 to March 31, 2016 is $61,120.40.

      Recommendation:
      To authorize the renewal of a Blackboard Learn 9.1 service agreement between Western Wyoming Community College and Blackboard Inc. in the amount of $61,120.40.

   2. Authorization to Solicit Bids, Walking Track Phase III Improvements
      Over the last two summers, the College has completed Phases I and II of the walking track improvements. Approximately one fourth of the track remains to be renovated. The Administration is recommending that work continue and that the final phase of the renovation project be completed in the summer of 2015. The estimated cost for Phase III work is $85,000. One Mill funds are budgeted and available to cover the cost of this work. It is anticipated that the Board will review the bids at the April meeting of the Board.

      Recommendation:
      To authorize the Administration to solicit bids for Phase III renovations of the College walking track.

   3. Approval of FY15-16 Food Services Contract Meal Pricing
      Currently, the College offers three different meal plans in Mitchell’s; 5, 10, and 18 meals per week. We are now being charged by Sodexo as follows:

      5 Meals per Week Plan  $4.94/day
      10 Meals per Week Plan $8.63/day
      18 Meals per Week Plan $9.77/day

      The College also offers meal plan options involving “flex” dollars which enable students to use a portion of the contract money on a cash basis in either the T-Rex Grill or in Mitchell’s Dining Hall. These meal plans are as follows:

      | Meal Plan   | Sodexo Charge | Flex Dollars per Semester |
      |-------------|---------------|--------------------------|
      | 7 Meal Plan | $7.15/day     | $100.00/Semester         |
      | 10 Meal Plan| $9.77/day     | $100.00/Semester         |
      | 12 Meal Plan| $10.79/day    | $100.00/Semester         |
The College has negotiated the 2015-16 prices with Sodexo and an agreement has been reached. The 2015-16 prices recommended are as follows and represent a 2.1% cost increase from the 2015-16 year.

- 5 Meals per Week Plan: $5.05/day
- 10 Meals per Week Plan: $8.82/day
- 18 Meals per Week Plan: $9.98/day
- 7 Meal Plan + Flex Dollars: $7.30/day
- 10 Meal Plan + Flex Dollars: $9.98/day
- 12 Meal Plan + Flex Dollars: $11.02/day

**Recommendation:**
To approve the 2015-16 contract meal plans charged to the College by Sodexo as set forth above.

Treasurer Baxter made a motion to accept the recommendations from Administration on the consent agenda. The motion was seconded by Trustee Honaker. President Eckman called for any discussion of the items on the consent agenda.

Secretary Spicer questioned the cost of the Blackboard Service renewal and asked if there are any alternatives available. Vice President Farley said that the cost of the service contract increased by $3,000 but that the software package is extremely important to the College. Dr. Leach said that while students are held hostage by high textbook prices, the Colleges are held hostage by software companies that provide the services students want and expect in learning technologies. Dr. Leach added that there are several alternatives but any of them would require all WWCC faculty to learn a new system and modify all their courses to work with the new system. Secretary Spicer asked if the Colleges could form a consortium to negotiate better rates. Dr. Leach said that collective bargaining in this instance is impossible because the Wyoming Community Colleges each use different software packages and have not come to an agreement on everyone using one particular system.

President Eckman asked if the food services pricing included an increase. Treasurer Baxter noted that the information provided states a 2.1% price increase.

The motion was approved by vote.

**C. New Business**
1. **Employment Contract, Director of Financial Aid**
   The Human Resources Office conducted a national search commencing in November, 2014 to fill the position of Director of Financial Aid. The Human Resources Office received 8 completed applications for this position. The Professional Standards Board conducted 5 telephone interviews and 1 on campus interview. The Professional Standards Board recommends that Ms. Nicole Castillon be offered this position. Ms. Castillon holds a bachelor’s degree from College of Southern Utah, Cedar City, Utah in Business Administration. Ms. Castillon is currently employed by the College as the Coordinator of the GEAR UP program. She has held this position for three years. Prior to this, Ms. Castillon was employed at the College as the
Employment Success Advisor. She held this position for over a year. Ms. Castillon’s proposed contract details would be as follows: Annual Salary, $67,358.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation:

