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 7:35 p.m., Thursday, June 11, 2015 in Board Room 3060, Rock Springs Campus, President George Eckman presiding.

B. Approval of Agenda
1. Secretary Spicer made a motion to move item F from the consent agenda to the new item E under New Business; Item E under New Business will be postponed until after the Executive Session and to accept the consent and regular agendas. The motion was seconded by Trustee Roth and was approved by vote.

II. REPORTS
A. Registration and Records Annual Report
Kay Leum gave the annual Registrations and Records report. Ms. Leum reported that Registration and Records met their goals for the 2014-2015 year. Mustang Central is supposed to be open the first week of August. Ms. Leum stated that they have been working diligently on helping to plan; including staff training and job shadowing, position description revision and procedure documentation. Dr. Leach interjected saying that the project is on schedule. Ms. Leum shared an enrollment snapshot. Summer enrollment is down in both headcount and FTE. Fall enrollment is level with same day numbers as last year. Spring 2015 annualized FTE is down 4% from previous year and has been declining since the 11-12 year. Total headcount for spring 2015 was up, but total FTE was down 3.7%. Sweetwater County student enrollment increased, but out-of-state student enrollment has declined. Overall graduation numbers were down and reflect the decline in enrollment. There are lots of students getting multiple degrees. The board thanked Ms. Leum for her report.
E. **Hay Library Annual Report**

Janice Grover-Roosa gave the annual Hay Library report. Ms. Grover Roosa reported that the Hay Library completed their program review, which was very beneficial for her and her associate librarian. This is the first one done since they were hired. She stated that for a community college our access to information is very expansive. Our database access rivals that of any four year college. We have all the major databases available to our students, so they’ll transition easily to a university will be easier as they already know how to access the databases. To help market the library and what is available to students, Hay Library asked the research faculty if they could host/facilitate the first research symposium on campus. They said yes, and the library hosted a really successful event. Approximately 15 students presented and 3 faculty presented. Hay Library will host again next year. Reference services to outreach students has tripled in the last three years. Outreach reference takes twice as long per student. It is very time consuming but extremely helpful to them. So, we are trying to find ways to manage that increase effectively. Ms. Grover-Roosa attended the Association of College and Research Library conference in March. Hay Library conducted the *One Book One County* event highlighting Jane Eyre. 100 copies of the book were free to participants to read and pass along. Hay Library is second in the state for circulation among the community colleges. We circulate more books to fewer students, which is very good.

Trustee Boettcher congratulated Ms. Grover-Roosa for the increased circulation at Hay Library. Treasurer Baxter asked what opinion she had about the recent controversial display. Ms. Grover-Roosa stated that the display didn’t originate in the library. The display was part of a campaign that the SDC was running. The poster was disturbing to some, so it was taken down. Ms. Grover-Roosa asked to display the poster in the library with literature available to give it context. The board thanked Ms. Grover-Roosa for her report.

F. **Senate Update**

Christopher Sheid gave a brief report on behalf of the WWCC Senate. Even though they “wrapped up” their business in May, they will continue to appoint members to Professional Standards Boards this summer as needed. Senate reached out to a couple of comparable schools who scored very high in Shared Governance and Communication on the Great Colleges to Work for survey to find out why their employees are satisfied and happy and to get ideas. Mr. Sheid was chosen to visit both schools and report back. Mr. Sheid visited Panera College in Texas and is making arrangements to visit Fort Morgan College in Colorado. He will report his findings in the fall. All professional development funds have been used by faculty and professionals. Vice President Chadey said the board is looking forward to the report from the Great Colleges to Work For schools. The board thanked Mr. Sheid for his report.

IV. **MINUTES**

A. **Approval**

1. Vice President Chadey made a motion to approve the minutes of the May 14, 2015 regular meeting as presented. The motion was seconded by Secretary Spicer and was approved by vote.

