

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 17, 2004, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Dennis Christensen called the meeting to order at 6:35 p.m.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Deanna Crofts Ann Grospiron (by speakerphone)	Scott Phister Joe Megeath
<u>Absent:</u>	Vivian Swallow	Nance Shelsta
<u>Administration:</u>	Jo Anne McFarland J.D. Rottweiler	Mohammed Waheed Jay Nielson
<u>Attorney:</u>	Wes Roberts	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Robbalee Oleson Dan Schiedel Jeff Hosking Ben Evans Sue Thompson Lindy Paskett Frank Berch	Bruce Bynum Jim Matson Carolyn Aanestad Jackie Dorothy Caroline Mills Wendy Finch

WELCOME AND INTRODUCTION OF GUESTS: Board Chair Christensen 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. He recognized Caroline Mills, trustee-elect from the Reservation subdistrict, and Jim Matson, trustee-elect from the Riverton subdistrict.

Board Chair Christensen noted that Dr. Shelsta and Ms. Swallow have been excused from this meeting, as both are traveling. Ms. Grospiron joined the meeting by speakerphone.

APPROVAL OF AGENDA: Board Chair Christensen asked that an item be added to the agenda, "Appointment of Trustee to Fremont County BOCES," right after "Appointment of Trustee to CWC Foundation" under New Business.

Ms. Crofts moved to approve the agenda as revised. Dr. Megeath seconded the motion. Motion carried.

Trustee Service
Award

Board Chair Christensen stated that Dr. Megeath was not re-elected to the CWC Board. He represented Lander Subdistrict #4 and was appointed to serve the unexpired term of Ann Fontaine in June 2002, after which he was elected to serve the remaining two years of a four-year term. He served a total of 2 1/2 years on the CWC Board. While on the board, he was elected to serve as CWC's trustee representative on the Teton County BOCES. Dr. Megeath attended campus events including CWC commencement ceremonies and GED graduations and participated in state and national trustee seminars, including the National Legislative Seminar in Washington, D.C. He currently serves on the Nominating Committee of the Association of Community College Trustees (ACCT).

Board Chair Christensen presented a plaque to Dr. Megeath and thanked him for his service to the board.

PRESENTATIONS: Written reports from student and employee associations were included in the board packet. Board Chair Christensen indicated that the president of each association could add oral comments.

Student Senate

Ms. Robbalee Oleson, President of the Student Senate, did not have any comments to add to her written report. This report included information on the senate-sponsored Blood Drive on November 4, a Root Beer Party planned for November 22, the winner of the Halloween costume contest on October 29, and a poll to be taken of the students on intramural sports and other student concerns. Senators have decided to move the scrolling marquee in the cafeteria to the Information Hub. Upcoming events include the Salt Lake Cultural Trip on November 20-21 and the Root Beer Party on November 22,

Classified Staff
Association

Ms. Sue Thompson, Vice President of the Classified Staff Association, did not have any comments to add to the written report submitted by Lisa Cunningham, President of the Classified Staff Association. This report included information on members of the Classified Staff who attended the RMUG Conference October 27-29 and on members of the Classified Staff who attended the TRIO ASPIRE Regional Conference October 3-6.

The Faculty

Mr. Ben Evans, President of The Faculty, indicated that he did not have any comments to add to his written report. This report included

information on the activities of Cheryl Morse's welding students, information on the book reviews and academic papers published by Steve Edwards, and information on a letter and poem published by CWC students.

Professional
Personnel
Association

Mr. Jeff Hosking, President of the Professional Personnel Association, provided a written report which was included in the board packet. In addition, he reported that 695 raffle tickets for a spinning rod handmade by CWC employee Earland Thompson have been sold so far for a total of \$1,006. All of the proceeds will go to the endowment match. He thanked Dr. Megeath, Dr. Shelsta, and Ms. Swallow for their service to the board. Mr. Hosking's written report included information on activities of professional staff members at the Lander Center and Field Station and at the Rocky Mountain Users Group Conference (Datatel). Carol Deering has been elected chair-elect of the Academic & Special Libraries Section of the Wyoming Library Association. She will be involved in the planning of the 2005 joint conference in Jackson.

