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 7:16 p.m., Thursday, March 26, 2015 in Board Room 3060, Rock Springs Campus, President Eckman presiding.

   B. Approval of Agenda
      Trustee Roth made a motion to approve agenda with one addition to revised agenda of Item F to consider the new workshop and meeting April 14 from April 9. The motion was seconded by Treasurer Baxter and approved by vote.

II. REPORTS
   A. Associated Student Government
      Chad Kim representing ASG reported that ASG has chartered a new club, the Automotive Club. Currently ASG is chartering 19 clubs. From the last Board meeting to present ASG had several events involving Senior Day, Chris Jones hypnotist, and Kane Smego poetry. Upcoming events that ASG will participate in are: Free Day, Social Media forum “Should Western have the right to sensor social media on campus?” There will be one moderator and several panels involved. Four faculty members and two student members will be on the panels.

   B. Paraprofessional Alliance
      Kelly Allee presented information pertaining to the Paraprofessional Alliance. The Valentine's Day fundraiser was a hot dog and bake sale. Proceeds of $750 were donated to Loaves and Fishes. Annual elections are under way. Results will be reported by May. There were a couple of committees that were not needed that were dissolved.

   C. Senate
      Bill Bonini presented for the Senate. There have been open question and answer forums with Vice Presidents Dr. Jackie Freeze and Dr. Kim Farley. These help with communication. PSB committees have been appointed. Will Clark was nominated Vice
Chair for 2015-2016. Great College to Work For survey subcommittee has been created. A question posed, “Is there data that can be used to come up with recommendations?” Report was completed, compiled, and will be shared with the Senate, Executive Councils and other groups. Discussion about the possibility of communicating with institutions rating high on this survey by sending individuals to the places and finding out, how they deal with key interests such as communication, shared governance, and employee recognition is being considered. The 2015 survey was just done last week. The Pay Merit Task Force completed its’ survey. The McHenry model was found most popular. How can it be implemented into Western for Horizontal Advancement? The Pay Equity Committee met. Report from Mountain States Employee Council reported on strategic approach mean of collecting data for salary and salary ranges. April 8 is the next meeting. Try to come up with process plan, set criteria and foresee any questions or problems. Trustee Roth – when did we get the report back? Senate received the end of November 2014. Was additional statistical work done on a longer time frame pertaining to McHenry model? The one reported to board was reported immediately after the spike of cost? Did it smooth back out after one time spike? Anything additional or are we working off of original study that was well-done, but short on range. Dr. Leach commented that the committee will meet. Info will not be able to be pulled from McHenry Community College since they have only used this model for three years. Because it is a fixed amount of money used as merit pool, costs will be able to be controlled that way. More people will be able to benefit from this model. Dr. Leach is only projecting since there is a lot of work that needs to be done. The whole evaluation system needs to be revamped. It needs to be quantitative rather than subjective and has to be very fair. Trustee Roth asked if there was a plan to take an internal study to project out five year’s past.

D. Student Engagement Annual Report

Mark Rembacz reported on student engagement and completion. Info included in Board packet touching on highlights from last year. This office is tasked with coordinating completing and retention efforts at Western. It is important to all of us. We can be proud that we have some of the highest completion and retention nationally. State-wide we are one of the top institutions. Our completion rate is approximately 47-49 percent. Half of our students finish their degree within a three-year period. While that puts us high nationally, one out of every two students that comes to Western leaves without a degree. All students come in with the intent of leaving Western with a degree. How can we work with and get these students to be successful. One hundred percent completion is not practical. One of the big drivers that we have is Complete College Wyoming. Set as a goal of improvement statewide of five percent annually through 2021. Sixteen to Succeed is an initiative that’s goal is for students to finish their degree in a two-year period. About 50 students in this cohort are eligible. Students will be paid $1000 upon completion of their degree within a two-year period. Students have to commit to a series of things. Choosing a major, meet with an advisor, and graduating is part of this initiative. Students take some ownership and responsibility for their educational goals in where they want to go in the future. PASS (Program for Adult Student Success) is in its third year which is providing us a much broader understanding of the evening program that will be implemented next fall while working with BOCES for child care. It is very difficult if there is no child care in the evening. Welcome Week focuses on engaging students and orientation where students can interact with faculty in different areas which created a lot of positive feedback. The first three weeks is a crucial time where students decide whether they will stay or leave the college setting. Is Western the place for me? Strategic Enrollment Plan is where evening programs came out of. How can we streamline and improve process for developmental math? Another big initiative is METAMAJORs-student choice is important, but too much choice is not good. Guidance and ideas are good to head students in directions that will benefit them and what they want to do, where they want
to transfer, career opportunities, etc. Western is working with the Higher Learning Commission regarding data gathering and how we can utilize it to our benefit. How can the data help us identify, how can we create the best opportunities for students to be successful? President Eckman voiced concern about completion and how students are measured whether they have completed a degree and then we are judged by not completing a degree because the student completed a degree at a different educational institution. It should not be negative against Western. How can information be tracked so that it is not held against us. Information cannot be counted as completers leaving Western without degrees. These students are wise to complete degrees before leaving for seamless transition when transferring. Students have gained from experience at Western. Dr. Leach stated that completion piece is what we are judged on, transfer and re-captured students. Trustee Boettcher states if we are doing better by 72% than other schools we should get credit for this. Secretary Spicer questioned errors in the denominator. He believes that not everyone taking courses at Western is seeking a degree. Mark Rembacz clarified that we have Workforce, personal enrichment, along with individuals running their own businesses that come to Western for classes. These students are not counted against Western.

