

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 14, 2012, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills	Judy Pedersen
	Roger Gose	Frank Welty
	Colton Crane	Scott Phister
	Charlie Krebs	
<u>Administration:</u>	Jo Anne McFarland	Ron Granger
	Jason Wood	
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Ruby Calvert	Charlotte Donelson
	Linda Becker	Barbara Gose
	Kathy Wells	Jennifer Rey
	Lynne McAuliffe	John Wood
	Cheri Gilbert	Joyce Stultz
	Jan Jensen	Wayne Robinson
	Martha Davey	Cory Daly
	David Gray	Cody Beers
	Bev Pedersen	Nicole Pedersen
	Gary Pedersen	Carol Lynch
	Lindy Paskett	Wayne Herr
	Carolyn Aanestad	Josh Scheer
	Katie Roenigk	Steve Barlow
	Garret VonKrosigk	Heather Christensen
	Dennis Christensen	Lee Haines
	Mark Nordeen	Bob Husa

CALL TO ORDER: Board Chair Caroline Mills called the meeting to order at 6:34 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business. Chair Mills announced that the meeting was preceded by a 5:30 p.m. executive session regarding personnel issues, including the president's annual evaluation.

EXECUTIVE SESSION: An executive session was not held at this point in the meeting.

**WELCOME AND
INTRODUCTION
OF GUESTS:**

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

**APPROVAL OF
AGENDA:**

Chair Mills indicated that Barbara Gose would like to read a letter to the board, and this item will be added as the last item under student and employee reports.

ACTION:

Mr. Krebs moved to approve the agenda as presented with the addition as noted. Dr. Crane seconded the motion. Motion carried.

**TRUSTEE
SERVICE
RECOGNITION:**

Chair Mills indicated that the November meeting marks the last official meeting for Trustee Frank Welty. Trustee Welty represents Dubois-Crowheart Sub-District #1 and was elected in November 2008. Trustee Welty was elected as Secretary of the Board in December 2011, serving for one year in that capacity. He served as the trustee representative to the CWC Foundation for one year and as the CWC BOCHES representative for two years. Trustee Welty attended many campus events and has participated in state and national trustee seminars. Board Chair Mills presented a service award to Trustee Welty.

Mr. Welty stated that he found serving on the board interesting and educational. He met a lot of new and interesting people. He wished the college all the best and congratulated Heather Christensen on the election. He cautioned the college to be very sagacious in going forward with regard to how money is spent because the federal government is going to restrict money. He greatly appreciates the support he has been given while in this position.

Board Vice Chair Charlie Krebs indicated that the November meeting also marks the last official meeting for Board Chair Caroline Mills, who has represented Reservation Sub-District #3 since her election to the board in November 2004. In December 2009, she was elected as Vice Chair of the Board, an office she held for two years until December 2011, when she was elected Chair of the Board, in which capacity she has served for the past year. Chair Mills also served as the CWC BOCHES representative for four years. Trustee Mills was also active at the state level, serving as the board representative for the Wyoming Association of Community College Trustees for five years and also attending numerous College Commission and legislative committee meetings. At the national level,

Chair Mills attended many national conferences of the Association of Community College Trustees, including making visits to offices of Wyoming's congressional delegation in Washington, D.C. Just last month, Chair Mills received the Western Region ACCT "Equity Award" for CWC. In addition to her active presence at the state and national level, Chair Mills also faithfully attended numerous campus events including CWC staff luncheons, in-services, convocations, nurses pinnings, commencement ceremonies, and GED graduations. She gave GED graduation addresses, addressed staff luncheons, and also spoke at Student Support Services graduation ceremonies. She has been a passionate and faithful supporter of the college and its students. Vice Chair Krebs presented a service award to Chair Mills.

Chair Mills stated that she enjoyed all the years coming to the meetings. She works with GED students, so she will still be part of CWC. She is a supporter of higher education.

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

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

Classified Staff
Association

Ms. Jan Jensen, President of the Classified Staff Association, indicated that she had nothing to add to her written report. She thanked Mr. Welty and Chair Mills for their service to the college. Dr. Gose noted Sonja Fairfield's role in the pancake breakfast held on October 27. Mr. Krebs thanked Mikal Dalley for her work on the Post High School Planning Days and the time spent with Lander Valley High School students.

Ms. Jensen submitted a written report which contained information that Diana Clark was chosen as the latest Rustler Spirit Award recipient. Mikal Dalley was involved in Post High School Planning Days on October 8, had a group of 6th graders come for a tour on October 9, helped with Women in Science on October 12, led a group of college advisors on a tour on October 16, and met with four high school seniors for a tour and lunch on October 22. Retha Reinke also helped with the Women in Science event. Nicole Budge helped with the master planning meetings in Jackson October 24-25. Sonja Fairfield worked at the pancake breakfast on October 27 to raise funds for the CWC nursing scholarship fund. Kelly

Dempster and Suze Kanack proctored ACT testing on October 27. Pamela Cowling is a staff advisor to the CWC Gay Straight Alliance (GSA) Student Club. She assisted with the club's activities on October 10, October 12, October 19, and October 27.

The Faculty

Mr. David Gray, President of The Faculty, showed the board the poster for the theatre production of *Magdalen Whitewash*. He also showed the second place plaque received by the women's rodeo team at the College National Finals Rodeo. Mr. Gray participated in the value discussion on innovation this afternoon. The college is doing a lot of things that are not even thought of as being innovative. He thanked outgoing trustees Welty and Mills for their service to the college.

