

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, January 15, 2014, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Charlie Krebs	Roger Gose
	Scott Phister	Heather Christensen
	Colton Crane	Carlton Underwood
	Nicole Schoening	
<u>Administration:</u>	Jo Anne McFarland	Ron Granger
	Jason Wood	
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Carolyn Aanestad	Joshua Scheer
	Lynette Jeffres	Lynne McAuliffe
	Kathy Wells	Martha Davey
	Cory Daly	Charlotte Donelson
	Amanda Peterson	Shay Stanek
	Miranda Hosking	Ruby Calvert
	Matt Herr	Fabian Lobera
	Leslie Calkins	Mark Nordeen
	John Wood	Connie Nyberg
	Katie Roenigk	Jennifer Rey

CALL TO ORDER: Board Chair Charlie Krebs called the meeting to order at 7:30 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business. Chair Krebs stated that the meeting was preceded by a 5:30 p.m. community dialogue dinner regarding athletics.

EXECUTIVE SESSION: **ACTION:**
At 7:32 p.m., Mr. Phister moved to recess into executive session for the purpose of discussing personnel matters including 14-15 Administrative contracts, early retirement requests, and the presidential search process. Dr. Gose seconded the motion. Motion carried.

ACTION:

At 8:48 p.m., Ms. Christensen moved to reconvene the public meeting. Dr. Gose seconded the motion. Motion carried.

WELCOME AND
INTRODUCTION
OF GUESTS:

Chair Krebs welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item.

APPROVAL OF
AGENDA:

Dr. McFarland asked to add "Trustee Representation on WCCC Strategic Planning Team" under New Business immediately following Personnel.

ACTION:

Ms. Schoening moved to approve the agenda with the addition as noted. Dr. Crane seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING PBS
AND CWC
FOUNDATION
REPORTS:

Written reports from student and employee associations, Wyoming PBS, and the CWC Foundation were included in the board packet.

Professional
Personnel
Association

Ms. Connie Nyberg, President of the Professional Personnel Association, reported that in regard to the student loan default report from the December board meeting, not every one of those students paid cash. Some went into forbearance. The important aspect was the connection of the student with the lender. In regard to the presidential search process, Ms. Nyberg indicated that it is important to all staff members that the college hires the right person in this role. Every month Dr. McFarland meets with the association presidents to go over the board meeting agenda. The environment is open and transparent, and she hopes someone will be hired who will share what is happening. She indicated that she hoped the board will take into account the characteristics the staff believes are important in a president. Chair Krebs indicated that the board will keep the process as transparent as possible.

Ms. Nyberg submitted a written report which included information that Jacque Burns, Connie Nyberg, and Michelle Scott attended a Federal Student Aid Training Conference in Las Vegas December 3-6. Jeremy Hughes attended a C# Programming training in Reston, Virginia, December 3-6. Cory Daly participated in the Thanksgiving in the Park

event on November 27. Paula Hartbank assisted with mock job interviews for the Riverton High School Career Exploration class on December 10. She also attended a presentation by the UW GEAR UP WY staff on December 18. Tanya Lopez, Ron Porter, and Joy Pettit supervised their GEAR UP Wyoming homerooms during the Riverton High School community service days on October 10 and November 27. Joy Pettit attended a General Scholarship Workshop on December 6; the workshop was hosted by Paula Hartbank. Kristy Salisbury, Joy Pettit, Tanya Lopez, and Tami Shultz have attended monthly meetings of the Riverton High School Graduation Matters Task Force. Tami Schultz, Joy Pettit, Renee Fullerton, Tanya Lopez, Shelley Cole, Ron Porter, Mary Smith, Alex White, Andy Wempen, Jessica Allman, and Sheri Essen participated in poverty training on December 18. Lynne McAuliffe and Lori Ridgway attended the 2013 Governor Matthew H. Mead's Business Forum in Cheyenne. Ms. Nyberg also submitted a memo to the board on behalf of the Professional Staff regarding the president search process proposal.