First-time, full-time degree seeking students is where the data is drawn from. This makes it comparable to other statewide institutions. An important point for future Commission meeting that Dr. Leach will be attending is that performance is based on a credit hour completion. The Commission staff would like to base it on those who complete degrees. Dr. Leach states that our job is to meet all needs of the community that includes anyone taking courses at Western and complete. Stay focused on credit hour completion. We should not allow the Commission to take us down the path of program completion since there are many students that do not complete programs, but earn skills to get jobs in the community.

Western fully supports this. Western’s mission is much broader. Some questions were posed regarding the Data Academy. How does it work? How many colleges are in it? Does it include Northwest or Sheridan? Both Central and Sheridan participate in the Persistence and Completion Academy. The Persistence and Completion Academy is the newest academy that the HLC has developed. Designed to help institutions to assess the variables that they need to consider as they plan activities and strategies to help students complete. Western went in with a focused goal. Our goal is to identify characteristics that make up a successful student. Where do we need to put most of our energy in terms of success strategies? This is difficult to assess. What is most effective? Where should we put the big amount of energy and resources? It’s on the ground to help us solidify what we already know we want to do. Trustee Ross asked about tracking students when they leave Western. Do we utilize data? Information is extracted from the National Clearing House. This is an automatic trans scripting service for students requests. Information is tracked, and students that graduate from Western are reported through this program. Do we find out if students complete at transfer institutions? Yes. This will be a tremendous tool for both two-year and four-year institutions. IPED gathers transfer information for the first-time, full-time student cohort. The Commission Annual Performance Indicator is a report that is completed on transfer to gather data. Dr. Leach appreciates the level of questioning about the topic at hand. Trustee Eckman expressed the importance of this due to the funding.

E. Western Celebrations
Dr. Leach spoke about the Black Butte High School ribbon cutting. Attendance was appreciated. It was packed. Through Western’s actions this school was started. Thank you for the support. This is a great asset to our community. Governor is pleased to see collaborative action. Vice President Chadey expressed enjoying being part of the ribbon cutting and using the information for a paper in her class.
III. MINUTES
   A. Approval
      1. Vice President Chadey made a motion to accept the minutes of the February 12, 2015 meeting. The motion was seconded by Treasurer Baxter 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 $3,576,214.55 and the Electronic Transfers as designated in the amount of $613,127.84 for a grand total ratification of $4,189,342.39. The motion was seconded by Trustee Boettcher and was approved by vote.

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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  $613,127.84

**GRAND TOTAL FOR BOARD RATIFICATION**  $4,189,342.39

(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, Policy 7310G, Administrative Secretary. Current policy and proposed version of policy with minor changes are in the Board packet. This information was discussed in Board retreat last year. There were concerns expressed by the Board pertaining to the language proposed by the consultants and was asked to be reviewed and re-written. A motion was made to approve to get on the floor for discussion by Vice President Chadey and second by Trustee Roth. Trustee Roth mentioned that this was the second reading of the policy, and it would become the final reading if approved.
Recommendation:
To approve the new policy on Administrative Secretary as presented. A motion was made by Vice President Chadey. Trustee Roth seconded and approved by vote.