Wyoming Public
Television

Mr. Dan Schiedel, WPTV General Manager, provided a written report which was included in the board packet. This report included information on the WPTV Foundation, an engineering update, programming/educational services/production, and administration. In addition, Mr. Schiedel reported on Channel 8 in Laramie/Cheyenne, the Star Valley-Jackson conversion, production news, and productions scheduled. He indicated that WPTV will be producing the Rustler Roundup Rodeo for broadcast next May.

CWC Foundation

Mr. Bruce Bynum, CWC Foundation Chief Operating and Development Officer, provided a written report which was included in the board packet. This report included information on the Corporate Organization Committee, the Investment and Budget Committee, and a direct mailing. He indicated that Dr. Megeath has been very busy as a trustee representative.

Ms. Grospron asked about the direct mailing. Mr. Bynum indicated that it went to everyone in the data base except for employees. About 2500 letters went out regarding the endowment match.

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.

Dr. Megeath indicated that he had a conversation with the *Lander Journal* about their coverage of CWC events. They recognized that they had not been covering CWC issues and committed to doing a better job so that people know what is going on with their community college.

Board Chair Christensen reported that he had visited with a young woman from Sheridan about attending college at CWC.

ACCEPTANCE OF
MONITORING
REPORTS:

Statewide
Community
College
Enrollment

Vice President Rottweiler presented the Statewide Community College Enrollment Monitoring Report. He reported that in a 10-year history of enrollment, headcount at CWC has not reached all-time highs, but FTE has. In terms of credit headcount, 59 percent are part-time, and 41 percent are full-time. Last year, 36 percent were full-time. Systemwide, 63 percent are part-time, and 37 percent are full-time. CWC's direction is toward students who are 25 and under. Over half (51 percent) of CWC credit students are under the age of 25. Community colleges in the state are having more of an impact in the high schools. More local students are recognizing the value of their local community college. The community colleges are becoming the first choice of many high school students.

In credit headcount by gender, CWC has 1,336 women (67 percent) and 680.5 men (33 percent). CWC enrolls the highest percentage of female students of all Wyoming community colleges. CWC is providing great access and opportunities for women, but the college may need to increase some of its male educational opportunities. This may be a market that CWC is not serving at this time. The statewide average for credit headcount by gender is 62 percent women and 38 percent men.

In credit headcount by gender, CWC is easily the most diverse of the colleges in Wyoming with 25 percent of the study body being non-white. Almost 6 percent of all students residing in Fremont County between the ages of 15 and 79 are enrolled in a community college with 89 percent of those residents enrolled at CWC.

Dr. Megeath stated that the traditional age high school student is the volume market and asked why more non-traditional students are not taking advantage of taking classes. Vice President Rottweiler replied that the non-traditional population follows the economy. When the economy gets better, non-traditional numbers go down. Overall, it is a struggle the college continues to deal with when looking at night and weekend classes. Sometimes the numbers are too small to offer these types of classes. The possibility of offering a guaranteed night schedule is being investigated. Dr. Megeath indicated that he would like the college to continue to be as friendly to non-traditionals as possible.

Ms. Crofts asked if marketing dollars will be focused toward younger, traditional age students. Vice President Rottweiler replied that CWC still has the oldest student body, so there probably is a market that has not been tapped. Other possibilities being investigated are interim sessions during spring break and the holiday break. If a session is held between semesters, CWC will pick up university students who are home. Recruitment efforts are also being made out-of-state. It is recognized that the college might have to reach out a little further in some of its offerings.

Dr. Megeath moved to accept the monitoring report on Statewide Community College Enrollment as presented. Ms. Crofts seconded the motion. Motion carried.

CONSENT
AGENDA:

Board Chair Christensen asked if there were any objections to the consent agenda which included the approval of minutes from the October 28, 2004, regular meeting; the acceptance of bills for October 2004; and the board travel budget.

Dr. Megeath moved to approve the consent agenda as presented. 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 \$867,419.22 for the month of October 2004: Operations in the amount of \$893,988.11; Student Grants and Loans in the amount of \$209,008.82; and Bank Transfers in the amount of \$263,939.32 for a grand total of all payments in the amount of \$1,366,936.25.

EXECUTIVE
SESSION:

At 7:09 p.m., Ms. Crofts moved to recess into executive session. Mr. Phister seconded the motion. Motion carried.

At 8:39 p.m., Mr. Phister moved to reconvene the public meeting. Dr. Megeath seconded the motion. Motion carried.