Classified Staff
Association

Ms. Amanda Peterson, President of the Classified Staff Association, indicated that she also appreciates the meetings that Dr. McFarland holds with the association presidents before the board meetings. She understands what is going on because of them. In regard to the screening committee for a new president, the Classified Staff would like to request that each association be represented on the screening committee. They also request that public presentations be held so that feedback on the candidates can be provided to the screening committee.

Ms. Peterson submitted a written report which contained information that Sonja Fairfield created the centerpieces for the CWC Holiday Party on December 13. Carolyn Kraft and Sonja Fairfield answered phones for WPBS on December 14 during the pledge drive. Suze Kanack was elected Chairman of the Internal Communications Committee for the Taxpayer Advocacy Panel. Kelly Dempster reported that she and Suze Kanack administered the LSAT on December 7. Kelly Dempster, Suze Kanack, Sonja Fairfield, Jan Jensen, Shaylene Hancock, and Retha Reinke administered the ACT on December 14. Kathryn DeWitt participated in the annual Financial Aid Parent Night on December 3. Michelle Scott met with Jackson students November 21-22 to answer questions about their financial aid. She also attended the annual Financial Aid Conference in Las Vegas December 3-6. Carolyn Kraft, Retha Reinke, Debbie Lively, and Sonja Fairfield served on the Holiday Party Planning Committee. The Business Office and other employees donated gifts to all senior citizens

who receive a meal from Meals on Wheels through the Senior Citizen Center.

The Faculty

Mr. Matt Herr, President of The Faculty, reported on the CWC Interdisciplinary Climate Change Expedition (ICCE) program. He explained that it is a research opportunity involving five expeditions which will be done in collaboration with different groups including UW, and areas will be mapped that haven't been mapped in decades. Mr. Herr indicated that the faculty appreciates the ability to speak with the board in this public forum, and they would like to see this practice continue. The faculty almost unanimously trusts the board completely as it moves forward in this process, and they believe whatever process the board selects will be appropriate. In regard to athletics, the faculty were not unanimous in supporting a move to add additional sports, but they understand why it needs to be done.

In regard to the joint board retreat, Mr. Herr indicated that once there is a vision for development, he will meet with the faculty to get their monetary support. He explained that Leslie Calkins from State Farm and Fabian Lobera from County 10 were at the board meeting to talk about the job interview process they participated in last semester. The CWC Business Department sponsored job interview sessions with businesses which had open positions. County 10 and State Farm were looking for individuals, and seven students were interviewed. Two of the interviews resulted in internships. Mr. Herr stated that this practice will continue, and other businesses will be targeted.

Mr. Herr submitted a written report which contained information that the CWC Music Department presented its annual Festival of Carols on December 15. The Collegiate Chorale, Handbell Choir, Jazz Choir, and a guest group of brass and percussion players took up a collection and raised \$800 each for the Fremont County Good Samaritan Center and the Lander Care and Share Food Bank. The CWC Business Department hosted County 10 and State Farm Insurance Agency for student interviews on December 10. The CWC Business Department will work with these employers to establish internship opportunities and to stage more opportunities to connect CWC students with other employers.

Student Senate

Ms. Miranda Hosking, Vice President of the Student Senate, reported that she had nothing to add to the written report submitted by Mr. Rory Ashdown, President of the Senate. This report included information that

the fall semester was finished with a great dance. Two senate positions are open, and these will be filled as soon as possible. New officers will need to be elected as well.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, reported that the process to find Dr. McFarland's replacement is important, and WPBS would like to be involved if at all possible. It is critical to be able to have a good working relationship with this person. She recognized Richard Ager, WPBS Senior Public Affairs Producer, who died on December 29. Mr. Geoff O'Gara has agreed to come back to do projects in January and February. The Downton Abbey event at Sheridan College was very successful. WPBS will meet its strategic goals for this year. The U.S. House passed \$1.1 trillion in funding which includes Pell grants and CPB funding.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Current members number 3,455.

CWC Foundation

Ms. Lynette Jeffres, Manager of the CWC Foundation, reported that the Foundation Board is looking forward to the joint retreat next week. Ms. Schoening asked about the annual appeal. Ms. Jeffres replied that the annual appeal is sent to alumni and anyone who has ever attended a Foundation event or who has given to the Foundation. Ms. Jeffres submitted a written report which contained information that funds received by the Foundation during December 2013 totaled \$35,542. The Foundation's annual appeal was mailed in December.