2. Consent Agenda – A motion was made to approve the Consent agenda by Trustee Boettcher. Seconded by Secretary Spicer and approved by vote.

B. New Business
1. Proposed Course fee increase for 2015-2016. Vice President Dr. Farley proposed the increases of course fees for the 2015-2016 Academic Year. Board of Trustees must approve any fees associated with instruction at the College. Secretary Spicer asked if fees presented in the packet are just changes. Dr. Farley responded that is correct. Trustee Roth asked about the deletions if they are included. The response was yes. Trustee Boettcher made a motion to approve. Seconded by Treasurer Baxter. The motion passed by vote.

Dr. Farley was told at the beginning of this year that she would be doing two big things, budget and hiring. This has been the case. The Professional Standards Board would like to offer an employment contract to Daniel Perusich for the position of Director of Workforce and Community Development for the period June 1 through June 30, 2015. A national search began last November to fill this position. Daniel holds a Bachelor of Arts in History from Carthage College in Kenosha, Wisconsin and a Master of Arts Degree in History from the University of Illinois, Springfield, Ill. Daniel is currently employed as the Director of Summer Programs at Beloit College in Beloit, Wisconsin. He held this position for over two years. Carla Budd stated the date of his employment contract is correct because it is the ending of our fiscal year. He will be offered another contract from July 1, 2015 through June 30, 2016. Secretary Spicer commented on Daniel holding two positions over the last 3 years. Dr. Farley explained that he is from Chicago and was trying to get closer to Chicago where he originally was from. This next move would take his family closer to Evanston where his wife’s family resides. Dr. Farley stated that the PSB was pleased with the interview, and feel he would be a good fit. Mr. Daniel Perusich’s proposed contract details would be as follows: 
Annual Salary $64,072.00 for a 12 Month Contract; Fund, Unrestricted Operating Fund; Rank, None; Column Placement, I.

Recommendation:
To offer an employment contract to Daniel Perusich for June 1 through June 30, 2015 and July 1, 2015 through June 30, 2016. Vice President Chadey made a motion to offer an employment contract to Daniel Perusich. The motion was seconded by Treasurer Baxter and approved by vote.

3. Approval of Employment Contract 2015-2016
The Professional Standards Board would like to offer an employment contract to Dr. Megan Lahti Associate Professor of Biology for the period of August 13, 2015 through May 13, 2016. A national search was conducted beginning in November and ending in February. Dr. Lahti holds a Bachelor of Arts Degree in Biology from Whittier College, Whittier, California; a Master of Science Degree in Biology from Central Washington University, Ellensburg, Washington; and a PhD from Utah State University, Logan, Utah. Dr. Lahti is currently employed as an Assistant Professor of Biology and Environmental Science at Northern Arizona University. She has held this position for one year. Prior to this, she was employed at Arizona Western College as an Assistant Professor of Biology and Environmental Science for three years. Dr. Megan Lahti’s proposed contract details would be as
follows: Annual Salary $56,442.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Associate Professor; Column Placement, II.

Recommendation:
To offer an employment contract to Dr. Megan Lahti beginning August 13, 2015 through May 13, 2016. Secretary Spicer made motion to offer an employment contract to Dr. Megan Lahti. The motion was seconded by Vice President Chadey and approved by vote.

