REGULAR MEETING MINUTES
April 14, 2015

Trustees Present:
George Eckman, President
Lynne Chadey, Vice President
Dr. Tom Spicer, Secretary
Richard Baxter III, Treasurer
James Roth

Also Present:
Dr. Karla Leach, College President
Sheldon Flom, VP for Administrative Services
Jackie Freeze, VP for Student Success Svcs
Kim Farley, VP for Student Learning
Carla Budd, Assoc. VP for Administrative Services
Megan Gabol
Christopher Sheid
Kathy Luzmoor
Christian Clemmensen
Rocky Barney
Matt Naber
Janice Grover-Roosa
Eliza Whitman
Kay Cooley

Trustees Absent:
Shannon Honaker
Dick Boettcher

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., Tuesday, April 14, 2015 in Board Room 3060, Rock Springs Campus; President Eckman presiding.

B. Approval of Agenda
Vice President Chadey made a motion to approve the agenda with a change. Move #8 recommended action item C to #9 Recommended Action – New Business. The motion was seconded by Secretary Spicer and approved by vote.

II. REPORTS
A. Associated Student Government
No one was present to report for Associated Student Government. Dr. Leach stated that the students were in the Atrium practicing for International Night tomorrow night. President Eckman stated that the board will be in Riverton and they regret having to miss International Night as they have been attending for years. Dr. Leach stated that would be the Wyoming Community College Commission’s fault.

B. Paraprofessional Alliance
Ms. Megan Gabol reported that she will be meeting with Ralph Portillo from the SCM Loaves and Fishes Soup Kitchen to donate $750 that was raised in February. At next Thursday’s paraprofessional meeting, they will be deciding the date for the end-of-the-year Para potluck. When the date is decided they will invite the board to attend. Elections for the 2015-2016 academic year go out next week. The board thanked Ms. Gabol for her report.
C. Senate
Ms. Janice Grover Roosa reported that based on the data from last year’s Great Colleges to Work For survey, the Senate divided into subcommittees to try and address some of the weaknesses that were perceived in the data. Part of that initiative is going to be for certain subcommittee members to visit two colleges that scored very high in the areas of Shared Governance, Communication, and Senior Leadership. The two colleges that will be visited are in Colorado and Texas. Pay equity committee is creating anxiety among some employees so Senate believes that transparency is key to helping with this. There is fear of the unknown. Senate hosted an open forum with Dr. Jackie Freeze. A short agenda was included for the first time, and it increased attendance so this will continue. Faculty who would like to receive some of the unallocated professional development funds will have to fill out an application due by April 20. Senate will decide how to distribute funds. The board thanked Ms. Grover-Roosa for her report.