CONSENT
AGENDA:

Chair Krebs asked if there were any objections to the consent agenda which included the approval of the minutes from the December 11, 2013, regular meeting; the acceptance of bills for December 2013; and the board travel budget.

ACTION:

Ms. Christensen moved to approve the consent agenda items including the approval of the minutes from the December 11, 2013, regular meeting; the acceptance of bills for December 2013; and the board travel budget. Mr. Phister seconded the motion. Motion carried.

Acceptance of Bills

The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,583,282.33 for the

month of December 2013: Operations in the amount of \$1,218,898.81; Student Grants and Loans in the amount of \$390,774.09; and Bank Transfers in the amount of \$872,099.55 for a grand total of all payments in the amount of \$2,481,772.45.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

14-15 Board
Calendar

Dr. McFarland recommended that the board approve the proposed 14-15 Board Calendar, as may be revised from time to time by the board.

ACTION:

Dr. Gose moved to approve the proposed 14-15 Board Calendar, as may be revised from time to time by the board. Mr. Phister seconded the motion. Motion carried.

S-2 Security Access
Control System

Mr. Granger explained that the S2 security lock and unlock system was installed in the Health and Science Center, Pro Tech, and the Classroom Wing, and gives the college quick access to lock down rooms and buildings. The ideal situation is to put the rest of the campus on the S2 system so that one system works for the entire campus. Since this is a security-related project, the money to pay for it comes from Coal Lease Bonus funds that were received from the state. Coal Lease Bonus funds can be used for security and safety purposes. The total for the two proposals submitted by VTI Security Integrators totals \$115,032.51 to install the new S2 system for the entire campus.

Dr. McFarland recommended that the board approve the two proposals submitted by VTI Security Integrators totaling \$115,032.51 to install the new S2 Security Access Control System for the entire campus.

ACTION:

Mr. Phister moved to approve the two proposals submitted by VTI Security Integrators totaling \$115,032.51 to install the new S2 Security Access Control System for the entire campus. Dr. Crane seconded the motion.

Ms. Christensen asked if the other colleges have the S2 system. Mr. Granger replied a lot of them use the DX system. Mr. John Wood indicated that this system was recommended by the Health and Science

Center architects. Ms. Christensen asked what happens when the power goes out. Mr. Wood indicated that the system is accessible through a web service and works well in a power outage. Dr. Gose asked if other systems were considered. Mr. Granger replied that several other systems were considered.

Chair Krebs called for a vote on the motion currently on the floor. Motion carried.

Executive Session
Re: Presidential
Search

Chair Krebs indicated that the date for the executive session to discuss the presidential search process was originally set for Thursday, January 30, at 6 p.m. Since then, one of the trustees has indicated a problem related to out-of-state travel that would make the January 30 date difficult.

Dr. McFarland suggested that the board change the date of its executive session to discuss the presidential search process to Wednesday, January 29, at 6 p.m. in the Intertribal Center Conference Room.

ACTION:

Dr. Gose moved to change the date of the executive session to discuss the presidential search process to Wednesday, January 29, at 6 p.m. in the Intertribal Center Conference Room. Ms. Christensen seconded the motion. Motion carried.

Personnel
14-15
Administrative
Contracts

Dr. McFarland recommended that the board ratify the appointment of Dr. Jason Wood, Executive Vice President for Student and Academic Services, for the extension of his current contract by one year through June 30, 2016.

ACTION:

Dr. Crane moved to ratify the appointment of Dr. Jason Wood, Executive Vice President for Student and Academic Services, for the extension of his current contract by one year through June 30, 2016. Ms. Schoening seconded the motion. Motion carried.

Dr. McFarland recommended that the board ratify the appointment of Mr. Ron Granger, Vice President for Academic Services, for the extension of his current contract by one year through June 30, 2016.

ACTION:

Mr. Phister moved to ratify the appointment of Mr. Ron Granger, Vice President for Academic Services, for the extension of his current contract by one year through June 30, 2016. Ms. Christensen seconded the motion. Motion carried.

