

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 16, 2005, in Room PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Deanna Crofts called the meeting to order at 5:30 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: Richard Fleetwood Carolyn Longwalker
Carolyn Aanestad John Wood
James Wynn Wendy Finch
Lindy Paskett Bruce Bynum
Gerry Marburger Retha Reinke
Kami Barnes Charlotte Donelson
Margaret Peart Jason Harris
Dan Schiedel

CALL TO ORDER: Board Chair Crofts indicated that the meeting had been appropriately advertised as required by state statute.

A roll call conducted by the board clerk indicated that Board Chair Crofts, Mr. Matson, Ms. Mills, Mr. Christensen, Mr. Myers, and Dr. Megeath were present and that Mr. Phister was absent. Board Chair Crofts announced that a quorum of the board was present.

Board Chair Crofts stated that the meeting would begin with an executive session to discuss personnel issues, including evaluation and contract of the college president; legal issues; and acquisition of real estate.

EXECUTIVE
SESSION:

At 5:31 p.m., Mr. Myers moved to recess into executive session for the purpose of discussion of personnel issues, including evaluation and contract of the college president; legal issues; and acquisition of real estate. Mr. Christensen seconded the motion. Motion carried.

At 7:18 p.m., Mr. Matson moved to reconvene the regular public meeting. Mr. Phister seconded the motion. Motion carried.

Mr. Phister had joined the meeting during the executive session.

WELCOME AND
INTRODUCTION
OF GUESTS:

Board Chair Crofts welcomed the guests present and reminded everyone that blue Community Input Forms were available at the door for any visitors to use if they wished to speak to an agenda item. A card was received from Carolyn Longwalker, Tobacco Free Programs Coordinator representing Fremont County.

APPROVAL OF
AGENDA:

Dr. McFarland requested that an additional item, "January Board Meeting Date," be added to the agenda right after Item D in New Business.

Mr. Phister moved to approve the agenda as amended. Mr. Matson 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. Carolyn Longwalker, Tobacco Free Programs Coordinator representing Fremont County, stated that she is in support of the Student Senate for their work on the smoking policy. The Senate has done a good job on this issue.

Ms. Kami Barnes, President of the Student Senate, read the smoking policy as recommended to be revised:

Smoking is not permitted in campus buildings or college owned vehicles, and is prohibited within 20 feet of MARKED entryways, passageways, doorways, and ventilation systems. MARKED areas will be such doors

and entryways that have a permanent sign posted with such wording as “No Smoking within 20 feet of this sign.”

This recommendation has been passed on to the administration.

Ms. Barnes had nothing to add to her written report which included information on Student Senate events, actions, and upcoming events. The Senate approved the Science, Math and Engineering Club, and there are now 19 students clubs for the fall semester. Upcoming events include the cultural trip to Denver, the sports trip to Salt Lake City, Late Night Movie Night, the Pool & Dart Tournament, Bowling Night, and the LDSSA Dance. The Senate will be sponsoring a blood drive on December 7.

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 activities of the members of the classified staff. Annette Baxter attended the Regional ASPIRE Conference October 16-19. Several Classified Staff members won prizes in the Halloween costume contest. The Classified Staff are selling shirts with the Classified Staff logo as a non-competitive way to raise money for the CWC Foundation scholarship endowment.

The Faculty

Ms. Margaret Peart, President of The Faculty, indicated that she had nothing to add to her written report which included information on the activities and achievements of faculty members. The Faculty Association met on October 14. Political Science Instructor Jim Thurman attended a meeting at Casper College regarding the Wyoming State Legislature’s concerns about a statute requiring instruction in Wyoming and American governments and constitutions. It seems clear that the state legislature will not attempt to force one year of study if they are satisfied that students are receiving appropriate instruction in one semester.