Mr. Gray submitted a written report which contained information that Jennifer Cole and Patti Stalley hosted clinics in October. The Equine program is working on the Wagon Rides with Santa to be held on December 1. Patti Stalley was named CHA (Certified Horsemanship Association) Instructor of the Year. Suki Smaglik attended the Geological Society of America Annual Meeting in Charlotte, North Carolina, November 3-8. Professor Smaglik has agreed to serve as a board member for the Big Horn Foundation, the educational arm of the Wyoming Dinosaur Center in Thermopolis.

Sergio Maldonado reported that his recent activities included National American Indian Day on September 21; Bureau of Indian Education (BIE) National Advisory Committee for Special Needs Children meeting in Washington, D.C.; meeting with UW outreach staff on October 10 in scheduling Multi-Cultural Higher Education Day; the Buffalo Hide Tipi project setup on October 31; the UW basketball game at Wyoming Indian High School on October 31; the field activity with students to UW lecture on November 1; and the UW Art Museum Symposium on November 8. Amy Madera reported that CWC students helped with a benefit barbecue on October 13 for the FIRE/EMS crew who helped put out the forest fire last month. Bob Hussa reported that the CWC Music Department Jazz Touring Ensembles traveled to Orem, Utah, on November 5 to perform for the CWC "home" basketball game. Dudley Cole reported that CWC Auto sponsored a Compressed Natural Gas vehicle training seminar November 2-4. Students in John Gabrielsen's Sports Survey class are getting the chance to call local football games on the radio.

Professional
Personnel
Association

Ms. Lindy Paskett, President of the Professional Personnel Association, reported that she had nothing to add to her written report. On behalf of the Professional Personnel Association, Ms. Paskett thanked Chair Mills and Mr. Welty for their service to the college. Their dedication is appreciated.

Ms. Paskett submitted a written report which included information that Paul Branham has been named as co-chair of the CampusEAI working Development Group. Jackie Meeker attended the National Alliance of Concurrent Enrollment Partnerships annual conference in Seattle, Washington, October 28-29. Lisa Appelhans attended the Regional TRIO ASPIRE Conference in Billings, Montana, October 8-10. The Student Support Services program facilitated a workshop on October 24 with Sky People Higher Education where eligible CWC students could complete the application for BIA and Northern Arapaho Tribal funding. On October 22 the Diversity Committee coordinated hands-on activities to help increase awareness and understanding of how people with disabilities complete daily tasks. The Student Support Services program hosted a college tour for 48 third graders from Fort Washakie School. R Recreation has had a very busy fall, hosting many local programs, countywide events, and even a statewide event. CWC-Jackson held its 3rd Habitat for Humanity Team Build Day on October 20, which was organized by Jacqueline Schultz. Jason Harris spoke to high school sophomores, juniors, and seniors at the Wyoming SkillsUSA Fall Conference.

Student Senate

Mr. Garret VonKrosigk, Student Senate President, updated the board on the activities of the Student Senate. Ten student clubs have been approved. The Senate would like to use those clubs to get more students involved with on-campus activities. They want to have a holiday food drive competition among the clubs. They will supplement the Giving Tree with bags of candy for each person on the tree. The Prank War will be used to gain support for the Senate and to get people visit their web page. Dr. McFarland complimented Mr. VonKrosigk on his performance at the debate tournament. She was pleased to see the competitive speech team do so well.

Mr. VonKrosigk submitted a written report which contained information that the Senate has been involved in many activities including Family Fright Night, Trick or Treat Main Street, and End the R Word Campaign. The Senate has been working weekly hub hours and interacting with students. A dance was held, and a prank video contest was initiated.

Positions on the Student Grievance Committee and the Voice of Students Committee have been filled. Many student clubs have been approved with funding, and the Senate is working to get clubs more active and involved. Ben Gale has replaced Emma Scott as the Secretary of the Senate.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, extended her thanks to outgoing board members Frank Welty and Caroline Mills for doing so much for WPBS. She indicated that Caroline Mills was on the 25th Anniversary Committee for WPBS. Mr. Welty has always asked the hard questions and has been a supporter as well. She congratulated Ms. Pedersen and Dr. Crane on their re-election to the board. She looks forward to working with Heather Christensen.

Ms. Calvert reported that on December 11, the JAC (Joint Appropriation Committee) will hold a budget meeting in Cheyenne. The Governor's budget will be released on December 1. He may not require an 8 percent budget cut for all agencies. On December 13, WPBS will have a one-on-one show with the Governor. The editorial integrity committee has met. The goal is to keep the editorial integrity policy somewhat short and to deliver that to the board by January or February. The debate aired on C-SPAN on Monday. Ms. Calvert introduced Lee Haines, Executive Director of the WPBS Foundation.

Mr. Krebs asked about the December 11 JAC meeting. Ms. Calvert replied that she is hoping that the Governor's budget which is released on December 1 will include only a 5 percent cut for WPBS. That budget will go to the JAC on December 11. The community colleges and WPBS will be questioned by the JAC on their budgets. A lot of times the legislators will accept the Governor's recommendations. Ms. Calvert indicated that she has announced that she will be retiring on June 30, 2013. It is a time to be thinking what kind of business plan the station will develop over the next 2-5 years. Someone is needed to find some new revenue streams because the writing is on the wall about reducing grants for the federal and perhaps the state government. The WPBS mission is one that Wyoming has to have. WPBS should not go away. Chair Mills stated that she will keep working on the BIA leases and will get newly elected trustee Carlton Underwood to help as well.

Mr. Welty acknowledged the service that Ms. Calvert has given to the college and to WPBS. He indicated that her work is appreciated. Dr.

Gose stated that WPBS will lose an important ambassador at the national level. He indicated that Ms. Calvert is very articulate and persuasive.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. The Editorial Integrity Committee met on November 8. A total of \$104,136 was received in revenue from July 1 to November 1, and a total of \$15,835 was received in the production endowment from July 1 to November 1. Membership includes 3,257 current, active members. The December pledge will include eight live nights.