Dr. McFarland informed the board that an additional one year administrative contract had been offered to Ruby Calvert, Wyoming PBS General Manager, through June 30, 2015.

14-15 Early Retirement Requests

Dr. McFarland indicated that no early retirement requests had been received, but this item may be brought back at the February board meeting. Because of an error on the college's part, the deadline to submit early retirement requests has been extended.

Human Resources Board Report

The Human Resources Board Report for January 2014 included the following information:

Rustler Salute nominees included Lindy Paskett, Director of Finance. The next Rustler Spirit award recipient will be named at the January 29 open forum.

Searches in progress/pending included Case Manager Second Wind Grant Funded; Publications Coordinator; Implementation Coach Special Education Services Grant Funded; Recreation Activities Coordinator; Financial Aid Technician II; and Administrative Assistant III - WACE.

Transfers included Scott McFarland, Residential Life Manager. Separations included Richard Ager, WPBS Senior Producer Public Affairs; and Andrea Caproni, Administrative Assistant III – WACE. Retirements included Beverly Cheney, IT Support Facilitator

New hires/appointments included Louisa Hunker, Assistant Librarian.

Trustee Representation on WCCC Strategic Planning Team

Dr. McFarland reported that the College Commission has agreed to engage in a collaborative process of strategic planning that involves four teams, each consisting of two presidents, two college commissioners, and two trustees. Each team will work on a key component of the student success efforts in one of four areas including participation, persistence/progression, placement, and performance. One or two trustees from each college are needed to serve on one of these teams. It was suggested that

trustee representatives to the WACCT could do it since they generally attend the WCCC meetings. Dates for two phone meetings will be set to discuss each of the four goals. Each of the teams will focus on one of the goals including the wording of the goal and the metrics of that goal. A completed team draft will be needed by February 15. The strategic plan will be discussed at the February 20 Community College Conference in Cheyenne.

Dr. McFarland indicated that two phone meetings would be required between now and February 15, and the rest of the work is done by the colleges. At the next meeting of the WCCC, commissioners would revise if necessary any of those goals and objectives. If approved, the colleges will work on the action plan on how to make progress on those goals by one year from now. Measurable progress must be demonstrated. State statute requires the WCCC to have a strategic plan, and the first one was created about three years ago. The plan would be clearly focused on the four goals which would be associated with the goals of Complete College Wyoming and Complete College America.

Ms. Christensen volunteered to be the trustee representative on the Placement team or the Participation team. Dr. Crane volunteered to be the alternate trustee representative on the Placement team or the Performance team.

Discussion/
Information Topics

State Legislative
Update

Dr. McFarland reported that the Joint Appropriations Committee (JAC) budget hearing on community college cap con requests is on Friday, January 17. On Monday, January 20, the JAC will have callbacks. The callbacks are on enrollment growth funding and the operations funding model, which related to the \$14.3 million request. Mr. Granger and Dr. McFarland will be attending these meetings.

Overview of
Federal
Legislative
Priorities

Dr. McFarland indicated that information provided in the board packet regarding federal legislative priorities should be taken to the National Legislative Summit by those trustees who will be attending. The document entitled "Central Wyoming College Federal grants for FY 13 has been updated, and a new copy was provided to board members.

Subcontractor Mr. Granger reported that all of the subcontractors for the Sinks Canyon
List for Sinks Housing Project are from Wyoming, and all but two are from either
Canyon Housing Lander or Riverton.
Project

REPORTS:

President's Report Dr. McFarland included the following information in her report:

1. Condolences. CWC lost a member of its staff over the holiday break. Richard Ager, WPBS Senior Public Affairs Producer, died of a heart attack on Sunday, December 29. Condolences, also, to CWC Trustee, Dr. Roger Gose, whose father died on January 6 at the age of 99+ years. Former Wyoming Community College Commissioner, Jack Russell, also passed away in December.
2. Kudos to faculty, staff, and students for exemplifying so well the collaboration and partnerships with each other as shown by the cordial and respectful working relationships at the college; interactions with community groups as demonstrated by the numerous acts of charity both before and after the holidays; and joint projects with our K-12 colleagues, as exemplified in spades through the highly successful CWC/K-12 Transitional Alignment Task Force.
3. Kudos to Jacque Burns, Assistant Dean for Enrollment Services, on the good news about efforts so far in reducing the college's federal student loan default.