UNFINISHED

BUSINESS:

Revised Board
Governance
Policies

Dr. McFarland indicated that the proposed revised policies in this section are presented with only one slight change from board first reading approval at the October board meeting. The revisions are presented for second and final reading.

Dr. Megeath moved to approve the revised board governance policies as presented on second and final reading. Mr. Phister seconded the motion. Motion carried.

The revised policies are as follows:

Ends: Values

In Chapter I, Ends, the recommendation is to add the values.

Executive
Limitations:
Communication
and Support to the
Board

In Chapter II, Executive Limitations, Policy J, Communication and Support to the Board, the recommendation was to delete from the president's responsibility the requirement to advise the board when the board is not in compliance with its own policies, because this is a responsibility of the board.

Governing Process:
Board Elections

In Chapter IV, Governing Process, Policy B, Board Elections, the recommendation from the facilitator was to add a statutory citation for "removal of trustee."

Governing Process:
Board Job
Description

In Chapter IV, Governing Process, Policy C, Board Job Description, the recommendation from the facilitator was to clarify that serving as liaison with the public is the responsibility of the board as a whole.

Governing Process:
Governing Style/
Ethics

In Chapter IV, Governing Process, Policy D, Governing Style/Ethics, the facilitator recommended that the code of ethics be divided into two sections: one for the board as a whole and one for the individual trustee. In the same policy, it was recommended to add to trustee development the expectation for each trustee to attend at least one national or regional trustee development meeting every four years.

Governing Process: In Chapter IV, Governing Process, Policy F, Board Organization and Board Organization Officers, it was recommended that the sole responsibility for ensuring that the board behaves consistently with its own rules and law as the responsibility of the board chair be deleted, because this is a responsibility shared by the entire board. Commitment to annual or bi-annual rotation of the board chair would also be added with a progression from Vice Chair to Chair. It is anticipated that the Vice Chairperson will succeed the Chairperson in the following year (or two years, if bi-annual rotation) if the criteria for the Chairperson can still be met.

Governing Process: In Chapter IV, Governing Process, Policy G, Board Meetings, Input from Board Meetings Staff, it was recommended that input from staff be obtained primarily through written versus oral reports.

NEW BUSINESS:

2005 Community College Legislative Agenda Board Chair Christensen stated that the 2005 Supplemental Budget Request outlines the legislative priorities that will be presented to the Joint Appropriations Committee. The official presenters will be the Interim Executive Director of the Wyoming Community College Commission (WCCC), the chair of the WCCC, the chair of the Wyoming Association of Community College Trustees (WACCT), and the president of the president's council.

Trustees and college officials will meet with county legislators at the Lander Chamber "Meet Your Legislators" on Friday, December 3, at 9 a.m. Trustees and college officials will also meet with county legislators at a legislative dinner hosted by the college on December 15.

Dr. McFarland pointed out that state aid for equity and external cost adjustment funding for the colleges totals almost \$8.2 million. This amount is being requested as continuing funding. In FY 06 the colleges would receive their share of this \$8.2 million. If approved as requested, that amount would continue through the next biennium. Ordinarily when the colleges request money from the legislature, it is assumed that it will be biennialized. It is important that this be stressed to the college's legislators. The money is necessary to address inequities among the colleges in Wyoming as well as the 3.3 percent cost adjustment. The \$8.2 million must be on-going and biennialized for the next biennium. The request for a fire suppression system totals almost \$3 million, and all monies requested for Wyoming Public Television are one-time.

The request from Laramie County Community College for a student residence hall is for authorization to proceed with construction and will not use state funding. Revenue bonds are their source of funding. Any capital project in excess of \$350,000 must receive approval from the State Building Commission. The equity portion of the biennial appropriation refers to comparable funding within the state among the Wyoming community colleges. Parity refers to how the colleges fare compared to 188 comparator colleges and is distributed according to FTE. The funding model requires a slight modification to allow the colleges to request the equity and internal cost adjustment. The external cost adjustment is based on the consumer price index which came up to 3.3 percent and is based on FTE. An effort is being made to get back to the original principles of the original funding model as it was adopted.

CWC has a huge need for additional funding. If the entire amount requested is approved by the legislature, CWC would get a little over a million dollars in additional equity and external cost adjustment money. Governor Dave Freudenthal will release his budget recommendations on December 1, and the Joint Appropriations Committee begins hearings on the budget requests the week of December 6.