Professional
Personnel
Association

Mr. Jason Harris, President of the Professional Personnel Association, indicated that he had nothing to add to his written report which included information on the activities of the members of the Professional Personnel Association. Director of Purchasing Sheri Wiechmann has volunteered to head up the planning for the 2006 Rocky Mountain Users Group (RMUG) Conference which will be held at CWC in November 2006. Publications Coordinator RoJean Thayer and Public Information Officer Carolyn Aanestad will receive awards for their work at the National Council for Marketing and Public Relations (NCMPR) Conference in March. Chief

Information Officer John Wood presented the October CWC Colloquium entitled *Theory, Design and Implementation of Campus Area Networking: Central Wyoming College, Riverton, Wyoming.*

Wyoming Public
Television Update

Mr. Dan Schiedel, General Manager of Wyoming Public Television, submitted a written report which included information on programming/educational services/services/production, engineering, resource development, and administration. Mr. Schiedel reported that the new WPTV web site was launched on November 1. A major donor trip to the Bahamas is planned to target potential major donors as well as current members. The trip will be advertised at a cost of \$1,995 per person. WPTV is seeking donors who might consider making a substantial contribution for naming opportunities for its new building addition and for existing spaces. Revenue will go to the WPTV endowment. This proposal will be developed for the board's approval in December.

Mr. Schiedel reported that the USDA Rural Development Rural Utilities Service (RUS) Grant project is on track. The project is 40 percent complete with a projected completion date of July 14, 2007. Part of this project is the master control upgrade. The U.S. Department of Commerce Public Telecommunications Facilities Program (PTFP) Grant is 35 percent complete with a projected completion date of September 30, 2006. The state appropriation of \$4,199,045 for continued conversion and expansion of the WPTV network to digital format and the purchase of a pickup truck is 20 percent completed with a projected completion date of September 2006. The state appropriation of \$1,700,808 for digital translators is 5 percent complete with a projected completion date of 2008.

Board Chair Crofts indicated that in regard to naming buildings, the board still names buildings and facilities according to their policy, which states that "the board shall authorize names for college buildings and facilities."

CWC Foundation

Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, indicated that he had nothing to add to his written report which included information on the activities of the CWC Foundation. The Foundation's *Honor Roll of Donors* was mailed on November 1 and covered donations received during FY 2004 and FY 2005. The annual employee appeal letter has been sent to all employees, and \$10,645 has been received in new gifts and pledges. Out of 285 employees, 95 have given to the Foundation. Fall direct mailings are being completed to the CWC Board of Trustees, the Foundation Board of Directors, any past endowment donors, and non-

endowment donors. Targeted letters are being sent to the Jackson area. A \$20,000 gift has been received from Margaret Reynolds as the first ever charitable gift annuity with the Foundation. Dr. McFarland indicated that Ms. Reynolds is a retired CWC employee and the widow of Professor Emeritus George Reynolds.

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, including, but not limited to, the CWC Foundation, state and national trustee associations, BOCES and BOCHES, and attendance at college events.

Mr. Matson reported that he attended the WCCC meeting in Rawlins October 27-28. He has been involved in discussions regarding the CWC Foundation articles of incorporation with Board Chair Crofts, Board Attorney Frank Watkins, and Dr. McFarland.

Dr. Megeath indicated that he also attended the WCCC meeting in Rawlins. He reported that it was an interesting meeting.

Mr. Christensen reported that he received a copy of a letter from a colleague in Oregon who had written to Senator Enzi regarding Pell grants and how many people are helped by these grants. Mr. Christensen also worked with Dr. Rottweiler in setting up the CWC BOCHES meeting on November 30.

Ms. Mills indicated that she attended the joint meeting with the Foundation on October 20, the board work session on October 24, and the WCCC meeting October 27-28. At the October 27 WACCT meeting, Rob Branham of Eastern Wyoming College was elected treasurer. The Wyoming Community College Conference will be held on February 27 at the Hitching Post in Cheyenne. The WACCT voted to cut the number of awards presented at this conference to three which will include employee of the year, student of the year, and trustee or volunteer of the year. When CWC hosts this event again, all of the awards can be brought back. Trustees also took a tour of the Carbon County Outreach Center.