CWC Foundation

Ms. Lynette Jeffres, Manager of the CWC Foundation, submitted a written report which included information that funds received by the Foundation during the month of October 2012 totaled \$40,580. The Foundation's next quarterly board meeting will be held on December 13.

Dr. McFarland reported that Joyce Dauler, President of the CWC Foundation Board, wanted to let the board know that final preparations are being made for the kickoff of the internal annual campaign. The Race to the Finish fund-raising campaign will begin on November 16. The board is challenged to form a group and compete in this campaign. Ms. Dauler also wanted to board to know that she is very appreciative of the attendance of trustees at the annual scholarship reception.

Community
Member Concern

Ms. Barbara Gose, retired CWC professor and member of the CWC Foundation Board, read a letter to the board regarding the public's perception of public comments made by Trustee Pedersen following her re-election to the board. These remarks were published in the *Riverton Ranger* on November 7 and include the statement "I don't really look forward to another four years of being the only person that really looks at the issues." Ms. Gose indicated that this statement defames the board of trustees and by implication the administration and the college as a whole. She asked for civility from the board as the college moves forward with "the challenging task of providing the very best education possible for our students." She quoted from the board's code of conduct in its Policy Governance Manual which states "never criticize the College President, CWC staff, or board members in public." Ms. Gose called Ms. Pedersen and asked her to publicly apologize to the board, but she has not done so.

Chair Mills indicated that the first step in the enforcement of the Code of Conduct is for the board chair to work with the person who allegedly violated the code to resolve the issue informally if possible. The board should consider putting this on the December meeting agenda, and she will meet with Ms. Pedersen this month. She asked Ms. Pedersen about the comment "I don't really look forward to another four years of being the only person that really looks at the issues." Ms. Pedersen replied that upon advice from counsel, she had no statement to make.

Mr. Welty stated that he didn't take the article quite in the light that it is being taken by others. He stated that he did not think that Ms. Pedersen was attacking members of the board or that the comments represented incivility. The board has always gone ahead and moved forward once a decision has been made, despite any opposition from board members. He supports the decisions the board makes. He stated that some may have been making a mountain out of a molehill and that he didn't think it was disrespect.

Chair Mills indicated that at the end of the meeting, she will ask for agenda items for the next meeting. She asked that if a board member wants this added to next month's agenda to please say so then.

**CONSENT
AGENDA:**

Chair Mills asked if there were any objections to the consent agenda which included the approval of the minutes from the October 17, 2012, regular meeting; the acceptance of bills for October 2012; and the board travel budget.

ACTION:

Mr. Krebs moved to approve the consent agenda items including the approval of the minutes from the October 17, 2012, regular meeting; the acceptance of bills for October 2012; and the board travel budget. Mr. Welty seconded the motion. Motion carried.

Acceptance of Bills

The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,562,325.78 for the month of October 2012: Operations in the amount of \$2,170,363.76; Student Grants and Loans in the amount of \$1,378,291.93; and Bank Transfers in the amount of \$899,881.20 for a grand total of all payments in the amount of \$4,448,536.89.

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

NEW BUSINESS:

Financial

Monitoring Report

Acceptance of FY
12 College Audit

Acceptance of FY
12 Wyoming PBS
Audit

Mr. Granger introduced Mr. Wayne Herr of the audit firm McGee, Hearne & Paiz, who reviewed the FY 12 college audit report. His firm was required to do this audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. In their opinion, the financial statements present fairly, in all material respects, the financial position of the business-type activities of the college. This audit was performed in accordance with *Government Auditing Standards*. There was nothing that came up that would indicate a violation. The auditors looked at the internal controls on the particular federal program they selected, and the college is in compliance with the requirements the federal government says it must follow. The college accounting staff now makes journal entries themselves. This was an issue in the past but not anymore.

On the financial statements, one aspect that is significant is that the stimulus money is gone, so the college is seeing a decrease in federal award money. The auditors tested the internal controls for six federal programs including Student Financial Aid; State Fiscal Stabilization Fund-Education State Grants-Recovery Act; State Energy Program; Gear-Up; Public Telecommunications Facilities Planning and Construction; and Program of Competitive Grants for Workers Training and Place in High Growth. One internal control finding was reported under Telecommunications Facilities Planning and Construction. The college did not verify if vendors for which items purchased in a covered transaction when the purchase exceeded \$25,000 were suspended or debarred. It was recommended that the college put a system in place to check all vendors that they enter into covered transactions over \$25,000 to ensure the vendor is not suspended or debarred and to document the verification.

For the future, Mr. Herr indicated that a new version of government auditing standards has been issued which deals with maintaining objectivity and independence. These new standards will take effect in December and will affect the reporting of pledges receivables in the

Wyoming PBS Foundation which are currently reported as zero. The new standards indicate they must be recognized, and they will need to have a discussion with the WPBS Foundation auditors about them.

Mr. Herr indicated that the college's cohort default rate on student loans is going up rapidly. The federal government has to pay for those defaults. The college must keep an eye on this rate to make sure it doesn't go up to the 25 percent level. Another community college in the state is at the 25 percent level and is receiving sanctions. The auditors looked at this rate for CWC, and it was close to 25 percent. They don't do a lot of testing on this because the college doesn't service those loans. The college has had some findings in the past regarding reporting to the student loan clearing house, but has not had a student financial aid finding in two years. The student financial aid office has emphasized the importance of paying back loans. A lot of students are not able to find jobs that pay well enough to pay back their loans.

