

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, May 18, 2005, in Room 113 of the Central Wyoming College Lander Center at 427 Main Street in Lander, Wyoming, following a community dialogue and dinner with economic development representatives from 5:30 to 7 p.m. at the Oxbow Restaurant. Board Chair Deanna Crofts called the meeting to order at 7:37 p.m.

ATTENDANCE:

Present: Deanna Crofts Scott Phister  
Jim Matson Joe Megeath  
Dennis Christensen Caroline Mills  
Dallas Myers

Administration: Jo Anne McFarland Mohammed Waheed  
J.D. Rottweiler Jay Nielson

Attorney: Frank Watkins

Recorder: Linda Bender

Guests: Martha Davey Mickey Douglas  
Jeff Hosking Kami Barnes  
Robbalee Oleson Jason Harris  
Carolyn Aanestad Jim Rose  
Pat Trautman Matt Flint  
Cory Daly John Wood  
Kyle Nicholoff Wendy Finch  
Jackie Dorothy

WELCOME AND  
INTRODUCTION  
OF GUESTS:

Board Chair Crofts 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. She welcomed Dr. Jim Rose, Executive Director of the Wyoming Community College Commission.

Dr. Rose thanked the board for including him in the discussion this evening at the community dialogue dinner. He commended the board for the high level of community participation that he observed. He indicated that the Executive Council, comprised of the seven community college presidents and himself, are beginning work on a strategic plan which is really the budget. The governor has elected to incorporate a new process for the presentation of the budget. It will be less about numbers and more about what is being done to help people. The Wyoming Community

College Commission has undertaken the administration of the ABE-GED program, and two staff people will be added. One of the major elements that came forward in the legislative session was the higher education endowment and the Hathaway Plan. Dr. Megeath has been appointed to the Merit Scholarship Committee and will be working on this. Dr. Rose indicated that he is encouraged by the all the things that CWC is doing.

APPROVAL OF  
AGENDA:

Mr. Matson moved to approve the agenda as presented. Mr. Christensen seconded the motion. Motion carried.

STUDENT,  
EMPLOYEE  
ASSOCIATION,  
WYOMING PUBLIC  
TELEVISION, AND  
CWC FOUNDATION  
REPORTS:

Written reports from student and employee associations were included in the board packet.

Student Senate

Ms. Robbalee Oleson, President of the Student Senate, indicated that she had nothing to add to her written report. She introduced Kami Barnes, new Student Senate President. The written report included information on senate members and their offices for the summer as follows:

Kami Barnes – President  
Richard Fleetwood – Vice President  
Kimberly Ogg – Secretary  
Brian Ness – Treasurer  
Nathan Schucker  
Regina Barton

The written report also included information about the senate retreat, the purchase of four new bike racks for campus, the CWC powwow, and upcoming events.

Classified Staff  
Association

Ms. Retha Reinke, President of the Classified Staff Association, indicated that she had nothing to add to her written report which included information on the classified staff recipient of the Rustler Spirit Award and other activities of the members of the classified staff. Dr. McFarland noted that Ms. Reinke was chosen by the students to be Student Marshal for Commencement.

The Faculty

Mr. Matt Flint, President-Elect of The Faculty, indicated that he had nothing to add to the written report submitted by Steve Edwards, President Pro Tem of The Faculty. This report included information on new Faculty association officers as follows:

Stephan Edwards – President Pro Tem  
Margaret Peart – President  
Matt Flint – President-Elect  
Valerie Harris – Secretary Treasurer

The written report also included information on activities of faculty members and comments on faculty salaries.

Professional  
Personnel  
Association

Mr. Jason Harris, President of the Professional Personnel Association, reported that Lance Goede is a Rustler Salute nominee. Mr. Harris's written report included information on the activities of the members of the professional personnel association.

Wyoming Public  
Television Update

The written report from Mr. Dan Schiedel, General Manager of Wyoming Public Television, included information on programming, engineering, development, and administration.

CWC Foundation

The written report from Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, included information on activities of the CWC Foundation, selection of an auditor, and fund-raising efforts.

Higher Learning  
Commission Self-  
Study Update

Ms. Martha Davey, Self-Study Director, presented a report to the board on the first two criteria of the self-study. Criterion One states that "Central Wyoming College operates with integrity to ensure the fulfillment of its mission through structures and processes that involve the board, administration, faculty, staff, and students." Challenges, comments, and recommendations for this criterion included posting the strategic plan on the CWC web page, recognizing that diversity in all planning can always be improved, and ensuring that related entities are incorporated into the CWC annual audit.