4. Resolution Regarding Undocumented Students
Vice President Freeze spoke about Western’s concern regarding the student population that faces financial difficulties because of statewide residence policy which regardless of how long students live in Wyoming and graduate from the high school do not get in-state tuition if they are not a documented citizen. They do not have access to the Hathaway scholarship. The Commission sets residency policy, and it has not been changed for a long time. This has been brought up to the Commission twice a year for many years by Western and has not made progress. The Commission was not concerned about this policy because Western was the only institution expressing concern. Policy was being enforced as written. There is discussion about changing the policy. Discussion is being held about granting in-state tuition for students coming right out of high school and attending college within 12 months after graduation. There is support for this. There is not as much support for adult students that live and work in our community supporting families that want to take classes or pursue a whole degree program and are faced with out-of-state tuition for the duration of the program. Resolution from the Board might help with discussion at the Commission level and help the Commission understand that the Board truly supports making students’ lives easier in attending education and rewarding them for all that they give to our communities. President Eckman stated that this topic did come up at the last Commission meeting, and there was a lot of concern about the student whose parents brought them here, and they are attempting to further their education, but do not have the required residency. Dr. Leach spoke about being approached during legislation by a representative asking if she would help promote changing the Statute to allow this residency change. Representative Freeman originated the initial grant on that, and President Eckman wants to make sure he gets the credit for this. Western is very interested in this. It is more of a policy issue. Is this a Western policy issue or Commission policy issue? Vice President Freeze stated that this is a Commission policy issue. Dr. Leach spoke with Dr. Rose about what can be done to change the Commission policy to change these rules. The policy needs re-written so that this information is clear. It is important to students of the state. Commission staff will pursue this. Dr. Leach appreciates the support of the Board showing the importance of this rule being changed. Trustee Roth asked how concurrent classes are handled. Vice President Freeze stated that the resolution will encompass all students. Trustee Roth had questions about how this all works. Cost is one thing, tuition is something else, in-state and out-of-state are something else. How does this work? Western bills for all students both in-state and out-of-state. The check that is cut from the school district is the amount that is billed. Are they billed for in-state or out-of-state? Unless the student discloses they are out of state at the time they register, it is difficult to determine while students are still in high school that they are out of state. When they matriculate as regular full-time or part-time students to Western is when the out-of-state becomes apparent. President Eckman added they are dealt with as residents through K12. The University of Wyoming accepts them as residents providing they are residents of the state. President Eckman stated that Dr. Leach is asking for a recommendation from the Board to the Community College Commission to even the board by following what others are doing in the state.
Trustee Roth fully supports this resolution, but is there something that can be done to clarify enrolled students in the high school? Dr. Leach stated that the Board make a statement that these are citizens within our community that should have access to this college with in-state tuition. Treasurer Baxter asked if other colleges have passed this resolution. Vice President Freeze stated that she believes other colleges are talking about it. The others are probably waiting to see what the Commission does before they move forward. Western has had this concern for a long time and feels very strongly about it. Western seems to have more students that fall into this category. This is an action for the Commission. At the April 16 meeting there will be a draft. Reference has been made a lot to the University of Wyoming and Vice President Freeze looked at Statutes about residency. The information is very broad. UW gives in-state status for recent high school graduates. This does not totally address the issue for us. President Eckman stated that Dr. Leach is asking that we with this resolution precipitate action by the Commission. Trustee Boettcher believes this is a big problem in the state and certainly a problem in the community. He would love to have Western take the lead in this and go to the Commission taking the lead. Trustee Boettcher intends to fully support this resolution as it is. He likes that it is broad because if it were restricted, we could over-restrict it. Secretary Spicer believes this is an important issue. It's one of the only opportunities that these individuals may get to further their education.

Recommendation:
Secretary Spicer made a motion to approve the resolution to the Community College Commission. Trustee Boettcher seconded the motion. Motion passed by vote.

5. Resolution to Establish Early Childhood Education Facilities in a BOCES Facility
Trustee Roth began conversation about this topic that was mentioned in the Board workshop. Ward Wise, director of Sublette County BOCES in Pinedale, addressed the Board regarding this topic. There is a big need in this rural community. A piece that was missing was curriculum, and he thanked Western for helping with that. Dual credit students can take the Early Childhood Education class online and get their practicum in this facility right on campus. Speaking with Dr. Maddy, in Western's Education department, and getting the curriculum out to the institutions in Pinedale’s community is a big part of this. Fees will be slightly higher than the public, and staff will be given first priority. Empty slots will be given to the public. There is room for vocational help with the facility. People can be trained to see if it is a certificate program they are interested in. Treasurer Baxter asked about other adequate child care facilities in Pinedale. All are filled up and double booked, with some facilities closing down. Staff has been lost. This will help to retain staff and recruit. This has been an issue before the boom and then magnified since the boom. The elementary population has not decreased. Secretary Spicer wondered if this is the responsibility of BOCES or Sublette School District Number One in Pinedale. Ward and the superintendent went and looked at the Big Piney facility and the home economics department. BOCES fills needs in the community along with instruction. This is a partnership. Fees will be charged. This came together with the reconstruction that is going on internally in the building that is being used. There is a joint responsibility using their facilities within the lease. Trustee Roth responded that the people of Sublette School District Number One are paying for this; basically their need, their money, their solution. His hope is that Western can maintain their partnership with them. President Eckman asked whether the facility would be used in the evening for evening classes along with daytime use. Ward stated that the goal is to fit the needs are and see what needs to be done. It is being investigated with
the hope to meet the needs of single parents wanting to take evening classes. Treasurer Baxter asked what constitutes need for a resolution as opposed to regular business with BOCES.