Please find listed below the December cohort default rate report from WISS. This contractor for CWC has already successfully cured 15 accounts, with 5 from the 2012 cohort and 10 from the 2013 cohort.

- 2012 Cohort
Total Students: 306 Total Removed: 5 Total Default: 57 Default Rate: 18.63%
 - 2013 Cohort
Total Students: 285 Total Removed: 10 Total Default: 1 Default Rate: 0.35%
4. Mote Hall Flood. On Sunday evening, December 15, on the eve of fall semester finals, Central Wyoming College students residing in Mote

Hall had to be moved to different facilities due to a water main break. A pressured fire suppression line apparently burst at about 5 p.m. on Sunday, December 15, flooding the first floor of the north wing of Mote Hall. The college closed the residence facility because water had been shut off to the building, leaving it without fire suppression. Approximately 38 students residing in Mote Hall were moved to other campus residential facilities.

Students and their instructors were notified of the disruption Sunday night in light of final exams beginning on Monday. Faculty and students were encouraged to work together to make arrangements to turn in assignments or complete final exams. Student Services contacted faculty members to let them know which students had been affected.

Special thanks to members of the United Methodist Church for their quick response in providing an evening meal to our students as well as the many employees who responded to the emergency. The special food delivery was heart-felt and made a difference for many. In addition, a special emergency fund was established at the college to provide financial relief to students who needed it.

Mr. Granger reported that as of today, Mote Hall is back online completely.

5. In-Service and New Student Orientation takes place January 13-17, and classes for the spring semester start Tuesday, January 21. During Spring semester, staff will also be working on:
 - Development of some exciting grants that will advance student access and access;
 - Work with the Legislature during its Biennial Budget Session;
 - Development of the Fiscal Year 2015 Budget; and
 - Involvement in many search processes, including the search for a new CWC President.
6. Governor Matt Mead appointed Katherine Dooley to the Wyoming Community College Commission. Ms. Dooley will take the seat vacated by Jack Russell. She is from Powell and has experience in community colleges, having worked at Northwest College in workforce development.

7. Articles about CWC and its sister colleges from across the state and the country were included in a separate file with the meeting packet.

NEXT REGULAR MEETING/
SUGGESTED AGENDA ITEMS/
ADDITIONAL TRUSTEE COMMENTS AND/OR REPORTS ON ADVANCEMENT IN THE COMMUNITY:

The next regular meeting will be held on Tuesday, February 18, beginning at 6:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Community/Partnership Monitoring Report
2. Legislative Update
3. 14-15 Sabbatical Requests
4. 14-15 Early Retirement Requests

An executive session will need to be scheduled to discuss personnel, including sabbatical requests, which can be scheduled at 5:30 p.m. in ITECC 121, the Intertribal Center Conference Room, prior to the February 18 board meeting.

ACTION:

Mr. Phister moved to hold an executive session on February 18 at 5:30 p.m. in the Intertribal Center Conference Room regarding personnel issues including sabbatical requests. Ms. Schoening seconded the motion. Motion carried.

CWC Foundation

The next meeting of the CWC Foundation will be held on March 13 at the CWC Foundation Office.

Association of
Community
College Trustees

The next ACCT event is the National Legislative Summit which will be held February 10-13 in Washington, D.C. Chair Krebs, Ms. Christensen, and Mr. Phister will be in attendance.

Ms. Schoening and Mr. Underwood will attend the ACCT Governance Leadership Institute to be held March 20-22 in Salt Lake City.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held on February 20 from 7-8:30 a.m. at Laramie County Community College in Cheyenne.

Wyoming
Community College
Commission The next regular WCCC meeting will be held on January 21 in Cheyenne.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for January 30 via telephone conference.

Teton County
BOCES The next meeting of Teton County BOCES is scheduled for January 21.

ADJOURNMENT - Board members were asked to complete an evaluation of the meeting and
BOARD to turn them in to the Board Clerk.

EVALUATION
OF MEETING:

Chair Krebs adjourned the meeting at 9:57 p.m.

Secretary

APPROVAL:

Chair