Vice President Freeze gave an explanation of the proposed employment contract. Trustee Roth expressed concern about the initial placement of the candidate. Dr. Leach said that the College has a strict process that is consistently applied during initial placement. Dr. Leach said that Ms. Castillon exhibits the drive and enthusiasm that the position needs, and will take the department to the next level. Treasurer Baxter asked what the minimum education requirement is for the position and if Ms. Castillon met that requirement. Vice President Freeze said that the education requirement is a Master’s degree and that although Ms. Castillon does not currently have the degree, a plan for the attainment of the degree has been established. Trustee Honaker spoke in favor of the employment contract, stating that the College needs a Financial Aid director who has what we need and will push the program forward. Trustee Roth asked what the additional salary per year would be when she completes the degree. Associate Vice President Budd said that it is approximately $2,500 per year. Vice President Chadey made a motion to offer an employment contract to Ms. Nicole Castillon as described. The motion was seconded by Trustee Honaker and was approved by vote with Treasurer Baxter and Trustee Roth voting “nay”.

2. Early Release from Contract, Employee Resignation
In May 2014, Mr. William “Marty” Kelsey notified the College of his intent to retire at the end of July 2015. Mr. Kelsey is requesting the date of his retirement be revised and has tendered his resignation from his full-time position as the Vice President for Administrative Services effective April 10, 2015. He is requesting an early release from his employment contract. Mr. Kelsey has worked for the College since April 1979. The Administration supports Mr. Kelsey’s request. We wish to thank him for his years of service and his dedication to the College and to extend our best wishes.

Recommendation:
To accept Mr. Kelsey’s resignation of full-time employment effective April 10, 2015.

Dr. Leach gave a brief explanation of the request for an early contract release. Trustee Roth made a motion to accept Mr. Kelsey’s resignation as described. The motion was seconded by Treasurer Baxter and was approved by vote. Secretary Spicer said that Mr. Kelsey deserves a commendation for his work at WWCC. President Eckman said that a lot of the credit for the success of WWCC should be given to Mr. Kelsey.
3. Approval of Early Retirement Requests
The College provides a Voluntary, Early Retirement Program (Board Policy and
Procedures 4230E). The following employees meet the requirements outlined
in Board Policy and are requesting consideration for early retirement.

Crystal Deibner
Requested Termination Date: June 23, 2015
Employment History:
Years of Service 34 Years
Secretary to the Staff Officer for Admin. Services May 19, 1981
Personnel Assistant July 1, 1989
Personnel Specialist November 1, 1993
Human Resources Specialist July 1, 2000

William “Marty” Kelsey
Requested Termination Date: April 10, 2015
Employment History:
Years of Service 36 Years
Staff Officer for Administrative Services April 1, 1979
Associate Dean of Administration & Personnel August 8, 1985
Dean of Administration September 23, 1988
Vice President for Administrative Services July 1, 2007

Dr. Sandra Mitchell
Requested Termination Date: End of FY 2015 Contract
Employment History:
Years of Service 26 Years
Instructor of Biological Sciences August 22, 1989
Assistant Professor of Biological Sciences July 1, 1992
Associate Professor of Biological Sciences July 1, 2000
Professor of Biological Sciences July 2, 2008

Craig Thompson
Requested Termination Date: End of FY 2015 contract
Employment History:
Years of Services 39 Years
Technician-Water Quality Lab April 26, 1976
Supervisor-Water Quality Lab January 1, 1979
Director-Water Quality Lab October 29, 1985
Associate Professor of Earth & Engineering Science and Chemical Hygiene Officer July 1, 1993
Professor of Earth & Engineering Science Chemical Hygiene Officer July 1, 1999

The Administration recommends that the individuals listed above be approved.

Recommendation:
To approve the applications for voluntary early retirement submitted by Crystal
Deibner, William “Marty” Kelsey, Dr. Sandra Mitchell and Craig Thompson.
Associate Vice President Budd gave an explanation of the early retirement requests. Treasurer Baxter made a motion to approve the applications for early retirement as described. The motion was seconded by Vice President Chadey and was approved by vote. Trustee Honaker said that these four employees are key people and it will be hard to say goodbye to them. President Eckman agreed, saying that it is a great loss to the College and they will be hard to replace.