Mr. Welty stated that in June a new GASB (Governmental Accounting Standards Board) ruling came out that will require colleges to account for pensions and pension obligations. Mr. Herr indicated that the concern with community colleges and the University of Wyoming is that even though the plan is a defined benefit plan, there is a guarantee the retirees will get so much per year. If the program is underfunded, the college would be liable for the underfunding. This is a liability that could show up on the college's statements. They are still waiting for more clarification on this ruling. Mr. Welty asked if this could have a considerable impact on the financial statements of the college. Mr. Herr replied that it could show as a liability, but the state could guarantee the underfunding.

Dr. Gose asked what the college's student loan default rate is currently. Ms. Cory Daly, Associate Vice President for Student Services, replied that CWC is at 25.1 percent. This is the 3-year rate, and CWC is not held accountable until 2014. The threshold is 30 percent. Mr. Herr stated that he was curious why the criteria are different for two institutions. It is possible that the other institution is under different criteria because of their past issues. Ms. Daly replied that CWC has reached the threshold of having a sanction, but a plan has been started.

Chair Mills asked if the audit was unqualified. Mr. Herr replied that it was an unqualified audit.

ACTION:

Dr. Gose moved to accept the financial monitoring report as presented. Mr. Phister seconded the motion. Motion carried.

ACTION:

Mr. Welty moved to accept the FY 12 college audit as presented. Ms. Pedersen seconded the motion. Motion carried.

ACTION:

Mr. Krebs moved to accept the FY 12 Wyoming Public Television audit as presented. Dr. Gose seconded the motion. Motion carried.

Physical Plant/
Facilities
Monitoring Report

Mr. Ron Granger, Vice President for Administrative Services, presented the Physical Plant/Facilities Monitoring Report. Accomplishments included the WPBS storage building, the energy retrofit, the boiler for the East and West Apartments, and the Arts Center dimmer system. Current projects include the Health and Science Center, campus housing, the Classroom Wing/Pro Tech remodels, and the Lander project. Major maintenance projects in 2013 include the reroof of the Student Center, upgrades to the cafeteria, upgrades to the Sinks Canyon Center, upgrades to fire alarm system, a new access system, and upgrades to HVAC in Student Center. Facility use included 4,847 events with 184,088 attendees. In safety and security, more hours of on-site security are being provided, an access control system to lock and unlock is being provided, and all incidents are being properly recorded. Facilities are protected by proper insurance coverage. Inventories are updated and coverage is reviewed for all fixed assets. Future direction includes reviewing infrastructure and space needs on a continual basis, looking to the future when considering all projects, constantly defining and refining facility plans and upgrades, and staying fully engaged in the capital construction process.

Mr. Granger gave a brief construction update on the Health and Science Center, the Classroom Wing/Pro Tech remodel, the student residence halls, and the Lander project. The Health and Science Center should be completely enclosed the week of Thanksgiving. The exterior studs are complete except for the auditorium, and the interior metal studs are 80 percent complete. The wood decking on the roof will be completed the week of November 12. Brick veneer is being installed and is 25 percent complete. The design of the Classroom Wing/Pro Tech remodel will be completed by early 2013 with bidding in March 2013. The design is in

progress for the student residence halls with bidding in February 2013. Designs are will be brought to the board in January. Construction is to begin in spring 2013. The revenue bond rate is 3.3 percent for a 30 year bond with a 10 year call. Bonds could be ready for sale in March or April 2013. For the Lander project, Mr. Granger is working with state organizations to find building sites.

Ms. Pedersen indicated that the Mote Hall windows were not included. Mr. Granger replied that some of the windows have been replaced, but not all of them. These are paid for with funds from the residence hall and student fees. Ms. Pedersen asked if the construction of the residence halls at Sinks Canyon Center would cost more than those built on campus and if so, if the students would be charged more for them. Mr. Granger replied that the college will probably have to charge more. The Sinks Canyon Center housing units will likely be more expensive just because of the location. Ms. Pedersen asked if she is covered on the college's insurance when she travels in her own vehicle on college business. Mr. Granger indicated that she is covered as a secondary and that her insurance would be the primary. The college does not carry comprehensive insurance for other people's vehicles and would only cover liability. Chair Mills asked if a trustee could drive a college vehicle if on college business. Mr. Granger replied that trustees can check out a college vehicle. Trustees are covered on the college policy the same as employees when driving a college vehicle.

Dr. McFarland recommended that the board accept the Physical Plant/Facilities Monitoring Report as presented.

ACTION:

Dr. Gose moved to accept the Physical Plant/Facilities Monitoring Report as presented. Dr. Crane seconded the motion. Motion carried.

BREAK IN
MEETING:

A break in the meeting was called at 8:05 p.m. The meeting was resumed at 8:16 p.m.

January 16
Community
Dialogue Dinner
Target Group

Dr. McFarland indicated that there are a number of appropriate audiences for the January 16 community dialogue dinner. She stated that she was leaning toward a broader definition of the juvenile justice target group and just making it criminal justice. Lynne McAuliffe's "Second Wind" grant involves a group of important individuals with which the college hasn't previously established a formal connection. It would give the board a

depth of understanding of one of the areas which the college services. It could possibly involve Job Corps. The college has a number of initiatives underway such as remediation, healthcare, and dual/concurrent enrollment which are also possibilities as target groups for the community dialogue dinner.

Board members indicated that they liked the idea of juvenile justice as a target group and asked who would be invited. Ms. McAuliffe indicated that a typical group would be people in the legal system, the prosecutor's office, defense attorneys, the tribal court, Department of Family Services, Fremont County Youth Services, and the chief of police. The topic would be education's role on bringing down the crime rate.