Appointment of
Trustee to
CWC Foundation

Board Chair Christensen indicated that since Dr. Joe Megeath's term on the board expires November 30, 2004, he will no longer be able to represent the CWC Board on the CWC Foundation at the December 2 Foundation meeting. The board needs to appoint a trustee to fill this position, attend the December 2 CWC Foundation meeting, and serve until the December 15 board reorganization. Chair Christensen stated that he would see to it that they have representation.

Appointment of
Trustee to Fremont
County

Board Chair Christensen stated that the board needs to select a new trustee representative to serve on the Fremont County BOCES Board, so that the board will be represented at the December 6 Fremont County BOCES Retreat and meeting. This trustee will serve until the December 15 board reorganization. Board Chair Christensen indicated that he would serve as trustee representative to the Fremont County BOCES.

Dr. Megeath moved to appoint Board Chair Christensen as trustee representative on the Fremont County BOCES Board until the December 15, 2004, board reorganization. Mr. Phister seconded the motion. Motion carried.

2005 Wyoming
Trustee Leadership
Nomination

Dr. McFarland indicated that the board may wish to nominate a current or former trustee for the "2005 Trustee Leadership Award." She explained that CWC has had more than its fair share of trustee recognition. Trustees receiving this honor having included Dennis Christensen, Bob Peck, Linda Bebout, and Larry Christensen. Nominations are due to the president's office by December 6.

Revised 04-05
CWC Board
Meetings and
Work Sessions

A copy of the board calendar as revised at the October board meeting was included in the board packet for information only.

Personnel

Contract Extension
of President

Board Chair Christensen stated that the board met in executive session in accordance with board policy. A discussion was held on the president's evaluation. A composite evaluation from the board and a composite evaluation from employees were provided to board members. He indicated that the board needs to make a motion to extend the president's contract an additional year through June 30, 2007, with salary and benefits to be determined at a later time but no later than May 31, 2005.

Dr. Megeath moved to extend the president's contract through June 30, 2007, with salary and benefits for the upcoming year to be determined at a later date but no later than May 31, 2005. Ms. Crofts seconded the motion.

Board Chair Christensen noted that as a result of policy governance, the board has changed the president's evaluation form. It reflects what the board has asked the president to do and results in a good evaluation. Ms. Crofts asked if the public can look at the president's evaluation form. Dr. McFarland indicated that it is available in the Policy Governance Manual.

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

Sabbatical Reports

Board Chair Christensen indicated that sabbatical reports were received from Music Professor Kelly Dehnert and Associate English Professor Wes Connally. In setting up their policy, the board wanted to act on sabbatical leaves. Chair Christensen stated that the board appreciates these reports and extends their thanks.

Request for
Release from
Contract

Dr. McFarland stated that a request had been received from IT Enterprise Specialist Kevin Shultz for a release from his contract effective November 2, 2004. He is on a continuing contract and in the first year of a three-year contract. Dr. McFarland indicated that she greatly respects Mr. Shultz and asked that his request be approved.

Mr. Phister moved to approve a request for release from contract from IT Enterprise Specialist Kevin Shultz effective November 2, 2004. Dr. Megeath seconded the motion. Motion carried.

Human Resources
Board Report

The Human Resources Board Report for October included the following information:

Searches in progress/pending included WPTV Microwave Technician, Customized Training Office Assistant, and Maintenance Technician Lander.

Resignations/terminations/retirements/requests for release from contract included Mary Gookin, Instructor Nursing; T Kirko, Payroll/Benefits Technician; and Kevin Shultz, IT Enterprise Specialist.

New Hires/Appointments/Internal Transfers included Carrie Coleman, WPTV Microwave Technician and Sheri Weichmann, Director of Purchasing.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. 04-05 Wyoming Community College Salary Increases
A study compiled by the Wyoming Community College Commission on salary increases at Wyoming community colleges this year was included in the board packet. CWC seems to have kept pace with its sister colleges with salary increases, though because of its low standing compared to colleges in the state and region, it will have to outpace its sister institutions to get salaries at a desired competitive level. That is why salaries are a top strategic institutional priority this year.
2. Response to BOCES regarding CWC Board Stance on Funding BOCES
Included in the board packet was a copy of the letter Dr. McFarland sent to BOCES following October board discussion and action.