V. **FINANCIAL REPORTS/TRANSACTIONS**

A. **Clearing Accounts and Electronic Funds Transfers**

Treasurer Baxter moved to ratify the Clearing Accounts as designated in the amount of $2,620,340.48 and the Electronic Transfers as designated in the amount of
$644,077.47 for a grand total ratification of $3,264,417.95. The motion was seconded by Trustee Boettcher and was approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>277931 through 278373</td>
<td>$1,742,546.53</td>
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<tr>
<td>Payroll</td>
<td>177729 through 178016</td>
<td>$153,808.11</td>
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<tr>
<td>Advices</td>
<td>033001 through 033339</td>
<td>$723,985.84</td>
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<tr>
<td>Total – All Clearing Account Warrants</td>
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<td>$2,620,340.48</td>
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**Electronic Funds Transfers**

**Payroll Tax Payments to I.R.S.**

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<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
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</thead>
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<tr>
<td>US Bank</td>
<td>EFTPS-CHICAGO USATAXPYMT</td>
<td>$515,461.39</td>
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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>US Bank</td>
<td>EFT US Bank CC Payments</td>
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<tr>
<td>A/C# 147497000074</td>
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</tbody>
</table>

**Bank to Bank Transfers**

0.00

**Investment Transfers**

0.00

Total Electronic Funds Transfers

$644,077.47

**GRAND TOTAL FOR BOARD RATIFICATION**

$3,264,417.95

(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. **Smarthinking Annual Service Agreement**

Smarthinking is a provider of online tutoring services for postsecondary education, K-12, and professional education institutions. The cost of annual renewal from July 1, 2015 to June 30, 2016 is $60,195.35.

**Recommendation:**

To authorize the renewal of the Smarthinking service agreement between Western Wyoming Community College and Wyoming Community College Commission in the amount of $60,195.35.

2. **Authorization to increase FY2015 Budgets**

Each year it is necessary to increase various budgets (including selected revenue and expenditure line items) before fiscal year end. Typically, the primary reason for such action is that revenues have increased beyond original budget estimates together with a need to adjust the expenditure side of the
Recommendation:
To increase the budgets as listed in the attached Budget Amendments.

3. Approval of Annual Perkins Grant
Western has been a participant in the Perkins Grant program since 1991. The College applied for and was awarded a Perkins Allocated Grant through the Wyoming Department of Education under the Carl D. Perkins Vocational and Technical Education Act of 2006, Title I. The purpose of the grant is to provide funding to assist postsecondary recipients in meeting the additional costs of approved career and technical education (CTE) programs. Perkins funds are used to purchase equipment, provide professional development for faculty in CTE programs, and pay for instruction and student support services including educational costs (books and supplies) and related costs. The Perkins Allocated Grant provides direct support to WWCC career and technical education students. Direct support services may be provided to CTE students from special populations (economically disadvantaged, single parents, individuals with a disability, students with limited English proficiency, displaced homemakers, and students training for non-traditional employment). Total grant funds in the amount of $290,096 were awarded to Western Wyoming Community College for FY16. The effective date of the grant is October 1, 2015. The monies must be expended by September 30, 2016.

Recommendation:
That the Board accept funds for the Perkins FY 2016 grant in the amount of $290,096, to give authority to spend the monies for the purposes as specified in the grant, and increase the federal fund by $290,096.

4. Authorization to issue Request for Proposals, T&I Hallway Engineering
The Administration would like to issue a request for proposals for engineering services for the Technology and Industry (T&I) hallway to address, by stabilizing and correcting, settling issues from the north end, extending the entire hall, to the south end of the hall. The Administration is recommending that a request for proposals be issued since there are several engineering firms that may be interested in this work. As a community college, the Administration feels that it is important to allow as many firms as possible to compete to have an opportunity to do business with the College. Proposals will be opened July 6, 2015. The Administration shall decide which qualified, certified engineering firm to retain for the project. It is anticipated that a recommendation will be presented to the Board of Trustees not later than the July meeting.

Recommendation:
To authorize the Administration to issue a request for proposals for engineering services to address, by stabilizing and correcting, settling issues in the T&I Hallway.