Criterion Two states that "Central Wyoming College's allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities." Challenges, comments, and recommendations for this criterion included keeping pace with

comparator groups used to analyze and compare salaries throughout the region, addressing the recommendations that will result from the Campus Planning and Design analysis, updating the Facilities Master Plan on a continual basis, and remaining proactive in maintaining and upgrading the technological infrastructure of the college.

COLLEGE  
ADVANCEMENT  
IN THE  
COMMUNITY:

This agenda item is included so that each trustee can report on the specific ways he or she has advanced the college in the community over the past month.

Board Chair Crofts explained that the board held a community dialogue dinner this evening related to how CWC contributes to economic development activities in the community. Within policy governance, this is the board's link to the community. Community members from Jackson, the Reservation, Riverton, and Lander participated in this discussion. Chair Crofts indicated that she appreciated the efforts to put this event together.

Ms. Mills reported that she attended the Finals Feed on May 9, the Native American reception and the Nurses' Pinning on May 12, Commencement on May 13, and GED Graduation on May 14. Eleven GED graduates were from the tribes. She also attended the feast at the United Tribes powwow on May 14.

Mr. Myers reported that he attended Nurses' Pinning, Commencement, and GED Graduation. He also attended the Rustler Roundup Rodeo on Saturday, May 14. He indicated that this rodeo is best rodeo he has ever attended. The members of the CWC rodeo team are both students and athletes.

Mr. Phister reported that he attended all the of the graduation ceremonies. He reflected on the diversity of all the students walking across the stage, which put it all into perspective.

Mr. Christensen reported that he visited with a friend who is president of a bank in Jackson Hole and who serves on a private foundation board. He will provide this name to the Foundation as a possible source for the college in Jackson. He has heard a lot of feedback on the construction trades program, and there is a lot of excitement about it. He attended the rodeo on Saturday night and on Sunday afternoon. National champions compete in this rodeo. The women's team came in first place and the

men's team was second place. He noticed that these students compete against each other but they also help each other out. This indicates a lot of sportsmanship, and great credit should be given to Coach Rick Smith. A dance recital called "Dance for Life" will be held at the CWC Robert A. Peck Arts Center Theatre on Thursday, June 2, at 7 p.m. The proceeds from the recital will benefit the American Cancer Society Relay for Life. All costs to put on the recital are being donated by the college, which Mr. Christensen sincerely appreciates.

Mr. Matson attended all of the different graduation ceremonies. He saw some of his former students graduate, and he was surprised at the sustained number of GED graduates the college has on a yearly basis. He also attended the Finals Feed on May 9 and the Shoshoni board meeting on May 16 to discuss BOCES/BOCHES.

Dr. Megeath indicated that he had to miss all of the graduation ceremonies and that he has been doing background work on the Merit Scholarship Committee.

Board Chair Crofts reported that she attended the BOCES meeting on April 28 and the dinner for Dr. Rottweiler on May 2. On May 13, Chair Crofts attended the all-staff luncheon where annual service awards are presented to college employees. She also attended all graduation ceremonies. In regard to the college rodeo, Chair Crofts indicated that the college has a wonderful partner in the Fremont County Fair Board. They should be thanked for the opportunities they allow the college community to experience.

CONSENT  
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the April 27, 2005, regular meeting; the acceptance of bills; and the board travel budget.

Mr. Phister moved to approve the consent agenda items including the approval of minutes from the April 27, 2005, regular meeting; the acceptance of bills; and the board travel budget. Ms. Mills 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 \$894,268.75 for the month of April 2005: Operations in the amount of \$751,694.40; Student Grants and Loans in the amount of \$42,859.15; and Bank Transfers in the amount

of \$545,103.32 for a grand total of all payments in the amount of \$1,339,656.87.

EXECUTIVE  
SESSION:

Board Chair Crofts indicated that an executive session was necessary to discuss the president's 2005-06 compensation and any other personnel or legal items that need to come before this board.

At 8:34 p.m., Mr. Matson moved to recess into executive session. Mr. Myers seconded the motion. Motion carried.

At 9:23 p.m., Dr. Megeath moved to reconvene the meeting. Mr. Christensen seconded the motion. Motion carried.

Board Chair Crofts stated that the executive session was held to finalize discussions and negotiations on the college president's 2005-06 compensation and other personnel or legal items which needed to come before the board.