Board Chair Crofts asked if the Committee of Ten is still active. Mr. Christensen replied that the Committee of Ten consisted of seven trustees and three community college commissioners, but he is not sure if it is still active. Board Chair Crofts asked if two delegates from each college have

voting privileges at the WACCT meetings, and Mr. Christensen indicated that this was correct.

Dr. Megeath indicated that trustees were asked for an opinion on changing the number of awards given at the conference because they had to know immediately, and no one spoke against the proposal. Board Chair Crofts stated that she hoped that in discussions there would be an opportunity to not be so rushed so that trustees would have time to bring the proposal back to their boards for discussion. This input could then be shared at the next WACCT meeting.

Dr. McFarland stated that regardless of whether or not each employee group is honored at the state level, the college can and should honor and celebrate the top employee in each category here. The college plans to honor the outstanding faculty member, the professional staff member, and the classified staff member at the end of the year all-staff luncheon. The student nominee will be honored at graduation. Board Chair Crofts pointed out that the next Wyoming Community College Commission meeting will be held back-to-back with the February 27 Wyoming Community College Conference.

Mr. Myers reported that he attended the joint meeting with the Foundation on October 20 and the board work session on October 24. He has visited with a lot of students and parents regarding dual enrollment.

Mr. Phister reported that he attended the joint meeting with the Foundation on October 20 and the board work session on October 24. He has heard a lot of positive feedback on the formation of the CWC BOCHES.

Ms. Mills indicated that she helped three students register for spring and thanked Dr. Waheed for his help in getting a printable application form on the college's web site.

Mr. Matson distributed copies of the assessed valuations for individual counties for tax year 2005 which indicates that Fremont County has over \$985 million in total assessed valuation.

CONSENT
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the October 19, 2005, regular meeting; the acceptance of bills for October 2005; and the board travel budget.

Dr. Megeath moved to approve the consent agenda items including the approval of minutes from the October 19, 2005, regular meeting; the acceptance of bills for October 2005; 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 \$989,800.49 for the month of October 2005: Operations in the amount of \$1,028,442.42; Student Grants and Loans in the amount of \$226,916.15; and Bank Transfers in the amount of \$612,245.85 for a grand total of all payments in the amount of \$1,867,604.42.

UNFINISHED
BUSINESS: No unfinished business was conducted at this meeting.

NEW BUSINESS:

Financial
Monitoring Report
Presentation Board Chair Crofts indicated that the financial monitoring report was presented at this point in the meeting because it provides information on the FY 05 college audit and the FY 05 WPTV audit. Formal action on the report will occur during the acceptance of the monitoring reports.

Mr. Nielson introduced Mr. Gerry Marburger of McKee, Marburger & Fagnant, P.C., who indicated that he would talk about the CWC and KCWC audits at the same time. He reported that both were unqualified audit reports. This means that the board can be assured that the information it gets from Mr. Nielson and his staff can be depended upon in the decision-making process. The college's systems are working to protect assets and to record transactions. Liabilities are properly recorded, and the college adheres to rules and regulations. There has been an increase in net assets, but these are restricted net assets for capital projects. CWC is unique because of its large restricted budget created by grant funds and the money going to WPTV for digitization. The CWC Foundation and the WPTV Foundation audits were included, and both of these audits were unqualified. Mr. Marburger thanked Mr. Nielson and Ms. Paskett and her staff. He has been involved with the college audit for many years, and the atmosphere is very positive in the business office.

Dr. Megeath asked if the state of Wyoming endowment match of \$101,162 under Net Assets is only the match or if it includes all funds. Mr. Marburger replied that this amount is only the match. Dr. McFarland

indicated that this amount would not include pledges that the state has not yet matched.

Mr. Nielson reviewed revenue trends for 2003, 2004, and 2005 which showed that the restricted funds budget was the largest segment of funding received at the college during this period of time. In expense trends, instructional programs was the largest category.

Mr. Nielson indicated that future direction will focus on the balance sheet. CWC is a unique college operation. Future focus will be on program assessment and long-term facilities planning, facilities and funding planning with the Wyoming Community College Commission, and program and facility maintenance. The numbers show that CWC is cash rich but these revenues are restricted.