January 23 Board
Quarterly Work
Session/Retreat
Agenda

The topics suggested for the January 23 Quarterly Work Session/Retreat were the rescheduling of the annual retreat and discussion of both state and national legislative topics ahead of the February 7 WACCT Legislative Reception and February 11-14 National Legislative Summit. Dr. McFarland indicated that the newly seated board could discuss the format and timing of the annual retreat. It would also be a perfect time to focus on both state and legislative topics. The retreat would be held from 6-8 p.m. The board agreed to these topics.

School District 25
Modular Building
Unit

Dr. McFarland stated that School District #25 sent a letter to the college in which it sought interest by CWC in gaining possession of a modular building unit. After looking into the possibility, it was concluded that the acquisition of the modular building unit was not in the best interest of the college. Dr. McFarland recommended that the board pass a resolution to decline the acquisition of the modular building unit from School District #25.

ACTION:

Dr. Crane moved to pass a resolution to decline the acquisition of the modular building unit from School District #25. Mr. Krebs seconded the motion. Motion carried.

Personnel
College
President's
Contract

Chair Mills indicated that the board would act on the president's contract per Board Policy IIC.4.a., which indicates that the president is the sole employee who is hired by and who reports directly to the board. The president is employed according to terms and conditions set forth in the

written employment contract. The offer of an extension to the current contract is acted upon by the board at its November meeting.

ACTION:

Mr. Krebs moved that the president's contract be extended through June 30, 2015. Dr. Crane seconded the motion.

Mr. Phister stated that based on the recent evaluation of the president that he would concur that it would be important and essential to extend Dr. McFarland's contract. Dr. Crane indicated that she has been an excellent president. Chair Mills stated that the new building going up is progress for the college and is very important.

Chair Mills called for a vote on the motion currently on the floor. Motion carried with Dr. Crane, Dr. Gose, Mr. Krebs, Mr. Phister, Ms. Pedersen, and Chair Mills voting yes, and Mr. Welty abstaining from the vote.

Dr. McFarland indicated that WPBS General Manager Ruby Calvert is retiring in June 2013. In establishing a search process, representation will be sought statewide. She will keep the board updated on that search process.

Human Resources
Board Report

The Human Resources Board Report for November 2012 included the following information:

Rustler Salute nominees included Kristy Hardtke, Technical Services Librarian; and Buck Tilton, Instructor English. The Rustler Spirit Award recipient for October was Diana Clark, Student Services Administrative Assistant.

Searches in progress/pending included Instructor Nursing; Instructor Entrepreneurship; Coordinator for Community Services Dubois; Assistant Librarian/Coordinator for Testing Services; Instructional Technologist for Learning Spaces; and Maintenance Technician HVAC.

Separations/transfers/requests for release from contract included Curtis Condie, Head Coach Men's Basketball.

New hires/appointments included Dana Nicholls, Workforce Training Coordinator; Jonathan Rasbach, Resident Life Coordinator; and Shelby Lindley, Head Coach Men's Basketball/Sports Information Director.

Discussion/
Information Topics
Traffic Light at
Hill Street
Intersection

Mr. Bob Husa, CWC Professor of Music, stated that he has discussed the problem of the absence of a traffic light at Hill and Main with the Riverton City Council and the Wyoming Department of Transportation. The board discussed this issue in 2000, and a light is still not there. He recently took a straw poll and received responses from 84 people who had experienced near misses at this intersection. He has discussed the problem with Cody Beers, WyDOT Public Involvement Specialist, and Clair Anderson, Commissioner for the Transportation Commission of Wyoming.

Mr. Beers indicated that he came to the meeting at the request of President McFarland regarding the Hill Street intersection. He distributed copies of statistics to the board on the crash history for Riverton at the intersection of West Main Street/U.S. 26 and Hill Street and the intersection of West Main Street/U.S. 26 and College View Drive. These two intersections are comparable. WyDOT is also currently doing a study at Major Avenue and Main Street. The biggest concern that WyDOT has concerning these intersections is that they don't want to do something that will make the situation worse. If a traffic light is put in that isn't warranted, it will cause more of a problem which could include more crashes. WyDOT has been studying the Hill Street intersection over the past several weeks in which every vehicle was counted. At the same time a speed study was done. This study showed that currently 85 percent of the traffic is driving at 45 mph or less. Dr. McFarland asked how far they were measuring from the intersection as people coming in from the west are usually going fast. Mr. Beers replied that they have numbers from the edge of town, and these measurements were taken between 7 and 8 a.m. and 8 and 9 a.m. because these were the only times there was enough traffic that met the warrants for a traffic signal. It was found that the intersection does not meet the warrants for a traffic signal at this time. Major Avenue is getting closer than Hill Street at this time for meeting the requirements for a traffic signal.

WyDOT tries to mitigate crashes before putting in a traffic signal. An example is the intersection at Honor Farm Road, and their efforts are working at that location. A traffic signal costs about \$300,000 to install. One of the big problems that exists at the Hill Street intersection is the alignment of the streets. There is about a 55 degree angle where Hill Street meets West Main Street. The main highway does not have a problem. It is the streets that are connecting to the highway. WyDOT

would like to visit with the college and the city about fixing the alignment issues with that intersection and would like to do this before installing a traffic signal there.

Ms. Pedersen indicated that she has property just west of the Hill Street intersection, and the people living there have children who ride the school bus. The speed limit doesn't give them much time to get where they are going. She has a concern about the speed limit and asked if there was any way to extend the 35 mph speed limit to the bridge. Mr. Beers replied that a speed that people will actually honor should be set. People will drive what they feel comfortable driving. School buses stop on highways all over the state. Ms. Pedersen stated that there are a lot of houses between the bridge and the Hill Street intersection. It seems that the highway going north out of town has lower speed limits than West Main Street. Mr. Beers respectfully disagreed, saying it does not have a lower speed limit. It has a stepped up speed limit that is the same as West Main.