5. Authorization to Solicit Bids, Lighting Replacements
The Administration is acting in response to recommendations in the recent Energy Audit, Site Vulnerability Assessment, and employee comments. It has been determined that the project will be broken down into several phases. Phase I of the project will require additional and upgraded trough lights on the
first and third floor common areas around the pendulum. Second floor upgrades are partially complete and will continue throughout the floor. Upgrades in the auxiliary gym and main gym will require installing energy efficient T8 fixtures. LED upgrades are planned for the theatre lobby area and up the ramp to Mitchell’s. There will also be upgrades to the lighting on “Main Street” and in the T&I shops. Future phases will encompass the parking lot and outside lighting on both RS and GR campuses and a continued review of general campus lighting. The estimated cost to do this work is $135,000. Major Maintenance funds are budgeted and available to pay for this work. It is anticipated that the Board will be given bid results with a recommendation at the July Board meeting.

**Recommendation:**
To authorize the Administration to solicit bids for the Lighting Upgrades Project—Phase I.

Vice President Chadey moved to approve the consent agenda with the exception of item F that was moved to New Business item E; the motion was seconded by trustee Honaker and approved by vote. President Eckman called for any discussion of the items on the consent agenda.

Secretary Spicer asked about the MOU between Western Wyoming Community College and the Wyoming Community College Commission for Smarthinking. Does the commission contract for that service and then all the colleges contract with the commission to share it? Dr. Leach said that is the case and there is a benefit by participating in the consortium purchase.

The motion was approved by vote.

C. **New Business**

1. **First Reading, Selected 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 March, have been approved by the Policies and Procedures Committee, and have been approved by Dr. Leach. Any procedures provided are for information only.

   The policies being recommended for change are listed below.

   Below is a brief summary of each of the policies being recommended for change. Board members will receive three different layouts as follows:
   - The current version
   - The proposed revisions
   - A “clean” copy of the version incorporating the proposed changes

   **4210B Applicant Screening Process**
   Language revisions, minor editorial changes, Title change.

   **4210D Nepotism**
   Revised titles and language revisions.

   **4230B Resignation**
   Revised to reflect current trends and the intention of WWCC.
4230C Exit Procedure  
Title change, minor editorial changes.

4230E Early Retirement Plan  
Title change, minor editorial changes.

4320B Worker's Compensation  
Minor editorial changes.

4320C Unemployment Compensation  
Language updates.

4320D Social Security  
Minor language revisions.

4420A Employee Conduct: Conflict of Interest  
Minor editorial changes.

4440A Acquired Immune Deficiency Syndrome - AIDS  
Recommending deletion.

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

Trustee Honaker asked why we provide worker’s compensation to our non-hazardous workers through a private company rather than the state. Cost is the only reason. Associate Vice President Budd noted that there is a little difference between the private workers’ compensation the state carrier. Workers’ compensation was initially put into place to protect both the employees and the employer. This was your only remedy and therefore an employee no longer has the ability to sue an organization if he/she is injured on the job. Most states use a private carrier that holds that same protection. State of Wyoming does not, so by having a private carrier that is no longer a last resort option for an employee in the state of Wyoming. An employee could sue the college for additional damages. Vice President Flom stated that the College has additional liability insurance for protection.

2. Employment Contract, IT Systems Administrator  
The Human Resources Office conducted a national search commencing October 2014, to fill the position of Systems Administrator. The Human Resources Office received eleven completed applications for this position. The Professional Standards Board conducted two on campus interviews. The Professional Standards Board recommends that Mr. Rhett Burroughs be offered the position. Mr. Burroughs holds a Bachelor of Science degree in technical studies from Valdosta State University in Valdosta, Georgia. Mr. Burroughs is currently employed at Valdosta State University at a Systems Administrator/Data Center Manager. He has held this position for five years. Mr. Burroughs' proposed contract details would be as follows: Annual Salary, $67,357.00 for a 12-Month Contract; Fund, Unrestricted Operating Fund; Rank, N/A; Column Placement, Column II.

Recommendation:
To offer an employment contract to Mr. Rhett Burroughs for the position of Systems Administrator for the period July 1, 2015 through June 30, 2016.

Vice President Chadey made a motion to approve the recommendation. The motion was seconded by Treasurer Baxter and approved by vote.