Board Chair Crofts asked about auxiliary enterprises because it appeared that revenues were significantly less than expenditures. Mr. Nielson indicated that auxiliaries are required to run as essentially self-supporting. In 2004, the deficit was \$17,000, and in 2005, the deficit was \$13,000. Housing and the bookstore have been a struggle. Food service has shown a little profit, and the motor pool does better. Services must be kept affordable for students.

Board Chair Crofts asked what was spent on the audit. Mr. Nielson replied that \$36,000-\$37,000 was spent for CWC, and \$3,400-\$3,800 was spent for KCWC.

Acceptance of FY Dr. McFarland recommended that the board accept the FY 05 college
05 College Audit audit as presented.

Mr. Matson moved to accept the FY 05 college audit as presented. Mr. Christensen seconded the motion. Motion carried.

Board Chair Crofts thanked Mr. Nielson and Ms. Paskett for their hard work on the audit.

Acceptance of Dr. McFarland recommended that the board accept the FY 05 Wyoming
Wyoming Public Public Television Audit as presented.
Television (WPTV)
Audit Ms. Mills moved to accept the FY 05 Wyoming Public Television Audit as presented. Mr. Myers seconded the motion. Motion carried.

Date for Follow-Up Board Work Session
Re: Educational Programming Dr. McFarland recommended that the board schedule a follow-up work dinner session on educational programming with Paulien & Associates representatives on Wednesday, January 11, 2006, from 5:30 to 8:30 p.m. in the CWC Food Court Dining Room. This is a follow-up to the October 24 board work session.

Mr. Myers moved to schedule a follow-up work dinner session on educational programming with Paulien & Associates representatives on Wednesday, January 11, 2006, from 5:30 to 8:30 p.m. in the CWC Food Court Dining Room with no action to be taken. Dr. Megeath seconded the motion. Motion carried.

January Board Meeting Date

Dr. McFarland has just learned that the Joint Appropriations Committee hearing on the community college biennial budget request will be held on January 18, 2006. She asked that board consider scheduling the January board meeting for Thursday, January 19, so she can attend this hearing. Administrative contracts and a number of other items that are not easily handed over to someone else will be on the agenda for this meeting, including early retirement requests and the community dialogue with students.

Dr. Megeath moved to switch the January board meeting from Wednesday, January 18, to Thursday, January 19. Mr. Matson seconded the motion.

Mr. Christensen asked if the meeting could be switched to Wednesday, January 25 instead. Dr. McFarland indicated that this date could work, but it makes for a very compressed schedule. Mr. Christensen indicated that he would prefer that the meeting stay on a Wednesday night.

Board Chair Crofts called for a vote on the motion currently on the floor. Motion carried with Mr. Christensen voting no.

Board Governance Policies
Chapter IV:
Governing Process, Policy A,
Commitment and Authority

Dr. McFarland explained that at the July 22-23, 2005, CWC board retreat in Jackson, board members suggested several slight revisions to board governance policies as reflected in the documents included in the board packet. These proposed board policy revisions were presented to the board for discussion only at the September 21, 2005, board meeting. At that time, the board accepted a slight change on the president's evaluation instrument on first and final reading and made some slight changes to the proposed policy revisions as included in packet for this meeting.

Chapter IV:

Governing
Process, Policy G,
Board Meetings

The proposed board policy revisions were presented at the October 21 All-Staff Open Forum, at which time no objections were voiced.

Mr. Phister moved to approve the proposed board policy revisions on first reading as presented in the board meeting packet. Ms. Mills seconded the motion.

Chapter IV:

Governing
Process, Policy I,
Annual Board
Calendar

Mr. Christensen noted that the reference to *Robert's Rules of Order for Small Boards* as referenced in Policy G, Board Meetings, in section number 10, Voting Procedures and Parliamentary Procedures, should technically be stated as "*Robert's Rules of Order* with exceptions for small boards." Dr. McFarland indicated that it makes sense to use the published title. This can be corrected on second reading.