D. Health Science Annual Report
Ms. Kathy Luzmoor reported that the Nursing Department will celebrate 25 years of associate degree nursing graduates this May. Accreditation is moving forward. The site visitors were here, and we received a very good report late last week. Final word of our accreditation status will come in writing after the ACEN board of directors meeting in July. Ms. Luzmoor reported that NCLEX pass rates are down a little bit this last year, but the three-year mean is still very good at 90% versus the national average of 85%. We admitted 24 students in the freshman class this year. We have 19 in second semester. We received 106 applications for the program this year versus 40 last year. We have been visiting BOCES boards in our service area advertising the program. We received $21,000 from the Foundation Board in direct aid to students. Shelby Williams will receive her master’s degree in nursing and will be a full-fledged faculty member in the fall. Positions are open in Evanston and in Rawlins. These are difficult to fill because there aren’t many masters credential nurses in those small towns. The big thing facing us for the next couple of years is rewriting the curriculum. Deanne Garner and Heidi Brown will be on sabbatical in the fall and spring semesters respectively. We’re meeting the needs in the area of practical nursing, but our choice would be to not continue the pn program. Julie Leavitt is working part-time coordinating the CNA program. There are classes in all outreach areas, which is a huge job to coordinate. We keep having to add CNA classes to address the need. Treasurer Baxter asked if Ms. Luzmoor could account for the mismatch between faculty and student numbers going up and down in the spring. Ms. Luzmoor stated that there are more distance students than before. With the advance in the distance modality, where students can stay home and take classes synchronously, it has exploded the western side of our service area. The more rural you are, the harder it is to find a masters prepared nurse. It’s hard to find them in Rock Springs, but it’s really hard to find them in Evanston and Rawlins. Treasurer Baxter also asked why they want to stop the PN Program. Ms. Luzmoor said that it is two separate programs and two separate curriculums to keep track of. It would take a masters prepared nurse away from RN education and require another administer who would have to be masters prepared. With the resources we have, we think it would be better to expand the RN program. The students who take the PN program don’t stop there—it’s a stepping stone for the RN program any way. Dr. Leach stated that this is a wish and the decision has not been made as to whether or not to discontinue the PN program. Trustee Roth asked about the other direction. Ms. Luzmoor stated there are 3 students graduating in the spring in Rawlins and no students that will be coming into the second year. The board thanked Ms. Luzmoor for her report.
E. **Math/Science/Engineering Annual Report**  
Dr. Rocky Barney reported they hired Joshua Marcy for the mathematics position and Dr. Megan Lahti for the biology position. We’re in the process of forming two Professional Standards Boards—one to fill Craig Thompson’s position and the other to fill the mathematics position. Six students from Dr. Will Clark and Dr. Bud Chew’s classes presented at the INBRE fall retreat at Jackson Lake. For the University of Wyoming Undergraduate Research Day Dr. Chew, Dr. Clark, Dr. Barney, and Craig attended and all but Craig had students present. 2nd annual WWCC undergraduate research day will be this Friday. Student presentations will be during the day and faculty presentations will be in the evening. Dr. Chew published a paper with Jackie Zadra and Ashley Weigel on cardiac function. Dr. Barney published a paper on drug design and synthesis. Sarah Pauley and Lusi Stephens attended the Math Association of America conference. Katrina Kirsch attended the Biology Teachers conference. Kristine Clark is attending the sports nutrition conference. Chuck Newberg and Sandy Mitchell have taken classes this year. Kristine Clark was named Distance Educator of the Year. Craig Thompson has been nominated for Teacher of the Year. Exercise Science and Wellness building is up and running. Two STEM classrooms are also up and running. The dual enrollment program for Math 1400 at Rock Springs High School has been a huge success. We had to open more sections this spring. Green River High School would also like the same opportunity. Biology has made some curriculum changes to accommodate the nursing department. Dr. Barney, Craig Thompson, and Katrina Kirsch went to Overland Elementary to participate in their Science Day. Math/Science Division participated in WWCC Free Day as well. Math/Science Division is working toward the 2+2 agreement with the University of Wyoming. This causes a lot of grief with faculty because they don’t know what it will look like. It has become a top priority in the division. President Eckman asked where the presentations will be held. Janice Grover Roosa from the audience stated that the presentations will in room 3650 with the students starting at 1 p.m. and the faculty starting at 7 p.m. Treasurer Baxter asked how the agreement with the university is progressing. Dr. Barney stated that it is in the initial stages. Treasurer Baxter asked if the university has told us what needs to disappear or did we get guidelines. Dr. Barney stated that we received guidelines by department. For example, Chemistry hasn’t received anything yet. Trustee Roth asked if we try to coordinate with faculty at the other community colleges in the state. The University of Wyoming can be quite contentious. Since we educate more people in sciences than the university, cooperation should be forthcoming. What kind of support, if any, do we need to facilitate that? Dr. Barney stated that is a great question. He asked to have time to think about the answer until after he confers with faculty. We have not worked at all with the other community colleges. Some of that is due to disagreements we’ve had about qualifications. I like working at Western because of our high standards. It is my hope that in constructing 2+2 agreements, we are the flagship institution that really does right by the students as opposed to conforming to what the rest of the state is doing. Vice President Chadey stated that was very well said. The board thanked Dr. Barney for his report.