Mr. Phister indicated that he had this discussion several years ago in the church because of the young people attending classes there in the morning. There isn't a time that he doesn't have discomfort about the speed and the angle of the road. He respects the criteria required to get a traffic light, but it can't be much cheaper to change the angle of the road. It definitely lends itself to a very dangerous situation. Mr. Beers stated that currently the intersection does not meet WyDOT's criteria for a traffic signal. It is unfortunate that crashes are part of the warrant system. Mr. Phister stated that this one is unique. Major Avenue is at least aligned properly. Hill Street deserves special consideration. Mr. Beers replied that Major Avenue is unique in that it has valley pans on both sides. They are getting ready to do a reconnaissance visit to that intersection to see what it would take to rebuild it. More crashes have occurred at that intersection than at the Hill Street intersection.

One of the concerns at Hill Street is that the college's construction signs need to be removed so that more traffic is not directed to this intersection. The main parking lot is finished. When working with the college about permitting the new access to the college, one of the assumptions was that Watt Court would be connected to the new parking lot. This would help with the usage of that parking lot. He encouraged the college to connect to that street. This would direct people out to the traffic signal at Main and College View. Dr. McFarland indicated that connecting to Watt Court is in the plans, and funding has been set aside for doing this. Mr. Wayne

Robinson, Director of Physical Plant, stated that in accordance with the college's master plan, the intention is to extend the roadway to Watt Court. Contingency money is being held back for this purpose.

Mr. Beers stated that WyDOT is more than willing to sit down and talk about the Hill Street intersection. With the passing of the one cent sales tax initiative, there are some new possibilities for funding. Riverview Road will be rebuilt next summer. Mr. Welty indicated that since May of 2008 there have been 18 accidents in which 14 people have been injured. He stated that he would hate to think that it would take someone getting killed to get something done. The intersection qualifies at certain points in time but not at other times. He asked about a flashing yellow light that would at least slow the traffic down in the morning and in the afternoon. Mr. Beers replied that generally flashing lights are for pedestrians. Mr. Welty indicated that there are situations where one has to be flexible with the rules and at least take some measures to try to slow the traffic down. There is a lot of traffic at that intersection at different times of the day. It needs to be looked at to fit in the rules somewhere. Chair Mills asked if the city brought this situation to WyDOT's attention in 2000. Mr. Beers replied that he could not answer that question but that he can get an answer. Dr. McFarland indicated that a smaller informal meeting could be set up to touch base on some ideas that the college has for this intersection.

Institutional
Values Discussion:
Innovation

Chair Mills asked board members to comment briefly on the board value of innovation. Board policy defines innovation as to "recognize the importance of strong leaders, innovators, and responsible risk-takers who are persistent, resourceful, and creative." Board members were asked to give their own definition of innovation and why it is important; to indicate whether or not the college really does value strong leaders, innovators, and responsible risk takers; to give a couple of specific examples of how CWC trustees can exemplify innovation in their work on the board; and to be prepared to consider if the board wishes to change the definition in policy.

Mr. Phister stated that it finds it hard to be innovative with something he doesn't study 24 hours a day. He isn't a faculty member or an administrator. It is important to recognize innovation when it is seen, and board members are challenged to recognize innovation. It has to do with taking action rather than just responding to problems. It is someone who thinks ahead. He recognizes innovation when he sees it, but the board shouldn't feel it has to come up with all the ideas. Mr. Welty indicated that he agreed and stated that the board can help by encouraging

innovation at the college. The board can bring innovation in by attending the ACCT meetings. Other colleges do innovative things which CWC doesn't do, so the board can bring these back to the college. The board can encourage and welcome new ways of doing things.

Dr. Crane stated that in reading through the strategic plan, CWC is moving along the same lines that people in the national organizations who talk about the direction that community colleges should be going. CWC is meeting most of the innovative things that are being done in the country. CWC is doing an excellent job. Mr. Krebs indicated that there hasn't been a conference that he attended that hasn't shown him things that other colleges are doing. If it fits here, it is tried here. It is nice to go to those meetings and find that CWC is on the cutting edge. CWC is doing things that other colleges wish they were doing. The college is open to innovation.

Dr. Gose stated that everything that the college does challenges the status quo. The college has a problem with students needing remedial coursework. A solution is to put these students in co-enrollment classes which will address the remedial coursework as well as the college level classes. This is an example of an incredibly practical innovation which should be noted. Another example is the practice of putting the board packet on a CD rather than being printed out on paper for every board member. This was a practical step, and he commended Dr. Crane for this idea.

Ms. Pedersen indicated that the best innovative processes happen at the grass roots level. People at this level know if there is a problem, and they have practical solutions. Chair Mills stated that she attended trustee meetings the first couple of years which went nowhere until they hired Steve Bahmer. He has moved the colleges along with the WCCC and was well worth the money. She mentioned that Lynne McAuliffe's programs are innovative.

**ACCEPTANCE OF
MONITORING
REPORTS:**

Dr. McFarland presented the Planning and Institutional Effectiveness monitoring report. It is recognized that what the college does really does matter. Students need to be prepared for a job market that is changing rapidly in a society that is also changing rapidly. A person's quality of life depends on post-secondary education. Community colleges are providing education that is more highly valued in the workplace than ever before. She indicated that CWC's enrollment has grown but its resources have declined.

Nationally, associate degree completers make 30 percent more than high school graduates over their lifetime. There are 4 million open jobs because of a lack of a trained workforce. There will be 15 million new jobs by 2020. By 2018, high school graduates can compete for only 1 out of 4 jobs. Community colleges must increase degree and certificate completion rates by 50 percent. Community colleges are preparing students for jobs that don't even exist. Wyoming has the highest proportion of community college enrollment, but its graduation rates are too low.