Chapter IV:

Governing
Process, Policy K
Board Self-
Evaluation

Mr. Myers moved to amend the original motion to include the revisions as read in Policy G, Board Meetings, section number 10, Voting Procedures and Parliamentary Procedures. Ms. Mills seconded the motion. Motion carried.

Board Chair Crofts called for a vote on the original motion to approve the proposed board policy revisions on first reading as presented in the board meeting packet. Motion carried.

Personnel

Human Resources
Board Report

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

The Rustler Salute Nominee was Alice Stocks, Records Specialist. The Rustler Spirit award for October went to Martha Davey, Associate Professor/Director of CISCO and Self Study Coordinator.

Searches in progress/pending included Instructor Music; Instructor Nursing; Instructor Culinary Arts/Hospitality; Director of Campus Safety and Security; Gear Up Curriculum Coordinator/Community Liaison; Gear Up Project Coordinator; GED Examiner/Data Entry Manager; Talent Search Curriculum Coordinator; and Maintenance Technician Lander.

There were no resignations/terminations/retirements/requests for release from contract.

New Hires/Appointments/Internal Transfers included Connie Nyberg, Budget Analyst; Garry Trautman, Director of Upward Bound; Shirley Agbannawag, Line Server/Food Services Assistant; Michael Baldez, Chef/Cook; and Jason Griffis, Chef/Cook.

College President's Contract Board Chair Crofts explained that the executive session pertained to the president's personnel evaluation. At this meeting, the board decides if they would like to extend the contract of the president.

Based upon a favorable evaluation, Mr. Matson moved to extend the contract of President McFarland by one year with salary and benefits to be determined at a later date and such discussions to be concluded by May 31, 2006. Mr. Christensen seconded the motion.

Ms. Finch pointed out that the year the contract goes through should be stated. Board Chair Crofts indicated that the board was not stating the year.

Board Chair Crofts stated that Dr. McFarland has had an extremely favorable evaluation by this board. The board appreciates the work she has done for the college and at the state, local, and community level. Dr. McFarland has a great team and a great staff. There is a balance between being an external president and an internal president, and Dr. McFarland has achieved this balance. Board Chair Crofts hoped that Dr. McFarland would accept the extension of her contract. Dr. McFarland replied that she has a wonderful job and enjoys doing it, and she loves the college.

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

ACCEPTANCE OF
MONITORING
REPORT:
Financial

Dr. McFarland recommended that the board accept the financial monitoring report as presented by Mr. Nielson.

Dr. Megeath moved to accept the financial monitoring report as presented by Mr. Nielson. Ms. Mills seconded the motion. Motion carried.

Statewide
Community College
Enrollment Report

Dr. Rottweiler presented the statewide community college enrollment report. During the 04-05 academic year, CWC enrolled 1,968 students which is close to the 2,000 mark. This represented a slight decrease in headcount and annualized full-time equivalency over the previous year. The college is seeing the effects of the economy on its enrollment.

The students at CWC represent slightly more than 9 percent of all students enrolled in Wyoming community colleges. More than half of CWC's student body is under the age of 25. CWC has the highest number of female students of any Wyoming community college. Almost 39 percent of CWC students are in an academic transfer program, while about 25 percent have selected vocational or applied programs. The remaining 36 percent are undecided or non-degree seeking. Dr. Rottweiler indicated that even though this number seems high, it is consistent with the other colleges.

The state community college system has had a 1.4 percent increase in headcount and a 4.5 percent increase in FTE over a 10-year period, while CWC has had an 11.8 percent increase in headcount and a 13.7 percent FTE increase during the same period. Dr. Rottweiler reported that LCCC and CWC had the majority of the increases. CWC has a 16:1 student to faculty ratio, while the system average is at 19:1. CWC has the most diverse student population with almost 18 percent of the students declared as Native American and 3.4 percent Hispanic.

In regard to the question Mr. Christensen had on the monitoring report presented to the board in October regarding transfer to UW, Dr. Rottweiler distributed information to the board on 2003-2004 CWC Grads Who Transferred. This information is from the Student Clearing House and will be included in the monitoring report in future years.