A resolution is different than a motion which involves a commitment from Western whether physically or economically. A resolution is something we are providing support for, but does not require a financial or physical commitment of our facilities, but we are adopting this resolution in support of their efforts to do it. Dr. Leach stated a line from Chapter 20 out of the Wyoming Statute: “The purpose of the act is a method whereby school districts and community college districts or any combinations, may work together and cooperate to provide educational services including but not limited to post-secondary education, vocational technical education, adult education services for children with disabilities and when the services can be effectively provided through a cooperative effort.” Benefit of a resolution becomes more important as the business of BOCES becomes more complex. The primary purpose of the cooperative educational services in BOCES is of post-secondary work for higher education. This is a dedication of really significant new business life for that BOCES. Sublette is going into a significant different business line that Western needs to be aware of. Mr. Wise took this resolution to an attorney and this resolution was recommended. No obligation, but we know what is going on.

Recommendation:
Trustee Roth called question. Trustee Boettcher made motion and seconded by Secretary Spicer. Motion carries by vote.

President Eckman mentioned that Representative Freeman arrived. He informed Representative Freeman that we have adopted the resolution that Representative Freeman intended to speak on concerning undocumented students, adopted the resolution asking that it be considered by the Commission. Representative Freeman thanked the Board. He sent an email at the beginning of the legislative session to support this on a legislative level. This could be done with a change in rule. This hits close to home since he taught some of these kids. Their hope for post-secondary education because of finances is dismal. By changing the rule where we can incorporate them into the system, it is a good first step. Final answer will be Federal legislation. Secretary Spicer pointed out that the Board passed this resolution with no decent.

6. Change meeting date from April 9 to April 14. Secretary Spicer motioned and seconded by Vice President Chadey. Motion passed by vote.

VI. INFORMATION AND UPDATES
A. Visiting Delegations
   None

B. Questions/Media/Public
   What is the full name of the Commission? President Eckman responded that it is the Wyoming Community College Commission. It is the Board that coordinates the seven community colleges.

C. President/Staff
   Dr. Leach shared that she sent a weekly update to the entire College during the legislative sessions. The Town Hall meetings will start up Friday, March 27 at 7:30 a.m. and 2 p.m. Vice President Chadey asked if these meetings are the same meetings at
different times. They are identical meetings with different conversations at each meeting because of the different audiences.

Vice President Flom updated on the Mustang Central project. It's going well. Asbestos removal caused a delay. Contractor feels they will meet new deadline. Stud walls are up, starting sheet rocking, electrical work/conduit is rubbed in, almost completed with duct work and HVAC almost completed. August 4, 2015 is the new deadline. Vice President Flom will coordinate with general contractor to get into certain parts of the facility earlier for IT purposes. Dr. Leach stated that Vice President Flom has taken Western Leadership Council through the budgeting process, done a very nice job, and is as bad as Marty is about pinching pennies. Vice President Chadey is glad to hear this.

D. Trustees Questions/Topics
   None

E. Topics for Future Workshop Agendas
   1. Share BOCES books with other BOCES in our area
   2. Facility Tour
   3. Security Audit

VII. CALENDAR OF FUTURE EVENTS
   April 14   Next Board of Trustees Meeting
   April 15   WACCT meeting in Riverton
   April 16   Wyoming Community College Commission meeting in Riverton
   May 15     Graduation - Information about caps and gowns will be out soon.

Dr. Leach has requested that Mark and Jackie provide her with a list of all student awards and activities to be sent out to the Board members.

President Eckman requested information pertaining to end-of-year music concerts, instrumental concerts, etc. to be shared with the Board.

This Week at Western notifications sent out every Monday.

Vice President Flom reminded the Board about the upcoming budget session on April 7 at 5:30 p.m.

VIII. EXECUTIVE SESSION
   Adjourned to Executive Session at 9 p.m. to discuss personnel issues. Trustee Roth made a motion to adjourn into Executive Session. Motion was seconded by Vice President Chadey and passed by vote.

IX. ADJOURNMENT
   Having no further business to act on, President Eckman adjourned the regular meeting at 9:45 p.m.
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Above recorded by:

Therese Yerkovich

______________________________
WWCC Board President

______________________________
WWCC Board Secretary