Successes for 11-12 include that the ABE/GED cohort graduation rate increased 11 percent; the CWC graduation participation rate is up 20 percent; the nursing class of 2011 achieved the highest pass rate in the state; Lynne McAuliffe received the Wyoming Outstanding Individual Performance Award for Workforce Development, and CWC was second in the nation of "Digital Savvy Community Colleges." The national degree completion rate is 39 percent. Only 3 of 10 students graduate in 3 years.

One of this year's strategic priorities is to Enhance Access and Success in Learning. This will be accomplished by reducing the Title IV federal student loan default rate to maintain student access, addressing remediation needs in more effective ways in a shorter time, and better utilizing declining resources by updating and evaluating the Strategic Enrollment Management plan. The college will get there by strengthening focus on measurable results of improved completion.

Another of this year's priorities is to Cultivate Leadership and Strengthen CWC's Culture. This will be accomplished by implementing the merger of student and academic services to point focus on students inside and outside the classroom (co-curricular), engaging both new and continuing employees in examining important college values, and conducting an internal review of operations to save money and time. The college will get there by strengthening institutional culture to sustain the college into the future and by developing student, staff, and community leaders to improve civic engagement.

The third strategic priority for this year is Commitment to Excellence. This will be accomplished by creating a culture of open dialogue which is focused on improvement, creating and implementing Standards of Faculty Excellence, and eliminating unnecessary internal processes. The college will get there by focusing on greater efficiency and effectiveness and by

celebrating and promoting positive attributes of CWC culture to new and continuing employees.

The 12-13 Strategic Priorities will set the direction for the college. The real insights are happening on the ground. A culture is being developed which allows people to take risks and make changes based on evidence. Dr. McFarland stated that she is very excited about what is happening with the state trustees because they are embracing the completion agenda.

Mr. Krebs asked if there is a specific reason why it takes students longer to get a degree. Ms. Martha Davey, Associate Vice President for Academic Services, replied that part of it is the number of credits students have to take, and sometimes they have prerequisites. They may start in general studies and then do something different. The college will have more of a focused general studies program so it will be more of a track. Mr. Phister asked where the college is headed from two years ago. Dr. McFarland replied that a major transition in how evidence is used and how progress is tracked and measured is still being examined. She is seeing a lot of internal research and seeing innovations based on evidence.

Mr. Phister noted that in some ways the college is trying to change something that is the way it is, and he sees where it would be essential to understand the importance of graduation. Dr. McFarland stated that students who get a degree actually get a job or go on to get more education, partly because they feel successful.

Dr. Wood reported that CWC is the lead college in a national cohort to examine the degree qualifications profile. This is a research project sponsored by the Lumina Foundation. It will look at how credit for prior learning plays a role and what happens in the learning process. The degree qualifications profile is set of reference points for what students in any field should be able to do to earn their degrees. The group will design embedded assessments of how students apply knowledge. This is the first all community college consortium which will truly look at completion.

ACTION:

Mr. Phister moved to accept the Planning and Institutional Effectiveness monitoring report as presented. Dr. Crane seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos to faculty and staff for working together to provide exciting learning opportunities to attract younger students to aim for college, as evidenced by the Sinks Canyon Center, the R-Rec program, and Gear Up and Upward Bound activities. Plans are underway for some new summer K-12 "academies," as well. Such activities are essential building blocks of the larger "college completion" strategic efforts.
2. Congratulations, also, to the college "Retention" Committee for creating new ways to offer developmental coursework that will involve co-enrollment in both college level and developmental classes, beginning in spring 2013. Outcomes will be monitored to see if these efforts improve college success.
3. Efforts to increase undergraduate research opportunities are bearing fruit, as evidenced in this month's employee reports to the board.
4. Under the leadership of Associate VP for Student Services, Cory Daly, the college is investigating more effective ways to reduce student federal loan default rates. Future monitoring reports will detail outcomes.
5. Dr. McFarland and other college officials and architect David Pfeifer were in Jackson October 24-26 to meet with various staff and community groups to refine programming and facilities master planning for Jackson, with a follow up meeting on campus November 13 to develop a plan for Jackson expansion for presentation to the board in December as an addendum to the college master plan. An article on Jackson master planning was included in the board packet.
6. Detailed plans for the July 2013 move into the new Health and Science Center are being developed.
7. Work on the FY14 budget begins in late November.
8. 2012 elections have resulted in a 35% turnover in the Wyoming State Legislature, necessitating changes in key legislative committees and the need to educate new legislators on the role and purpose of Wyoming's community colleges.
9. Articles about CWC's sister colleges in the state and across the country were included in a separate file with the board meeting packet.

Executive Vice
President for
Student and
Academic Services

Dr. Jason Wood, Executive Vice President for Student and Academic Services, gave an update to the board on the college response to recent NJCAA sanctions. Tiffany Stauffenberg, Serol Stauffenberg, Steve Barlow, and Jennifer Rey have all met multiple times with the college's student athletes. One of the biggest concerns is if the statistics count, and

they do. This allows student athletes to compete for scholarships. Another concern is if they will remain eligible for academic awards, and they will. They are eligible for conference athletic awards but not regional or national awards. The overwhelming response in the community has been in support of the college's student athletes. Steve Barlow and Jennifer Rey have not yet completed the report, as it is an extremely detailed process. One player during the 2010-11 season was found to be ineligible and another also didn't qualify in 2011-12. The violation was that the two players had played professionally in Brazil.

All student athletes in all sports are being audited as a result. Eligibility or ineligibility will be determined for every athlete who competes at CWC. Individual controls need to be strengthened so that it will be more difficult for ineligibilities to occur. There is no reason to believe that there was any intention to deceive anyone. The NJCAA requires colleges to determine eligibility independently.