3. **Employment Contract, Instructor of Nursing**

The Human Resources Office conducted a national search commencing January 2015, to fill the position of Instructor/Assistant Professor of Nursing. The Human Resources Office received two completed applications for this position. The Professional Standards Board conducted one on campus interview. The Professional Standards Board recommends that Ms. Ann Clevenger be offered the position.

Ms. Clevenger holds a Bachelor of Science degree in Nursing from the University of Wyoming, Laramie, Wyoming. Ms. Clevenger is currently enrolled in a Master’s degree in Nursing through Grand Canyon University, Phoenix, Arizona. Ms. Clevenger is currently employed as the Clinical Coordinator, Emergency Department at Memorial Hospital of Sweetwater County. She has held this position for two years. Ms. Clevenger has over 20 years of nursing experience. Ms. Clevenger's proposed contract details would be as follows: Annual Salary, $47,244.00 for a 9 Month Contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation:

To offer an employment contract to Ms. Ann Clevenger for the position of Instructor of Nursing for the period August 13, 2015 through May 15, 2016.

Trustee Boettcher made a motion to approve the recommendation. The motion was seconded by Secretary Spicer and approved by vote.

4. **Bid Quotations, Roof Replacements**

At the May meeting of the Board of Trustees, the Board authorized the Administration to solicit bids for the work. The budgetary estimate of the work was $71,000 based on partial tear off of the entire roof area. Plan One was hired to investigate the existing roof conditions and it was determined that a portion of the roof required full tear off. At this time the cost was expected to increase. Plan One has indicated that the bid provided by Clark’s Roofing, Inc., at approximately $9.00 per square foot versus costs seen in the industry as high as $13.00 per square foot for this work, is not excessive. Bids were opened on June 2, 2015. Bid results follow:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark’s Quality Roofing</td>
<td>$113,941.00</td>
</tr>
</tbody>
</table>

Three roofing companies attended the pre-bid meeting in May, but only one bidder chose to return a bid. The other two companies had called and informed Administration that their work schedules were already booked for the summer and would not be able to accommodate our project schedule. The low bidder is the same contractor who has done work for the College in the past and Administration is very comfortable with this company’s work.

Recommendation:
To accept the bid from Clark's Quality Roofing, Inc., Murray, UT in the amount of $113,941, to perform work on the Roofing Project 2015 - Unit H Roof.

Secretary Spicer made a motion to approve the recommendation. The motion was seconded by Vice President Chadey and approved by vote.

5. Authorization to Solicit Bids, Plant Reconfiguration and Renewal

Based on the recommendations from the energy audit and from Pete Sabeff from Engineering Economics, Inc., the Administration is recommending that a request for proposals be issued for bids for the reconfiguration and upgrade of the central plant and digital controls. The estimated budget for the project is $62,500 for engineering services and $1,825,000 for contractor services and $800,000 for digital controls, for a total estimated price of $2,687,500.

Recommendation:
To authorize the Administration to issue a request for proposals for reconfiguration and upgrade of the central plant.

Treasurer Baxter asked about the energy audit at the College. Dr. Leach said that the College sought Mr. Sabeth’s counsel on re-piping long before we went after the energy audit. Mr. Sabeth has been giving us some engineering help on that system for a while so we brought him in for a more comprehensive plan to address the HVAC system.

Trustee Boettcher made a motion to approve the recommendation. The motion was seconded by Secretary Spicer and approved by vote.