4. **Approval of FY15-16 Academic Leaves**

Board Procedure 4520E provides for Academic Leave for faculty and professional/administrative employees. This procedure restricts the number of leaves to one (1) leave for every 15 faculty employees and one (1) leave for every 15 professional/administrative employees. This year there were four completed applications for Academic Leave and faculty members submitted all four. The Leave of Absence Review and Evaluation Committee completed its review of the applications and recommended to the President that the following leaves be granted during academic year 2015-2016:

**Mr. Richard Kempa:**

Mr. Kempa is requesting one contract year at half-time to accomplish four goals. To pursue several avenues that promote growth in the English, Creative Writing, and Honors programs; to pursue the possibility of creating a student literary magazine at WWCC; to prepare for publication a manuscript of essays that he has been working on for many years and; to participate in reading tours for two recently published anthologies of Grand Canyon writing that he edited.

**Ms. Deanne Garner:**

Ms. Garner is requesting one-half contract year at full salary to complete the revision of the nursing program curriculum required to correlate with established statewide competencies. Ms. Garner would be continuing the work that Ms. Brown will begin if her leave is approved.

**Ms. Heidi Brown:**

Ms. Brown is requesting one-half contract year at full salary to rewrite a portion of WWCC’s nursing curriculum to account for changes in nursing and healthcare in the last decade and to correlate the curriculum with the established statewide competencies.

**Dr. Stephen Miraglia:**

Dr. Miraglia is requesting one-half contract year with full salary to complete two projects. The first project is analyzing the 16 to Succeed initiative at WWCC including program effectiveness, multivariate analysis, and control group experiments. The second project is the development, implementation and ongoing support for Sociology Today, a new website devoted to making sociology accessible and understandable to the wider population.

**Recommendation:**

That the WWCC Board of Trustees approve Academic Leaves for Mr. Richard Kempa, Ms. Deanne Garner, Ms. Heidi Brown and Mr. Stephen Miraglia as
partially described herein and as fully described in the respective requests submitted by the candidates.

Dr. Leach gave an explanation of the proposed Academic Leaves. Treasurer Baxter made a motion to approve the Academic Leaves as described. The motion was seconded by Vice President Chadey and was approved by vote.

5. First Reading, Policy 7310G Administrative Secretary
During a Board retreat in March of 2014, revisions to Board policies were discussed. While all of the other revisions to Board policies have been completed, the revisions for policy 7310G were delayed to conduct additional research on relevant state statutes. That research has been completed. Board President George Eckman wrote the proposed policy language. Board members will receive two versions of the policy:

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

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

Dr. Leach gave an explanation of the proposed policy revisions, stating that the Board discussed this policy thoroughly at the retreat last spring. President Eckman said that he tried to incorporate all the concerns and ideas that were presented during the retreat. Trustee Roth said that the statement on assisting the Board President in the preparation of meeting agendas needs to be rewritten but he did not have any proposed wording in mind at this time. Secretary Spicer said that his understanding is that the Board would like more access to their Administrative Secretary and the policy should reflect that.

6. Authorization to Request Proposals for Real Estate Brokerage Services
The current agreement for brokerage services has expired and the College needs to seek proposals for brokerage services to represent the College in the sale of its vacant commercial lots. Any current offers to purchase lots will continue to be represented by the current broker, Coldwell Bankers Commercial from Salt Lake City, UT. The Administration is recommending that a request for proposal commercial real estate brokerage services be issued. Proposals will be opened March 19, 2015. The Board shall decide which brokerage firm to retain. It is anticipated that a decision will be made by the Board of Trustees not later than the May meeting.

Recommendation:
To authorize the Administration to issue a request for proposal for commercial real estate brokerage services.

Vice President Flom gave an explanation of the real estate request for proposals. Treasurer Baxter made a motion to authorize the Administration to issue a request for proposal for commercial real estate brokerage services. The motion was seconded by Trustee Honaker. Secretary Spicer said that in the past, the College entered into brokerage agreements with a local realtor
and that after an extended period with no activity on the lots, the College chose
to engage the services of a commercial real estate broker from Utah. Secretary
Spicer said that some local realtors were not happy with that decision and he
hopes that those realtors take advantage of the opportunity to present a
proposal. Vice President Flom said that should the sale of lot 17 move forward,
the commission for the sale would stay with the current brokerage service. The
motion was approved by vote.