3. Work continues on state funding model review.
Although short-term adjustments have been made to the community college state funding model in the form of emergency rules approved by the College Commission at its October 26-27 meeting in Sheridan, college presidents and administrative deans continue to “tweak” the funding model in the every other biennium review required by statute.
4. President’s college-related trips off-campus.
 - a. Tues.-Wed., Nov. 9-10 - Wyoming Workforce Development Council meeting (Casper)
 - b. Thurs.-Fri., Nov. 11-12 - AACCC (American Association of Community Colleges) Commission on Marketing and Public Relations (Washington, D.C.)
 - c. Fri.-Sat., Nov. 19-20 - Executive Council Meeting with UW President (Laramie)
 - d. Mon., Jan. 24-Fri., Feb. 4 - State Legislative coverage in Cheyenne.
5. Presidential Leave. Dr. McFarland plans to take sick leave in addition to the Thanksgiving holidays, with anticipated absence from campus November 24 through December 1 for surgery of a family member.
6. A letter from Dr. Megeath was published in the *Lander Journal* on November 10. The letter was written in regard to the lack of coverage that the newspaper gives to CWC activities.
7. Articles about CWC and other colleges. All articles were provided with the board packet under separate cover.

Administrative Reports

Academic Services J.D. Rottweiler, Vice President for Academic Services, referred to his written report which was included in the board packet. This report included information on the Higher Learning Commission (HLC) visit and self-study, the Curriculum and Academic Policies Committee, Advising Week, and the expanded library/open computer lab hours.

Student Services Dr. Mohammed Waheed, Dean of Student Services, referred to his written report which was included in the board packet. This report included information on Transfer Student Information Day, early registration for

Spring 2005, recruitment efforts, Student Services workshops and awareness programs, the cultural trip to Salt Lake City, professional development activities of Student Services staff members, the Native American Education Advisory Committee, and Halloween activities. Dr. Waheed noted that about half of the 320 students who have registered for spring classes have done so on line.

Administrative Services

Mr. Jay Nielson, Dean of Administrative Services, referred to his written report which was included in the board packet. This report included information on the long-term facilities planning and educational program assessment. The Request for Proposals (RFP) is out, and a recommendation will be brought to the board in January.

CWC Foundation

Dr. Megeath reported that fund-raising is moving along well. He indicated that people look at what percentage of trustees participate in endowment fund drives. He stated that whoever is assigned to the Foundation Board is not assigned to any outside committees on that board.

ACCT

The ACCT/AACC National Legislative Seminar will be held February 14-16, 2005, in Washington, D.C. Board Chair Christensen, Mr. Phister, Ms. Crofts, and newly elected trustee Caroline Mills have expressed their interest in attending.

WCCC

The WCCC will hold a special meeting by conference call on November 22, at 8:30 a.m. to set Wyoming community college tuition for the 05-06 academic year. The next regular meeting of the WCCC will take place on Thursday and Friday, January 27-28, 2005, at LCCC in Cheyenne.

CWC Fremont

The Fremont County BOCES retreat will be held on Monday, December 6,

County BOCES

from 1-4 p.m. at The Inn at Lander. The business meeting will begin at 4 p.m., and dinner will follow at The Cowfish restaurant. This will eliminate the meeting originally scheduled for December 9.

CWC Teton County BOCES

Dr. Megeath reported that at the last CWC Teton County BOCES meeting, money was allocated to pay fees for dual credit courses.

NEXT REGULAR MEETING/
SUGGESTED AGENDA ITEMS:

The next regular meeting will be held on Wednesday, December 15, 2004, beginning at 7:45 p.m. in Pro Tech Room 115/121. The proposed agenda includes the following agenda items:

1. Board Reorganization

2. FY 04 Audit Report
3. Financial Monitoring Report
4. 05-06 Academic and Non-Academic Fee Schedules
5. 05-06 Academic Calendar
6. 05-06 Holiday Schedule

Two board sessions precede the December 15 board meeting as follows:

- 5:30 p.m. – Board Reorganizational Meeting (Pro Tech Conference Room #102B)
- 6:30 p.m. – Board “Community Dialogue” dinner with area legislators (Pro Tech Rooms #115/121)

BOARD SELF-EVALUATION: Board members were to complete an evaluation of the meeting and of the monitoring report and to turn them in before leaving.

ADJOURNMENT: There being no further business, Board Chair Christensen adjourned the meeting at 9:32 p.m.

Secretary

APPROVAL:

Chair