6. President’s Contract Renewal

VII. INFORMATION/PROPOSALS
A. Projects Update

Vice President Flom stated that the Mustang Central project is going well and will be on schedule. Last week, a rodent got into a transformer and knocked it out causing a campus-wide power outage. We restored power to most of the building by 10 a.m. Fortunately, we were able to bring in an auxiliary generator to power the Children’s Center, Aquatic Center, and Auxiliary Gym. This caused a hard crash to the network. The IT staff were able to restore all network functions by 10 p.m. that same day. Total estimated cost for the damage is around $45,000. There is a 5 to 6 week down time. We should have the rest of the building back online by mid-July. We’re looking at the back-up plans and making modifications so if this happens again, it will run a little smoother. The varsity women’s locker room is being renovated. Bid went to KR Gobel, and the renovation should be complete by August 1 in time for the volleyball team to start practice. Student Engagement Office bid went to Alta Construction with a completion date of August 1. Other projects include the recommendations by the security committee on lighting changes on the exterior of the building. We’re researching who can put in security cameras for us. There should be a proposal at the July board meeting. Some of the restrooms on campus still need updating. We found a contractor who will put up a concrete backer board and tile over the board, so the structural tiles don’t have to be taken down. This project will cost approximately $40,000 for the two restrooms by the Rushmore gym. The last project is the repaving of the fire lane behind the building. We’re splitting the cost of the project with the
school district paying 70% and Western paying 30%. The project will start mid-July. Vice President Flom also spoke about the carryover funds. This had not been brought to Western Leadership Council (WLC) when the budget was presented last month. The president and vice presidents reviewed it and made a recommendation to Western Leadership Council. The request was divided into “essential” and “nice.” The recommendation from the vice presidents is to fund the “essential” items and not fund the “nice” items. Total carryover is approximately $1.4 million. The leftover monies will be used to fund the recommendations made by the security committee for exterior lighting and security camera updates. WLC approved the recommendation.

Trustee Roth asked if it would be possible to share inventory with other community colleges when it comes to some big items, like the transformer. Dr. Leach stated that is a good idea, but to her knowledge there has never been a discussion of that nature. However, that would not have worked in the case of our blown transformer. It is an odd size and will be expensive to replace.

Trustee Boettcher thanked Dr. Leach for keeping the board “in the loop” on the blown transformer situation.

B. **Questions/Media/Public**
   All the action that is being taken on the central plant is to solicit bids only?

C. **President/Staff**
   Dr. Leach stated that Dr. Farley is headed to Douglas for a meeting of the Academic Affairs Council. On the front page of the Rocket, was an article about recovery and the response plan. We were invited to join a very large group for a meeting at the school district central administration building. Police chief Pacheco has been working diligently in bringing a standard response plan with a group out of Colorado called “I Love You Guys.com” A dad who lost his daughter in a school shooting started the program. The school district will implement the program along with the hospital and we are looking forward to implementing it here as well. Dr. Leach will send the plan to the board. All materials are free. Dr. Leach said she is very thankful to police chief Pacheco and Superintendent McGovern for their efforts in moving this program forward.

Dr. Leach mentioned there is a Wyoming Community College Commission meeting on June 25 in Sheridan, WY and the WACCT will meet on June 25 at 2 p.m. The JAC will meet June 23 in Cheyenne, WY.

D. **Trustee Questions/Topics**
   President Eckman stated that he and Trustee Roth will attend the trustee/commission meeting in Sheridan.

E. **Topics for Future Workshop Agendas**
   Soccer field proposal for a workshop agenda item
   Tank farm tour rescheduled

F. **Executive Session - Legal/Personnel**
   Treasurer Baxter moved to go into Executive Session to discuss Dr. Leach’s salary and benefits package at 9:12 p.m.; Vice President Chadey seconded the motion; motion was approved by vote.
Reconvene at 10:22 p.m. Trustee Boettcher moved to approve a salary increase of 6.7% to the base to bring the President up to market in light of seven years of service to the College. The motion was seconded by Vice President Chadey and was approved by vote 6-1 with Trustee Roth descenting.

Secretary Spicer moved to change the language in the contract to reflect the following wording: As a condition of employment, Board shall provide President a monthly automobile allowance of Eight hundred and No/100 Dollars [$800.00]. The President shall not be reimbursed for gasoline, maintenance, insurance or any other cost associate with the operation of the vehicle, other than mileage. The President may use a motor pool vehicle for all out of town travel. The motion was seconded by Treasurer Baxter and approved by vote 7-0.

Trustee Boettcher moved to extend the President’s contract by one year to cover the term of 2015 to 2018. Seconded by Secretary Spicer and approve by vote.

VIII. CALENDAR OF FUTURE EVENTS

IX. ADJOURNMENT
Having no further business to act on, President Eckman adjourned the regular meeting at 10:26 p.m.

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

Above recorded by:

_____________________________
Kay Cooley

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WWCC Board President

__________________________________
WWCC Board Secretary