7. Additional Remuneration for Degree Attainment
Dr. Heather Pristash completed the course work and was awarded a PHD in
English, specialization in Rhetoric and Writing on December 20, 2015, from
Bowling Green State University. Dr. Pristash is currently employed by the
College as an Assistant Professor of Composition. She 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 her degree to
be position related, therefore, warranting additional remuneration.

Recommendation:
That the Board of Trustees approve additional annual compensation for Dr.
Pristash in the amount of $5,435 for the completion of a PHD in English –
Rhetoric and Writing.

Associate Vice President Budd gave an explanation of the proposed additional
remuneration. Vice President Chadey made a motion to approve additional
annual compensation for Dr. Pristash as described. The motion was seconded
by Trustee Honaker and was approved by vote.

8. Consideration of Change Order, Mustang Central
Vice President Flom explained that during the demolition of the student services
area, several items were discovered that will require change orders to the
contract. Vice President Flom said that the most urgent of these is that the floor
in the former dance studio was suspended above the concrete and there is a
four-inch hole in the floor that must be fixed before construction can continue.
Vice President Flom said that because the construction needs to start in that
corner, the change order must be approved before the project can continue.
Vice President Flom said that the cost of this change order would be $12,980.
Vice President Flom went on to say that several other items will also require
change orders, including leveling out the floor, removing excessive grout under
tile surfaces and replacing possibly leaking pipes. Vice President Flom said
that a full listing of the anticipated change orders will be presented to the Board.
Vice President Chadey made a motion to approve the change order in the
amount of $12,980. Treasurer Baxter seconded the motion which was
approved by vote. Trustee Honaker said that while she appreciates the
urgency in this situation, she prefers to have the information in writing.

9. Consideration of Date Change, March and April Board Meetings
Dr. Leach explained that she would like the Board to consider changing the
dates of the March and April Board meetings. Dr. Leach said that the March
Board meeting is scheduled to occur during Spring Break and that in the past,
the Board has sometimes chosen not to hold a meeting during that time. For the April meeting, Dr. Leach explained that she and Vice President Farley will both be attending a conference on April 9. Dr. Leach suggested that the March meeting be moved to March 26 and the April meeting be moved to April 14. Secretary Spicer made a motion to change the date of the March meeting to March 26. The motion was seconded by Trustee Roth and was approved by vote. The date of the April meeting will be finalized at the March meeting.

VII. INFORMATION/PROPOSALS
A. Visiting Delegations
   None

B. Questions/Media/Public
   None

C. President/Staff
   Dr. Leach provided the Board members with a document from the Wyoming Community College Commission that provides details on the needs analysis that was mentioned at the last commission meeting.

   Dr. Leach reported that HB114 has been introduced in the Senate but has not made it out of the committee yet. Dr. Leach reported that the College Presidents’ have drafted a letter to the legislature concerning HB118 and asked the Board to read it.

D. Trustee Questions/Topics
   Vice President Chadey expressed her continued interest in serving on the Sweetwater BOCES Board.

   President Eckman said that registration is now open for the ACCT Leadership Congress in October and asked everyone to let Ms. Frink know as soon as possible if they plan to attend.

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

F. Executive Session - Legal/Personnel
   President Eckman asked if an Executive Session would be necessary. Dr. Leach said no.

VIII. CALENDAR OF FUTURE EVENTS

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<td>Feb. 12</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<td>Feb. 12</td>
<td>Regular Board of Trustees Meeting</td>
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<td>March 12</td>
<td>Regular Board of Trustees Workshop</td>
<td>Board Conference Room 3071</td>
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<tr>
<td>March 12</td>
<td>Regular Board of Trustees Meeting</td>
<td>Board Room 3060</td>
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IX. ADJOURNMENT

Having no further business to act on, President Eckman adjourned the regular meeting at 8:57 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