F. **Western Celebrations**  
Dr. Leach reported that one of the participants at Undergraduate Research Symposium this Friday also presented at the Western Social Sciences Association. Dr. Jessica Clark escorted two students, Brianna Logan and Mahlia Daley to present in Portland, OR. Brianna Logan’s research was on The Quickest Draw in the West: The Media Legacy of Ed Cantrell. Dr. Leach read what Dr. Clark said about Brianna. “Not only was her paper phenomenal and well received, Brianna handled all of her audience questions with grace and authority. It is a wonderful opportunity to see. Several academics, graduate students, and professors commended her publicly and privately for doing such incredible
research. I, for one, could not be more proud.” Dr. Leach stated this is a great example of the heart and soul of our faculty and staff to help students reach their potential. It’s definitely something to be proud of. President Eckman stated that it’s also something that Craig Thompson was very active in promoting—just another reason we’ll miss him.

III. MINUTES
A. Approval
   a. Treasurer Baxter made a motion to accept the minutes of the March 26, 2015 meeting. The motion was seconded by Vice President Chadey and was approved by vote.

IV. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
   Treasurer Baxter moved to ratify administration’s approval for payment from the Clearing Accounts electronic funds transfers as designated for a grand total of $2,338,736.69. The motion was seconded by Vice President Chadey 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>277104 through 277437</td>
<td>$1,086,183.33</td>
</tr>
<tr>
<td>Payroll</td>
<td>176793 through 177188</td>
<td>$135,794.78</td>
</tr>
<tr>
<td>Advices</td>
<td>032100 through 032468</td>
<td>$760,291.83</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$1,982,269.94</td>
</tr>
</tbody>
</table>

   **Electronic Funds Transfers**

   **Payroll Tax Payments to I.R.S.**
   From            To                     Amount
   US Bank         EFTPS-CHICAGO USATAXPYMT | $291,479.49 |
   A/C# 147497000116

   **Credit Card Payments to US Bank Corporate Payment System**
   From            To                     Amount
   US Bank         EFT US Bank CC Payments | $64,987.26 |
   A/C# 147497000074

   **Bank to Bank Transfers**
   0.00

   **Investment Transfers**
   0.00

   Total Electronic Funds Transfers $356,466.75

   **GRAND TOTAL FOR BOARD RATIFICATION** $2,338,736.69

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

V. RECOMMENDED ACTION
A. **Old Business**
   None

B. **Consent Agenda** – Secretary Spicer stated that item C has been moved to New Business and he made a motion to approve the Consent agenda items A and B; the motion was seconded by Vice President Chadey and approved by vote.
C. **New Business**

a. **Revised FY2016 Salaries and Benefits**

Dr. Leach reported that each year in April the administration brings to the board of trustees salary and benefits for staffing in the upcoming year. The administration has worked very closely with the Senate that Paraprofessional Alliance to develop recommendations. This year's legislative session did not result in us receiving additional funding for a salary increase for college employees. And, in the 2014 legislative session they increased the total retirement contribution from 15.87% to 16.62% By increasing the mandatory employer’s contribution by .75% effective July 1, 2015. The state will provide reimbursement for 61.59% of the increase. The employee portion of health insurance premium has also gone up by about 15%. The employer portion is reimbursed by the state.

The Administration recommends that 2015-2016 re-employment contracts be extended to employees listed on exhibit A. Salary schedules for Professional and faculty be approved as listed on exhibit B. included in the addendum that there be a 0% base salary increase. We recommend a 1% within range salary increase for full-time and part-time benefitted faculty, professional, administrators, and Paraprofessionals. Also to include part-time non-benefitted administrative professional and paraprofessionals. Part-time faculty with lecturer status will be maintained. Compensation for part-time faculty not lecturer status, teaching Internet or compressed video, workforce, continuing education, community service will also remain the same. Compensation for the College President is set by the Board of Trustees; compensation for the Vice Presidents and the Associate Vice President is a 1% salary increase. Compensation for Horizontal Advancement and Performance Incentive Awards are 4 each. We are recommending that an off-schedule salary payment be paid in November 2015 for full-time and part-time employees of 3% or $900 whichever is greater. The recommendation is to keep the institutional stipend of $250 per month the same. Effective July 1, 2015, the college will contribute 16.62% for retirement for full-time and benefitted part-time employees and 9% for part-time non-benefitted employees. Health, dental, and life insurance that the following monthly contribution amounts be approved with the proviso that the state contribution amount increases later in the fiscal year that these amounts be increased correspondingly to reflect the change. Family coverage $1716.12, employee + spouse coverage $1500.56, employee + children coverage $1146.75, single coverage $754.63, split coverage $858.06. All other fringe benefits in effect for 2014-2015 remain the same for the 2015-2016 year.