UNFINISHED  
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Residence Hall  
Remodel Bid  
Award

Dr. McFarland explained that bids for the residence hall remodel were due the day before the May 18 board meeting and that the administrative recommendation and bid breakdown were sent by e-mail to the board members. This recommendation was also included in the board meeting folders. Dr. McFarland apologized for not including the complete bid information and administrative recommendation in the board meeting packet. She concurred with Mr. Nielson's recommendation to award the project to Fireside Construction in the amount of \$674,000.

Dr. Megeath moved to award the residence hall remodel project to Fireside Construction in the amount of \$674,000. Mr. Myers seconded the motion.

Mr. Phister asked where Fireside Construction is located. Mr. Nielson replied that they are located in Evanston, Wyoming. The other bidder, Mid-Valley General Contractors, is located in Riverton, Wyoming. The low competitive qualified bid is being recommended. The alternate bid is not being recommended.

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

Wyoming Public  
Television Bid  
Award – Master  
Control Digital  
Upgrade

Dr. McFarland recommended that Leitch Technology be awarded a bid as a sole source vendor for the purchase of two (2) DTP-220A equipment items for Wyoming Public Television's master control digital upgrade in the amount of \$74,441.

Mr. Matson moved to award a bid to Leitch Technology for the purchase of two (2) DTP-220A equipment items for Wyoming Public Television's master control digital upgrade in the amount of \$74,441. Mr. Christensen seconded the motion. Motion carried.

Personnel

Human Resources  
Board Report

The Human Resources Board Report for May included the following Information:

Rustler Salute Nominees for 2004-2005 were as follows:

Bart Reynolds, Maintenance Technician Facilities  
Retha Reinke, Cashier  
Danielle Hood, Financial Aid Support Associate  
Ann Avery, Professor English/Director of Assessment  
Darrin Cheney, Instructional Technologist  
Brenda Barlow, Admissions Office Assistant  
Alec Henderson, Technical Theatre Assistant  
Craig Kucera, IT User Support Specialist  
Custodial Staff Main Hall  
Bev Cheney, IT Lab Supervisor  
Kenna Kline, Physical Plant Assistant  
Sue Thompson, Administrative Assistant Academic Services  
Judy Florence, Accounts Receivable Technician  
Diana Clark, Administrative Assistant Student Services  
Suki Smaglik, Associate Professor of Chemistry and Geology  
Kirk Clark, Maintenance Supervisor  
Lance Goede, Director of Student Life

Rustler Spirit Awards for 2004-2005:

Retha Reinke – December 2004  
Ann Avery – January 2005

Bart Reynolds – February 2005  
Sue Thompson – March 2005  
Danielle Hood – April 2005

Searches in progress/pending included Instructor Construction Trades; Instructor Communication Human Relations; Instructor Human Relations/MHCOP Advisor; Instructor Nursing; Instructor Political Science/Social Science; Director of Nursing; Instructional Technology Specialist; Volleyball Coach/Admissions Recruiter; Human Resources Assistant; Records Technician; and WPTV Clerk of the Works.

Resignations/terminations/retirements/requests for release from contract included Jason Harris, Research Analyst. Mr. Harris is currently in the first year of a continuing contract in the position of Research Analyst and has been offered the Academic Advising Coordinator position.

New Hires/Appointments/Internal Transfers included Michelle Major, Instructor Nursing; and Jason Harris, Academic Advising Coordinator.

On Dr. McFarland's recommendation, Ms. Mills moved that Jason Harris, current Research Analyst, be granted a release from continuing contract to allow him to be appointed to the new position of Academic Advising Coordinator. Mr. Phister seconded the motion. Motion carried.

President's 05-06  
Compensation

Board Chair Crofts indicated that she found it interesting that the board has spent a lot of time on the business of the college, but with policy governance their only employee is the president of the college. The board has been in communication with the president regarding the negotiation of her contract. This contract must be finalized by the end of May. Salary and benefits must be finalized by the end of this month. The president is responsible for carrying out board policy. The board's job is to employ the president. Board Chair Crofts recommended that the board establish the CWC president's compensation for 2005-06 at a base salary of \$130,000 with a 4 percent increase in benefits for the car allowance, the housing allowance, and the Internet and computer allowance.

Dr. Megeath moved to establish the CWC president's compensation for 2005-06 at a base salary of \$130,000 with a 4 percent increase in benefits for the car allowance, the housing allowance, and the Internet and computer allowance. Mr. Christensen seconded the motion.

Dr. Megeath clarified that the Internet and computer allowance is one item, not two. Board Chair Crofts indicated that this was correct.

Mr. Matson called for the question.