Dr. McFarland recommended that the board accept the statewide community college enrollment report as presented by Dr. Rottweiler.

Mr. Matson moved to accept the statewide community college enrollment report as presented by Dr. Rottweiler. Mr. Myers seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her written report:

1. Staff Kudos

- a. Special appreciation and plaudits to CWC employees for their generosity in establishing the CWC Employee Scholar Endowment. CWC employees put their hearts and souls into the Endowment Challenge Match Campaign, with 90% of college employees contributing to the CWC Foundation over the past year, and employee associations and employee groups (such as the Physical Plant) holding special fundraisers for the state matching program.

The major accomplishment of CWC employees and the three employee associations (Faculty, Professional, and Classified) was to establish the CWC Employee Scholar Endowment, with contributions matched by the state. So far, pledged employee contributions to this scholarship endowment total over \$60,000, which will be matched by the state. Nearly a third of those pledges have already been received. This wonderful endowment to recognize academic excellence at CWC is now established, and applications for the first "Employee Scholar" scholarship are now being received. The 06-07 "Employee Scholar" scholarship to a full-time, returning, degree-seeking student will receive a \$1300 scholarship, thanks to the generosity of CWC employees.

- b. CWC Graduate Addresses October 21 Women in Science Conference at CWC. The highlight of the conference was the keynote address by Dr. Mona Waheed. Mona Waheed, daughter of Mohammed and Roxana Waheed, is an outstanding CWC graduate who is now a medical doctor, practicing in Seattle. Mona inspired the 350 7th to 12th grade girls from the western half of Wyoming who attended the Women in Science Conference to consider a career in science, health, or technology. Mona also spoke glowingly of her experiences at CWC.

Special appreciation, also, to the many CWC faculty and staff members who helped host the conference. Special thanks goes to Kristy Salisbury and her staff who took care of the many details associated with such a large undertaking. Thanks, also, to the Physical Plant staff; Food Court staff, Information Technology staff, Public Information staff, Admissions staff, and CWC

science, math, and technology instructors. How nice to show off our college in such a competent and organized manner. Excited participants literally packed the CWC gym in the morning to check out various exhibits and demonstrations.

- c. Kudos to Nita Kehoe-Gadway. Kudos to CWC Art instructor Nita Kehoe-Gadway, who spent months preparing and arranging the popular Girl Scout exhibit now showing in the Arts Center gallery. This exhibit was showcased at the Saturday, October 29, "Hearts of Gold" 50th Anniversary celebration of the Wyoming Council of Girl Scouts, held on the CWC campus. This celebration attracted over 200 participants. Many other CWC employees assisted with the conference as well.
 - d. Congratulations to Lynne McAuliffe, Director of Customized Training. Please see the article included in the board packet from the Wyoming Department of Workforce Services October 2005 issue of the *Business, Training, and Outreach* newsletter, which highlights two new grant-funded "wage disparity" programs developed by Lynne McAuliffe: one for an Information Technology Office Support program for 10 women; and one for a Construction Trades program for 10 women.
 - e. Hats off to Jacque Burns and Kristy Salisbury. Congratulations to Jacque Burns and Kristy Salisbury for obtaining a \$37,800 grant from the Lumina Foundation for the 06-08 College Goal Sunday Wyoming.
 - f. Thanks for Grant Writer Extraordinaire Dr. Mohammed Waheed for receipt of a \$97,817 Perkins Grant.
2. Community Involvement.
- a. CWC Construction Trades Instructor, Wayne Robinson, presented a program on plans for CWC's new Construction Trades program to Riverton Rotary.
 - b. Intrepid CWC Equine Science Professor Patti Stalley spends many weekends conducting special horsemanship workshops for community members. Her most recent such workshops were Breakaway Roping held October 29-30 and Barrel Racing held November 5-6.