**Recommendation:**

To approve the president’s recommendations listed above regarding staffing salary and benefits for the 2015-2016 year.

Vice President Chadey made a motion to accept Dr. Leach’s salary and benefits recommendation. The motion was seconded by Treasurer Baxter and was approved by vote.

b. **Approval of Employment Contract 2015-2016**

Dr. Kim Farley reported that we recommend offering an employment contract to Joshua Marcy for the position of Assistant Professor of Mathematics for the period August 13, 2015 through May 13, 2016. The PSB conducted a national search for
this position and received 35 completed applications. They also conducted 6 telephone interviews and 3 on campus interviews. He holds a bachelor of arts degree in Mathematics from California State University and a master of arts degree in Mathematics from Cal State.

**Recommendation:**
To offer an employment contract to Joshua Marcy for the position of Assistant Professor of Mathematics for the period August 13, 2015 through May 13, 2016.

Treasurer Baxter made a motion to accept the recommendation. The motion was seconded by Secretary Spicer and was approved by vote.

c. **Authorization to Solicit Competitive Bids for Student Accident Insurance**
Trustee Jim Roth made a motion to table. The motion was seconded by Secretary Spicer and approved by vote.

VI. INFORMATION AND UPDATES
A. **Visiting Delegations**
None

B. **Questions/Media/Public**
Matt Naber asked, “For simplicity sake, is it all right to say all full-time employees will receive a 1% salary increase?” He also stated that this is his last board meeting as he is moving to Powell, WY. Eliza Whitman will be taking over. The board thanked Matt for his coverage of the board meetings and wishes him well. Carla Budd interjected to clarify the salary increase. It will include all full-time, part-time benefitted, and some part-time employees. In a situation sometimes the pay range will remain the same but there is a range within there and some of those employees will receive that 1%.

C. **President/Staff**
None

D. **Trustees Questions/Topics**
None

E. **Topics for Future Workshop Agendas**
Trustee Roth asked if Dr. Leach and Dr. Farley went to a ball game or anything like that. He stated they were gone for a week. They must have gone to a game. Dr. Leach commented that she and Dr. Farley were actually together for two nights at the Alliance for Community Colleges. It’s a part of WICHE—Western Interstate Commission on Higher Education. It was a very interesting meeting. It talked about analytics and predictive analytics in the community colleges. I think we are all looking for a better way to share our data and use our data effectively and so there were some great conversations there.

F. **Topics for Future Workshop Agenda**
Dr. Leach stated that a workshop/retreat date was set for May 5 and at that time we will be talking about the prioritization of some of these ongoing large maintenance projects. Vice President Flom will be leading us through that, but we need to have your guidance as we prioritize and determine about how much we can handle each year so we can have a good work plan and move forward on some very important projects that need to be done here on campus.
VII.  CALANDAR OF FUTURE EVENTS
Dr. Leach asked Dr. Freeze to help get a list of upcoming events for the board. An email will be sent to board members notifying them of all upcoming events. Trustee Roth asked if anything is being done for the 25th anniversary of nursing graduates. Dr. Leach responded saying there will be an event celebrating 25 years of graduating nurses. The information will be forwarded to the board. Treasurer Baxter asked if that will coincide with the pinning ceremony. Dr. Leach stated that it will not.

VIII. ADJOURNMENT
Having no further business to act on, President Eckman adjourned the regular meeting at 8:14 p.m.

Above recorded by:

______________________________
Kay Cooley

______________________________
WWCC Board President

______________________________
WWCC Board Secretary