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

REPORTS:

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

1. Kudos for Academic Degree Completions

- a. Congratulations to Dr. J. D. Rottweiler on completing requirements for his Ph.D. in Educational Leadership and Policy from the University of Utah. Dr. Rottweiler was officially “robed” at the May 6, 2005, University of Utah commencement ceremony.
- b. Dr. Rottweiler and the faculty and staff listed below, who recently completed academic degrees, were honored at a May 2 special “Learning by Degrees” reception on campus. Dr. Rottweiler and soon-to-be Dr. Wes Connally made presentations on their doctoral research and answered questions from the audience.

The faculty and staff members so honored are as follows:

Lonnie Slack – Bachelor of Fine Arts  
Lori Ridgeway – Masters in Education  
Kathy Wells – Masters in Nursing  
J.D. Rottweiler – Ph.D.  
Wes Connally – Ph.D.  
Sheri Wiechmann – Bachelor of Science  
Jennifer Jahnke – AA in General Studies  
Kelly Dempster – AA in General Studies  
Barbette Hernandez– AAS in Business Management

2. Other Kudos

- a. Dr. Jewel Dirks, CWC Professor of Psychology has been selected as the Phi Theta Kappa “Teacher of the Year.” Note: PTK (Phi Theta Kappa) is a national community college academic honorary.

- b. Kathy Vincent has been named “Outstanding ABE/GED/ESL Educator” by the Wyoming Lifelong Learning Association/ Mountain Plains Adult Education Association.
  - c. Kudos to Wyoming Public Television General Manager, Dan Schiedel, on his appointment to the Pacific Mountain Network Executive Council.
  - d. Special thanks to Sheree Vredenburg of Fremont County BOCES for coordinating another successful Job Fair on May 5, hosted by the college.
  - e. Special appreciation also to Jeff Hosking and Michele Burdick for representing CWC at the April 18 award ceremony to honor the town of Dubois for receiving one of three “Wyoming Main Street Awards” from Governor Freudenthal.
  - f. Art Professor Nita Kehoe-Gadway is commended for her work with the Girl Scouts in planning and hosting a Fall 2005 50th anniversary exhibit at the college.
3. State Level Issues
- a. The Executive Council is currently working on the community college strategic plan to support the FY 07 and FY 08 biennial budget request. A special meeting with academic deans is planned for June 23 in Casper.
  - b. The Executive Council will also be providing input to the Wyoming Higher Education Endowment task force.
  - c. College presidents hope that the Hathaway Merit Scholarship Committee (to which Dr. Megeath has been appointed by Governor Freudenthal) will also recognize the necessity for state supported need-based financial aid for college students in their final report.
4. National Legislative Update

- a. In early May, the U.S. House and Senate agreed on a non-binding budget resolution that would increase the maximum Pell grant by \$100. Final action is expected in the fall.
  - b. Also, earlier this month, the U.S. House approved \$1.3 billion for the Perkins Vocational Education Act by a vote of 416-9. A similar measure passed the U.S. Senate in March, and the two measures will have to be reconciled.
  - c. The U.S. Department of Labor has announced the "President's Community-Based Job Training Initiative Grant" totaling \$125 million. Grant funds will be awarded to support capacity building and workforce training for high-growth industries through the national system of community and technical colleges.
5. CWC BOCHES Presentation to State Board of Education  
Dr. McFarland presented plans for the proposed CWC BOCHES to the State Board of Education at its May 10 meeting in Saratoga. The SBE is expected to take action during a special meeting by teleconference on May 24 at 2 p.m.
  6. Professional Teaching Standards Board  
Dr. McFarland attended her first meeting of the Professional Teaching Standards Board on May 9 in Casper.
  7. Articles about CWC and other colleges. All articles were provided with the board packet under separate cover.

#### Administrative Reports

##### Administrative Services

Mr. Jay Nielson, Dean of Administrative Services, reported on food service issues. He indicated that the college has had an operating contract with Sodexo for many years. Over the last couple of years, the college has struggled with the cost of the declining balance food plan. This is a very unique plan and is difficult to administer. Students pay an upfront fee each semester, and their food costs are charged against the balance. Most colleges have more of a cafeteria plan which allows the provider to adjust the plan. Sodexo is recommending that the college go to a fee structure plan, which means they would be held harmless for any losses. Their estimate for next year is that the college would have to pay \$37,000 more than the \$230,000 anticipated revenues. Mr. Nielson anticipates this cost

to increase to \$50,000 in following years. Sodexho sees no way to continue on a break-even basis or to keep the hours the college wants.