Chair Mills stated that she appreciated the sharing of information. Being open and honest is the best thing.

Board Code of
Conduct

Chair Mills pointed out the laminated page in the board folders regarding the board's code of conduct. She emphasized the fourth item in the list which says "never criticize the College President, CWC staff, or board members in public." The first step in the enforcement of the code of conduct is that the board chair "shall work with the person who allegedly violated the code to resolve the issue informally if possible." If the board does not deal with it, a precedent is being set. Policies need to be followed, and it should not be allowed to slide. Chair Mills indicated that she could deal with it and get back to the board by the end of the month. She asked if this is something that will end peacefully.

Mr. Phister stated that he needed some clarification. It is offensive to have a board member who feels that way about the board. It would be helpful to him to understand if Ms. Pedersen was misquoted or if it was not what she meant. Chair Mills indicated that she would meet with Ms. Pedersen informally to try to resolve the issue. Dr. Gose stated that when he was board chair, he appointed the subcommittee to develop the code of conduct. Ms. Pedersen was a member of this subcommittee. Ms. Pedersen's comment that "I don't really look forward to another four years of being the only person that really looks at the issues" is a public statement that is intemperate. It defames the board unless the board

answers it. If the board lets the comment slide, it shows that the board is not prepared and doesn't know the issues. It is appropriate to make the code of conduct mean something. That was the intent of the code. It says something about the college as a whole by making that statement.

Mr. Krebs indicated that the board has this instrument, and board members have to follow the rules and regulations. The board can't ignore it because ignoring it is condoning it. Dr. Crane stated that he didn't believe that anything illegal or unethical was stated, but the statement does violate the board's code of conduct. It gives the impression to the community that the board is divided and that the board is incompetent. The way it was portrayed in the paper is inappropriate.

Mr. Phister indicated that there has to be accountability. Statements like this must be dealt with and can't be allowed to go forward. He is offended that anyone would see the board this way. Ms. Pedersen deserves every right to defend her comments and actions. Chair Mills stated that she will meet with Ms. Pedersen informally as the first step in the enforcement of the code of conduct. If the issue cannot be resolved, it will move to the next step. Ms. Pedersen stated that she was cautioned not to say anything. She indicated that the board was making a mountain out of a molehill.

Chair Mills indicated that she took the comments personally and that they implied that she wasn't even looking at the issues. The comments go against the code of conduct's guidelines to "never criticize the College President, CWC staff, or board members in public." She read the remaining steps in the enforcement of the code of conduct which include an investigation by an independent third party and a formal hearing by the board. If a violation is determined, sanctions should be imposed and may range from public censure to suspension of travel privileges and a recommendation for removal. If the violation is severe enough, the board member may be removed for cause.

Mr. Phister stated that if a board member really feels that way, there are plenty of ways to discuss it. A perception is being given to the public that doesn't exist. It must be discussed with the board in a professional manner. Dr. Crane asked if a public apology was an acceptable informal resolution. Chair Mills indicated that she would report back to the board on the discussion with Ms. Pedersen. She asked if the board needed to agree on a remedy at this time. Mr. Phister stated that he would appreciate

the opportunity to talk about this in an executive session. If Ms. Pedersen feels there is a problem with the board, she should say it.

Dr. McFarland asked if the discussion of this matter was a legitimate purpose for an executive session. Mr. Phister indicated that he was talking about a work session. Dr. McFarland suggested meeting for a half hour after the reorganizational dinner at the December 12 meeting, and then start the meeting at 7 p.m. Chair Mills indicated that she would contact Dr. McFarland on the results of the meeting with Ms. Pedersen.

ACTION:

Mr. Phister moved to hold an executive session to further explore the code of conduct violation issue at the December 12 meeting. Dr. Gose seconded the motion. Motion carried.

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

The next regular meeting will be held on Wednesday, December 12, beginning at 7 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Academic Profile and Statewide Community College Enrollment Monitoring Report
2. Public Oath of Office for Newly Elected and Re-Elected Trustees
3. Board Reorganization (election of officers)
4. 13-14 Academic and Non-Academic Fee Schedule
5. 13-14 Academic Calendar
6. 13-14 Holiday Schedule
7. Construction Update

The annual board reorganization dinner will take place prior to the board meeting at 5:30 p.m. in the Intertribal Center Conference Room (ITECC 121). An executive session regarding the board code of conduct violation will be held following the reorganizational dinner.

CWC Foundation

The Foundation Scholarship Reception was held on November 13. Ms. Pedersen reported that there was a very good turnout for this event. The next meeting of the CWC Foundation will be held on December 13.

Association of
Community
College Trustees

The ACCT National Legislative Summit will be held February 11-14, 2013, in Washington, D.C.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held in conjunction with the February 6 meeting of the WCCC at LCCC in Cheyenne. The Wyoming Community College Conference will be held on February 7 in Cheyenne. Ms. Pedersen reported that at the October 18 meeting of the WACCT, the group turned the checkbook over to Steve Bahmer. At the next meeting there may be changes to this practice.

ACTION:

Ms. Pedersen moved to nominate Chair Mills for the WACCT 2012-2013 Trustee Leadership Award. Dr. Gose seconded the motion. Motion carried.

Wyoming
Community College
Commission

The next meeting of the WCCC is scheduled for February 6 at LCCC in Cheyenne.

CWC BOCHES

The next regular meeting of the CWC BOCHES is scheduled for March 11, 2013.

Teton County
BOCES

The next meeting of the Teton County BOCES is scheduled for December 17.

ADJOURNMENT -
BOARD
EVALUATION
OF MEETING:

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

Chair Mills adjourned the meeting at 10:12 p.m.

Secretary

APPROVAL:

Chair