- c. Many CWC staff members are members of Soroptomists, which assisted with the October 24 Girl Scout celebration on the CWC campus.
 - d. Thanks again to the CWC Equestrian Club for making plans to participate in the November 11 Riverton Veterans' Day Parade.
3. Presidential travels and events
- a. Dr. McFarland was honored to speak at both the October 21 Women in Science Conference, as well as the October 24 Girl Scouts "Hearts of Gold" celebration.
 - b. Dr. McFarland, along with the other college presidents, attended a meeting with Governor Freudenthal on October 26 to discuss the community college system 07-08 Biennial Budget Request.
 - c. Riverton Chamber's new Executive Director, Stephanie Moore, paid a "get acquainted" visit to CWC, and Dr. McFarland was pleased to welcome her to the area. Dr. Rottweiler gave Ms. Moore and Chamber Board Member Ron Warpness a tour of the campus afterward.
 - d. Dr. McFarland chaired a Higher Learning Commission site visit to a New Mexico community college November 7-9.
 - e. Drs. Waheed, Rottweiler, Nordeen, and McFarland will be playing "mystery" musical instruments in the November 15 CWC Fall Music Showcase at 7:30 p.m. in the Arts Center Theatre.
4. CWC's website an increasingly important tool for recruitment. CWC is fortunate that its website (cwc.edu) has been ranked among the top ten community college websites for functionality and access to information for current and potential students. Admissions Officer Tami Shultz reports that just this week alone, a student from Boston and one from Washington State utilized CWC's website to inquire about CWC's popular Equine Studies program.

5. Articles about CWC and other colleges. Articles about CWC and other colleges were included in the meeting packet.

Wyoming
Community College
Commission/State
Level Issues

The following information was included about Wyoming Community College Commission/State Level issues:

1. Biennial Budget Request

- a. The meeting with Governor Freudenthal by the college presidents provided cause for both optimism and pessimism about the Governor's formal Biennial Budget, which will be released December 1, 2005.

(1) On the positive side, the Governor indicated:

- Support of adequate funding to the colleges in the upcoming biennium to cover anticipated cost increases in the state health insurance plan;
- Inclusion of the colleges in his state employee salary increase plan. The plan, which includes a 3.5% salary increase per each year of the biennium, though, would only cover the roughly 60% portion of state aid to the colleges and so would be inadequate for colleges to cover the 3.5% salary increase for all benefited college employees. The Governor's plan would leave the colleges short \$3.8 million to meet the salary increase goals.
- Support of a proposed increase in major maintenance funding from the current 1.5% of physical plant value to 2.5% of physical plant value. In the upcoming biennium, this would boost CWC's major maintenance funding from \$1 million to about \$1.8 million for the upcoming biennium.
- Support of the transfer of ABE/GED from the Department of Workforce Services to the Community College Commission, along with \$2.2 million in general fund ABE/GED support to replace lost TANF federal funds.
- Support for \$1 million in additional funding to loans for nursing students.

- Support for \$120,000 or more to the College Commission to review the community college funding model.
- Support for a \$35,000 SUV for WPTV (but no funding for additional production personnel).

(2) On the negative side, the Governor indicated:

- Unwillingness to support the requested \$8.9 million in increased operating funding for all seven colleges for two years, instead giving a preliminary bottom figure of \$1.4 million (which would be only an additional \$88,000 per year for CWC).
- Denial of all requested community college capital construction requests that require state general funding (including CWC's Intertribal Education and Community Center).
- Denial of the community colleges' entire one-time equipment request of \$14 million.

b. It is important to recognize that the Governor's official biennium budget request will not be released until December 1, 2005, so the above preliminary indications should not be viewed as final.

c. Work now turns to educating area legislators with regard to the community college biennial budget request and how it affects CWC. In that regard, two events for the board to meet with area legislators are as follows:

- (1) Monday, November 21 - CWC Board Legislative Community Dialogue Luncheon (noon-1:30 p.m. - CWC Student Lounge). Legislative brochures will be available for this luncheon. Information was also included in the board folders which board members were asked to review beforehand.
- (2) Friday, December 2 - Lander Chamber "Meet Your Legislators"-10:15 a.m. - Fremont County Library (Carnegie Room-Lander)
- (3) The Riverton Chamber "Meet Your Legislators" has been scheduled for Monday, December 19, at 3:30 p.m. at the

Chamber office. Dr. Rottweiler will represent Dr. McFarland at this meeting.