Mr. Nielson has analyzed this situation internally and with other food service providers. It is time to explore other options. He is working to release Sodexho from their contract. The college will operate with local help this summer and will explore providing food service itself or with another provider. Sodexho can bid on it when the RFP is put out. Their operations will be closed out within the next week.

The college can pay comparable wages, and the ability to attract and retain employees in food service is good because of this. Local food service people are also interested in bidding. Sodexho has been a good partner, but they cannot afford to run the program the way it is structured. A decision will be made by the July board meeting.

Dr. McFarland stated that no board action is required on this item which was provided for information only. The only alteration in the current agreement with Sodexho is that the college is releasing Sodexho from its current contract a little bit early, which would otherwise automatically expire on August 15. This will give the college the time to develop an RFP and come back to the board.

Dr. Megeath asked if this can be tied into the culinary arts program. Mr. Nielson replied that food cannot be prepared for students in a teaching environment, but it could be done as a practicum within a culinary arts program. Mr. Matson asked if the college is held to the same nutritional standards as the school district. Mr. Nielson said no. Mr. Christensen asked for an estimate of the number of contracts that are out, what the cost would be to break even, and how many the college is serving. He indicated that this information could be included in the next board packet. Mr. Nielson indicated that the cost will go to \$750 per student per semester. He can also provide information on the other community colleges.

CWC Foundation

The next meeting of the CWC Foundation will take place on Thursday, June 9, 2005, at 5:30 p.m. at the Headwaters Art and Conference Center in Dubois.

Mr. Matson reported that the Foundation Budget and Investment Committee has met twice. It takes someone with a lot of financial

background to keep up with their activities. For next year they have made a recommendation to adopt a budget. They have also reviewed the job description for a new position to do data base and other tasks involved with fund-raising. The new position should free up the fund-raiser to raise funds for the Foundation. They have also selected McKee, Marburger as their auditor for next year. The Real Estate Committee has reviewed plans for the Brunton building.

The Lander Chamber After-Hours Social will be held on Thursday, May 19, at the CWC Sinks Canyon Center from 5:30-7:30 p.m.

ACCT

The next major ACCT conference is the ACCT Annual Congress September 9-10, 2005, in Seattle, Washington. Board Chair Crofts, Mr. Christensen, Dr. Megeath, Mr. Phister, Mr. Matson, and Dr. McFarland are planning to attend.

WACCT

The next meeting of the WACCT will be on Thursday, June 16, in conjunction with the June 16-17, 2005, WCCC meeting at Western Wyoming Community College in Rock Springs. Dr. Megeath, Ms. Mills, Mr. Myers, and Mr. Phister are planning to attend.

CWC Fremont  
County BOCES

Mr. Christensen reported that the Fremont County BOCES Board approved their budget at the April 26 meeting. The executive director's contract is up for renewal.

CWC Teton  
County BOCES

Mr. Phister reported that the next meeting of the CWC Teton County BOCES will be held on June 1.

NEXT REGULAR  
MEETING/  
SUGGESTED  
AGENDA ITEMS:

The next regular meeting of the CWC Board of Trustees will be on Wednesday, June 15, 2005, at 7:30 p.m. in Pro Tech #115/121. The meeting will be preceded by a community dialogue dinner regarding the reintroduction of collegiate athletics from 5:30-7 p.m. in the CWC Food Court.

Agenda items for the regular meeting include:

1. Wyoming Public Television Foundation (information only)
2. Public Hearing/Transfer of Funds
3. Collection and Extinguishment of Debts
4. Student Profile Monitoring Report

Mr. Christensen indicated that the BOCHES 1/2 mill levy notice of intent should be included on the agenda for next month.

Dr. Megeath asked if further action is necessary on the funding of the Fremont County BOCES. Dr. McFarland will check on this.

Board Chair Crofts asked when this board should revisit the board ends. They were approved in December 2002. Dr. McFarland indicated that this is entirely up to the board. An annual review of the board's policy manual is a good idea. This could be done during the summer retreat of the board or at a quarterly work session. She does not think the board is at the point of completely revising its ends, but the entire policy governance handbook should be reviewed every year. Mr. Christensen thought that the ends statements are still appropriate and current.

BOARD SELF-EVALUATION OF MEETING:

Board members were to asked to complete an evaluation of the meeting and to turn them in before leaving.

ADJOURNMENT:

At 10:03 p.m., Mr. Matson moved to adjourn the meeting. Mr. Christensen seconded the motion. Motion carried.

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Secretary

APPROVAL:

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Chair