- (4) Monday, February 27 - Wyoming Trustees Association Legislative Reception and Awards Ceremony at the Hitching Post Inn in Cheyenne.
- 2 Hathaway Scholarship and Higher Education Endowment received favorably by Joint Appropriations Committee. The proposed \$400 million Hathaway Scholarship Endowment to provide scholarship aid for high performing Wyoming high school graduates and the \$105 million Higher Education Endowment, which will provide endowed faculty chairs for UW and the community colleges, were received favorably by the Joint Appropriations Committee, although the JAC has not yet determined what it will recommend to the Legislature for these two exciting programs.
3. Next meeting of the Wyoming Community College Commission. The next meeting of the Wyoming Community College Commission will be on February 28-March 1 at LCCC in Cheyenne, immediately following the February 27 Wyoming Community College Conference at the Hitching Post in Cheyenne.

Dean of
Administrative
Services Report

Mr. Nielson reported that this is second year of the biennium, and Coal Lease Bonus funds and Major Maintenance funds can be used to repair facilities and to provide major maintenance of worn out or functionally inadequate facilities. This money is typically not spent the first year of the biennium in case major repairs are required later in the biennium. Mr. Nielson briefly summarized these projects which included phase two of the residence hall renovation, the student center, and the gymnasium. The gymnasium floor and possibly the bleachers are projected to be replaced for the upcoming intercollegiate volleyball season in the fall of 2006. The Food Court may need to be remodeled to include a snack bar to support volleyball and other student needs when the food service operation is not open.

In regard to phase two of the residence hall renovation, Mr. Nielson indicated that CWC staff have been meeting with the architects to determine the most pressing requirements for the next phase. The college is investigating the possibility of making the upper level of the Administrative Wing the main distribution facility for IT. This is the best

site for this facility since it is where all the communication lines enter the college. The Arts Center is also in need of major maintenance.

Dr. Rottweiler reported that the Academic Council has initiated an academic colloquium once a month where faculty will make presentations related to their fields of study. On Thursday, November 17, Political Science Instructor Jim Thurman will present a program on *The Misunderstandings between Turkey and the Western World* at 3:30 p.m. in the Arts Center Gallery. Dr. Rottweiler invited the board to attend.

**NEXT REGULAR MEETING/
SUGGESTED
AGENDA ITEMS:** The next regular meeting of the CWC Board of Trustees will be on Wednesday, December 14, 2005, at 7:30 p.m. in Pro Tech #115/121.

Agenda items for the regular meeting include:

1. Board Reorganization (election of officers)
2. 06-07 Academic and Non-Academic Fee Schedule
3. 06-07 Academic Calendar
4. 06-07 Holiday Schedule
5. Wyoming Public Television Bid Awards

Dr. McFarland indicated that a board reorganization dinner will be held at 5:30 p.m. at The Bull Restaurant prior to the meeting. It is a work session, not an executive session.

Dr. McFarland reported that last year the board questioned whether the non-academic fee schedule should come to the board. Generally it is a consent item, but it could be left off. Policy does not require it to come to the board, but it is an important bit of information regarding charges that are assessed. The board agreed to leave it on the consent agenda.

Board Chair Crofts reminded the board of the community dialogue luncheon on Monday, November 21, from noon-1:30 p.m.

Mr. Matson asked for a report at the next meeting about the recruiting process and scholarships for women's volleyball. Dr. Rottweiler reported that he has signed five letters of intent. There is a lot of interest and lots of kids who want to come.

The Lander Chamber “Meet Your Legislators” is scheduled for Friday, December 2, 2005, at 10:15 a.m. in the Fremont County Library Carnegie Room in Lander.

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 9:06 p.m., Ms. Mills moved to adjourn the meeting. Mr. Phister seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair