

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 15, 2006, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Deanna Crofts Caroline Mills	Joe Megeath Dallas Myers Scott Phister
<u>Absent:</u>	Jim Matson	
<u>Administration:</u>	Jo Anne McFarland J.D. Rottweiler Dane Graham	Mohammed Waheed Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Keith Domke Carolyn Aanestad Matt Flint Jeremy Hughes Dr. Roger Gose Wendy Davis Rachel Woodhouse Lindy Paskett	John Wood Ruby Calvert Gerry Marburger Sue Thompson Camie Dewey Jackie Dorothy Charlie Krebs

CALL TO ORDER: Board Chair Crofts called the meeting to order at 7:14 p.m. She reported that the board held an executive session prior to the meeting which was approved by a motion made at the October 18 regular public board meeting. As previously announced, the items to be discussed included potential litigation, potential property acquisition because public discussion of this topic is likely to increase the price, and personnel items including the board evaluation and contract of the college president. No potential litigation or potential real estate items were discussed, so the only item discussed was the president's contract.

A roll call conducted by the board clerk indicated that all board members except Mr. Matson were present. A quorum of the board was present to conduct business. Mr. Matson indicated at the October meeting that he would not be present for the November meeting.

WELCOME AND
INTRODUCTION
OF GUESTS:

Board Chair Crofts welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item. She congratulated and welcomed Dr. Roger Gose, recently elected to represent Subdistrict #2, Mr. Scott Phister, recently re-elected to represent Subdistrict #2, and Mr. Charlie Krebs, recently elected to represent Subdistrict #4. She also welcomed Mr. Gerry Marburger of McKee, Marburger & Fagnant, P.C.; Mr. Keith Domke, Editor of the *Riverton Ranger*; Ms. Rachel Woodhouse of KVOW/KTAK radio; and Ms. Jackie Dorothy of News 13 in Casper.

APPROVAL OF
AGENDA:

Dr. McFarland requested that the board add an additional agenda item "Change of Date for December Board Meeting" as the first item of New Business.

Mr. Myers moved to approve the agenda as presented with the addition of "Change of Date for December Board Meeting" as the first item of New Business. Mr. Phister seconded the motion. Motion carried.

TRUSTEE
SERVICE
AWARDS:

Dr. Megeath did not run for re-election to the board. He represents Lander Subdistrict #4 and was appointed by the board in January 2005 to serve the unexpired term of Ann Grospron for the period of February 1, 2005, through November 30, 2006. Dr. Megeath previously served the board for 2 1/2 years from June 2002 through November 2004. During his current period of service, Dr. Megeath was elected to serve as Secretary of the Board and was appointed to serve as a representative to the State Trustees Association from December 2005 through November 2006. In April 2005 Dr. Megeath was appointed by Governor Freudenthal to a seven-member Merit Scholarship Committee. This committee was responsible for creating the ground rules for distribution of the Wyoming Merit Scholarship funds. He attended many campus events including nurses pinning, CWC commencement ceremonies, and GED graduations and participated in state and national trustee seminars, including the National Legislative Summit in Washington, D.C. Dr. McFarland indicated that it has been a great pleasure to work with Dr. Megeath.

Dr. McFarland presented a plaque to Dr. Megeath and thanked him for his service on the board.

Board Chair Crofts also did not run for re-election to the board. She was elected to represent Subdistrict #2 in November 1998 to serve a four-year term and was re-elected in November 2002 for an additional four-year term. She served a total of eight years on the CWC Board. While on the board, she was elected to serve as Treasurer of the Board from December 1998 to December 2002, as Vice Chair of the Board from December 2002 to December 2004, and as Chair of the Board from December 2004 to December 2006. She was elected to serve as CWC's trustee representative on the Teton County BOCES from December 1998 to December 2000 and May 2002 to December 2002 and as CWC's trustee representative on CWC Foundation Board from July 1999 to December 2001. She was appointed to serve on the Housing Steering Committee from December 1998 to December 1999, as representative to the State Trustees Association from December 1999 to December 2000 and from December 2001 to December 2005, and as representative to the WCCC Committee of Ten from December 2004 to December 2005. She was appointed Vice Chair of the State Trustees Association in 2001 and 2002. Ms. Crofts attended numerous campus events including CWC commencement, nurses pinning, GED graduation, in-service, the end-of-year staff luncheon, and the Native American graduation ceremony. She participated in state and national trustee seminars, including the National Legislative Summit in Washington, D.C., and served as ACCT State Chair. Ms. Crofts was a keynote speaker for one of the GED graduations. Dr. McFarland stated that Board Chair Crofts always showed great feeling and compassion and a true interest in the staff. She truly cares about people and is one of the most organized and conscientious people Dr. McFarland has ever known. Over the years, Board Chair Crofts logged over 51,000 miles on college business.

Dr. McFarland presented a plaque to Board Chair Crofts and thanked her for her service on the board. Board Chair Crofts stated that it has been an honor to serve the community in this capacity. She also thanked her family for supporting her decision to become a member of the board of trustees.

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. Camie Dewey, President of the Student Senate, reported that the Senate has volunteered to decorate St. Margaret's gym for the CWC Holiday Party on December 15.

Ms. Dewey submitted a written report which included information that the Student Senate was involved in the Family Fright Night on October 24 and the cultural trip to Denver. Uni Salminen represented the Senate at the Board Candidate Forum. A blood drive will be held on December 5. The Senate will donate the money that CWC won this summer for the parade float to the Student Nurses Club chemotherapy fund raiser. The Senate has approved the Books are Fun fundraiser. Heather Higinbotham of Lander is a new Senator.

Classified Staff
Association

Ms. Susan Thompson, President of the Classified Staff, reported that the Classified Staff has bought a paver on the Petroglyph Pathway to the Intertribal Center and has issued a challenge to the Faculty and Professional Staff Associations to raise at least \$100 to do the same. She thanked Board Chair Crofts and Dr. Megeath for their service on the board and welcomed the new trustees.

Ms. Thompson submitted a written report which included information on the employees who organize the mail and phone system, facilities, information hub, and bookstore. Arts & Sciences Division Assistant Barbara Rogers retired from CWC in November. Kelly Dempster has filled the Classified Staff vacancy on the Personnel Policies Committee. A brief report on the October meeting of the Classified Staff was also included in Ms. Thompson's written report.

The Faculty

Mr. Matt Flint, President of The Faculty, thanked Board Chair Crofts and Dr. Megeath for their service to the college. Mr. Flint submitted a written report which included information that Nita Kehoe-Gadway went on a recruiting trip to the Salt Lake City area where they met with over 200 students from 6 high schools. CWC sent a delegation of faculty to the HLC Assessment Conference in Illinois which included Wes Connally,

Jeff Hosking, Mark Nordeen, Carol Rardin, Jim Thurman, and John Wood. Margaret Peart and Donna Olsen reported that two new options of Software Support Specialist and Medical Transcriptionist have been added to the Business Technology program. Todd Guenther, Bill Hitt, Gail Chrisp, Paula Moritz, Wes Connally, and Frank Berch attended the 1st Annual Yellowstone Master Teacher Seminar September 20-23.

Professional
Personnel
Association

Mr. Jeremy Hughes, President-Elect of the Professional Personnel Association, also thanked Board Chair Crofts and Dr. Megeath for their service on the board. President Chontelle Gray submitted a written report which included information that Mark Nordeen and John Wood attended the HLC Assessment Workshop in Illinois October 22-25. Ross Johnson and Matt Herr attended the League of Innovation's Conference on Information Technology October 21-25 in North Carolina. The two grants CWC submitted for the Distance Ed Consortium have been approved. Jason Harris attended a teleconference training on October 25 on the latest release for the Student & Exchange Visitor Information System (SEVIS). Carol Deering attended a lecture in Laramie given by the first African Nobel-Prize winner, Wole Soyinka. Alice Nicol and the Counseling Center coordinated three awareness weeks this month: Domestic Violence, Anxiety and Depression Screenings, and Methamphetamine. Pieter Crow attended six days of training in Virginia to support the upgrade of the administrative software system. Lance Goede attended the Wyoming Counseling Association Conference October 19-20 in Casper.

Wyoming Public
Television

Ms. Ruby Calvert, Acting General Manager for Wyoming Public Television, thanked Board Chair Crofts and Dr. Megeath for their service on the board and welcomed Dr. Gose and Mr. Krebs to the board. She reported that a leak in the roof at WPTV has ruined three encoders. Since WPTV has been running on unattended automation from midnight to 6 a.m., no one noticed the leak.

Ms. Calvert submitted a written report which included information that pledge starts on Sunday, November 26, and will last for 15 days. Many people are accessing the WPTV website, and ways will be explored to run banner ads and pop-up reminders for memberships on the website. Currently WPTV has 3,300 members. Starting in November, WPTV has been running on unattended automation from midnight to 6 a.m. for 5 nights a week.

CWC Foundation Mr. Dane Graham, Vice President for Institutional Advancement, thanked Board Chair Crofts and Dr. Megeath for their dedicated service to the institution. He looks forward to working with Dr. Gose and Mr. Krebs. Mr. Graham reported that Andrew Boulette came in to create an endowment with the Foundation last year. Mr. Boulette is a former plumber and custodian. At that time he brought in a check for \$30,000. Last week he brought in another check for \$20,000 which makes his endowment now worth \$100,000. Mr. Boulette was inspired to donate more money after going to the Diamond Rio concert on campus. In addition, Keith Larsen has established an endowment in his father's memory. This fund is now up to \$20,000 with the match. A \$400,000 check was received by the Foundation which was the state's allocation on a quarterly basis for the endowment. A media campaign will be launched the Sunday after Thanksgiving to promote the Petroglyph Pathway to the Intertribal Center. Those individuals who have donated to the pathway will be recognized, and this donor list will be updated each week.

Mr. Graham submitted a written report which included information that funds raised since the last board report are in the amount of \$15,207. The Foundation received an unqualified audit opinion for FY 2006. The joint board meeting on October 19 was a success. Foundation members felt that the evening was productive, and they enjoyed getting to know the CWC trustees. The CWC Foundation contacted the State Treasurer's Office for clarification on the statute concerning the acquisition of real estate. Deputy State Treasurer Sharon Garland indicated that it is not the obligation of the Treasurer's Office to interpret the statute and that each community college president with its associated Foundation board members may determine whether or not a gift of property is eligible for the matching program. The fair market value submitted to the state should be established by a third party appraiser.

CONSENT
AGENDA

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of the minutes from the October 18, 2006, regular meeting; the acceptance of bills for October 2006; and the board travel budget.

Mr. Phister moved to approve the consent agenda as presented. Mr. Myers 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 \$1,070,776.66 for the

month of October 2006: Operations in the amount of \$3,175,309.50; Student Grants and Loans in the amount of \$263,282.47; and Bank Transfers in the amount of \$650,328.53 for a grand total of all payments in the amount of \$4,088,920.50.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

EXECUTIVE
SESSION:

An executive session was not conducted at this point in the meeting.

NEW BUSINESS:

Change of Date for
December Board
Meeting

Dr. McFarland reported that the Board Vice Chair, Mr. Scott Phister, has an irreconcilable conflict with the December 13 board meeting. Because this is a critical board meeting for all board members to attend so that the election of officers can take place, Dr. McFarland proposed rescheduling the meeting to Monday, December 11. The December board meeting is preceded by the board reorganization dinner at 5:30 p.m. with a meeting start time of 7:30 p.m. Dr. McFarland asked for direction from the board as to whether or not the members would favor holding dinner at a location other than a local restaurant, such as the CWC Food Court Dining Room. The new trustee orientation session would also need to be rescheduled, possibly to Friday, December 8. Dr. McFarland asked that the December 13 board meeting be rescheduled to Monday, December 11.

Mr. Myers moved to change the December meeting date to Monday, December 11, to meet in the CWC Food Court Dining Room at 5:30 p.m., and to begin the board meeting at 7:30 p.m. in PTC 115/121. Ms. Mills seconded the motion.

Mr. Christensen indicated that he has tickets for the Bar J Wranglers concert on December 11 and so will not be able to attend a board meeting on that date.

Mr. Myers moved to amend the previous motion to change the December meeting date to Thursday, December 7, to meet in the CWC Food Court Dining Room at 5:30 p.m., and to begin the board meeting at 7:30 p.m. in PTC 115/121. Ms. Mills seconded the motion. Motion carried.

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

Dr. McFarland suggested that the new trustee orientation session be held on Thursday, December 7, at 4:30 p.m. in AW 138.

Cooperative
Agreement with
UW

Dr. McFarland reported that the University of Wyoming has worked cooperatively with the community colleges over many years on cooperative educational programs, degree program articulation, common course numbers, and transfer issues. This proposed cooperative agreement is a formal agreement which specifies the nature of that long-standing cooperative relationship and which has been developed by the respective Academic Vice Presidents of the colleges and UW. Dr. McFarland recommended that the board approve the Cooperative Agreement with the University of Wyoming as proposed.

Dr. Megeath moved to approve the Cooperative Agreement with the University of Wyoming as proposed. Mr. Phister seconded the motion.

Board Chair Crofts asked if she should sign the agreement since it takes effect on the first day of January 2007, and she will not be on the board at that time. Dr. Rottweiler stated that he called UW, and they said the effective date of the agreement should be January 1. They will take the agreement to their board for approval in December. Board Attorney Frank Watkins indicated that signing the agreement with today's date is fine with the effective date of January 1.

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

New and Revised
Capital
Construction
Projects

Dr. McFarland indicated that information on the revised capital construction approval request for the Equine Education Center was included in the board folders. She explained that a number of specific and immediate long-term needs at the college have been identified. Among these is the Intertribal Center for which \$2.6 million of the \$4.4 million needed for its construction has been raised. It hoped that one of the college's area legislators will carry a bill for the full 50 percent match for that facility. Other projects are the equine center, the repurposing of the Pro Tech Center, and the augmentation of campus housing.

During summer 2006, the administration learned of the opportunity to approach the state for matching funding for those capital construction projects that specifically relate to workforce development. The board

approved three projects for submission to the College Commission and the Wyoming Legislature. These projects included the construction of an Allied Health and Life & Physical Sciences Building; the repurposing of the current Professional Technical Center; and the repurposing of the Classroom Wing. Of the \$19.8 million being requested, the college is asking for \$11.6 million in state funding matched locally by \$8.2 million. Those projects are already in the works and have received board and WCCC approval and are now slated for legislative approval.

The board's approval of the Phase I Equine Education Center request, estimated at \$6.8 million, and the \$8.1 million campus housing request is now required, which is not a departure from the master plan since these critical needs have already been identified. The 72-bed residence hall project is needed to provide additional housing to meet the needs of the college's growing student population and to ensure that the college has the necessary accommodations for its students at a time when local housing is essentially non-existent. Dr. McFarland asked the board to approve these projects so that the next steps can be taken which include approval by the WCCC and approval by the state legislature. Any project which is \$50,000 or more requires WCCC approval, and any project that is \$350,000 or more requires legislative approval. Approval is required whether or not state funding is requested, and state funding is not being requested for these two projects.

The board is not being asked for the go-ahead to build these two projects. However, delayed board approval will set the projects back for more than a year. Board approval allows the administration to move forward with the planning process, including exploration of funding sources. The requests for state funding needed to be pared back to those which are clearly related to workforce development.

Dr. Rottweiler noted that the Allied Health and Life & Physical Sciences Building would allow the college to expand the nursing program and to begin discussion of the LPN program which currently can't be done because of facilities. All of the science labs would be put in this building which will create new space for nursing as well as space for a new allied health program. The vacated vocational space will then be retrofitted for construction trades and the railcar repair program. Retrofitting the Classroom Wing will address some ADA issues. For the equine center, the recommendation is for a metal building to be constructed north of the housing area which would be used as instructional lab space and

performance space for the rodeo program. Some ability to board horses would be provided. Space is at a premium in the equine area. Currently, no rodeo students are able to board horses at the equine center. Helping new students find a place to board their horses and a place to live is difficult. In fall 2007, 30 Catholic college students will be coming in for equine classes. Dr. Rottweiler asked for the board's consideration and approval of this project.

Dr. Rottweiler indicated that student housing has become a critical issue. Apartments in the community are not available. Options to consider for additional campus housing are a mirror of Mote Hall or a village approach. Mr. Nielson reported that when the master facilities plan was done, it was based on FTE of 1500 by 2010. Facilities to accommodate this enrollment will not be completed by 2010. The college does not have the facilities to expand and grow. The labs are 30 years old, and the classrooms were remodeled 20 years ago. An arena was designed that would work for rodeos and a classroom area which could be built for \$75 per square foot. The plan for the arena was reworked, which was the basis for the revision in the board folders. Work will be done to maximize housing, and temporary stalls may be used to accommodate more horses.

Dr. Rottweiler indicated that since all of the rodeo students board their horses off campus, their trailers needed to stay attached to their pickups which resulted in a parking problem in housing. Parking was expanded and power was run to the area so that pickups could be plugged in during cold weather. This is a manifestation of a grater problem related to the equine center.

Dr. McFarland asked the board to approve both Phase I of the Equine Educational Center as well as a 72-bed housing unit. This would allow college staff to move forward with planning for those two projects.

Dr. Megeath moved to approve the capital construction projects as proposed for approval by the College Commission and Wyoming Legislature so that further planning may proceed. Mr. Phister seconded the motion.

Mr. Phister asked about the average class size in Allied Health Nursing. Dr. Rottweiler replied that it is 72 overall. In Jackson, there are 16 students every other year, and on campus there are 32 in one year and 24 every other year. The slots in Jackson have been expanded by 8. The

ability to use virtual labs to train more students is being debated. While it may not be live, it can provide exposure to situations these students may never see. Mr. Phister asked how many qualified applicants are turned away. Dr. Rottweiler responded that about 25 are turned away. If an applicant does not have a 4.0 GPA, he or she does not get into the program.

Ms. Mills asked why the amount budgeted for electricity for both housing and the arena are the same when the arena is much larger. Mr. Nielson replied that it is a rough estimate, and the arena is kept just above freezing. Mr. Christensen asked about the bonding capacity of the college and the termination date of the current bond. Mr. Nielson replied that the current bond will be paid off on July 1, 2007, and the current bonding capacity is \$44 million.

Mr. Phister asked about the \$75 per square foot cost for a metal building versus \$200 per square foot for a classroom. Mr. Nielson responded that this is what is being paid in Wyoming for construction because of the limited workforce. Mr. Phister asked if land is an issue for any of these projects. Mr. Nielson indicated that land is not an issue.

Board Chair Crofts asked if other options such as sharing with the Fairgrounds have been explored since the Equine Educational Center will focus on rodeo. Dr. Rottweiler explained that the Equine Educational Center will become a riding facility for equine as well as for rodeo. Other facilities across the county have been looked at, but none were found. An indoor facility is needed so that students won't have to transport their livestock. The livestock would move up to the new facility. Board Chair Crofts asked if degree programs are offered in rodeo. Dr. Rottweiler stated that there are no rodeo degree programs, but classes will be offered in rodeo management and possibly a vet tech program. The Associate of Science degree in Equine Science is transferable, and the Associate of Applied Science provides the necessary training to go directly into the workforce. Interest has been shown in a therapeutic riding program, but the facilities are not available to offer it.

Mr. Nielson indicated that one of the limitations of the current arena is that it is narrow and is barely accessible for rodeo students now. The new facility was designed to be more adequate for rodeo. Mr. Myers asked about the number of rodeo students this year. Dr. Rottweiler replied that there are about 40 rodeo students this year. Mr. Myers asked if any Equine

Science majors are being turned away. Dr. Rottweiler indicated that equine students are turned away because there was no room to board their horses. This year there are 26 students in the Equine Science program, and many rodeo students are equine students. Dr. McFarland stated that it is important to recognize that many students are attracted to the program because it is successful. These students may major in music, nursing, chemistry, or any of a variety of other majors, but those students may not come here if they can't be accommodated at the equine center.

Board Chair Crofts indicated that she was having a hard time with all of these projects being together. She would like to see the college focus on some of the projects and get them done rather than have a long list.

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

Financial
Monitoring Report

Mr. Nielson introduced Mr. Gerry Marburger of McKee, Marburger & Fagnant, P.C. Mr. Marburger indicated that the audits for both the college and KCWC for FY 06 were unqualified. The intangibles are the employees of the college who are to be commended for doing a remarkable job. Mr. Nielson presented information which showed that the total capital assets of the college are growing. The budget is increasing every year by several million dollars. The percentage of the state appropriation is staying at about 30 percent, and local taxes are up significantly in 2006. Mr. Nielson cautioned the board that not all tax revenues are going up because of the current economy causing fluctuations in assessed valuations. Dr. McFarland explained that even if the projections for tax valuations in Fremont County were very good, they are equalized across the state so the college's share of local taxes is dependent upon the local valuation of the other six community college district counties.

Mr. Nielson pointed out that 25 percent of the college's budget is spent on instruction. Conclusions from the financial monitoring report are that net assets have increased from \$18,089,420 in FY 04 to \$30,837,079 in FY 06 and that revenues have increased from \$17,609,697 in FY 04 to \$22,755,496 in FY 06. Expanding programs and operations have brought increased financial complexities. These include the Hathaway Scholarship Program, funding formula review, facilities review, CWC program review and long-term facilities plan, operating expenses, WPTV build-out with state and federal funds, higher education endowment, the

endowment challenge, and facilities maintenance and construction. The college is rapidly changing and growing. Money is coming from every different direction with different reporting requirements.

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

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

Acceptance of FY
06 College Audit

Dr. McFarland recommended that the board accept the FY 06 College Audit as presented.

Mr. Myers moved to accept the FY 06 College Audit as presented. Dr. Megeath seconded the motion. Motion carried.

Acceptance of FY
06 Wyoming
Public Television
(WPTV) Audit

Dr. McFarland recommended that the board accept the FY 06 Wyoming Public Television Audit as presented.

Mr. Phister moved to accept the FY 06 Wyoming Public Television Audit as presented. Ms. Mills seconded the motion. Motion carried.

Personnel

Human Resources
Board Report

Dr. McFarland requested that the monthly Human Resources Board Report be entered into the official board minutes.

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

Chestine Brohm, Paula Hartbank, and Sam Schrinar were Rustler Salute Nominees for November. The October and November Rustler Spirit Award winners will be named on November 17.

Searches in progress/pending included WPTV General Manager; Instructor Anatomy, Physiology, and Microbiology; Associate Dean of Assessment, Planning and Research; WPTV Director/Videographer; Custodian; Line Server/Food Services Assistant; and Facilities Attendant.

Resignations/terminations/retirements/requests for release from contract included Amy Clarke, Instructor Nursing Jackson.

New hires/Appointments/Internal Transfers included Coralina Daly, Assistant Librarian/Coordinator of Testing Services; and Kay Demaree, Assistant to the Associate Dean Arts and Sciences.

College President's Contract Board Chair Crofts stated that the board has evaluated Dr. McFarland. Her evaluation was very favorable. The results of the evaluation were reviewed with Dr. McFarland and anything that needs to occur has been discussed. According to the contract that the board has with the president of the college, board action on the president's contract occurs at the November board meeting each year.

Dr. Megeath moved to extend the contract of Dr. Jo Anne McFarland by one year to June 30, 2009. Mr. Myers seconded the motion.

Mr. Myers stated that he appreciated the process and the honesty of it. He was happy to endorse the extension of Dr. McFarland's contract.

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

Board Chair Crofts indicated that salary and benefits for the president will be discussed at a later date.

ACCEPTANCE OF
MONITORING
REPORT:

Statewide
Community
College Enrollment
Report

Dr. Rottweiler presented the Statewide Community College Enrollment Monitoring Report. He indicated that his report demonstrated that CWC has experienced an enrollment decrease over the past two academic years that must be addressed; that market penetration for Fremont County continues to be above the state average but other counties have grown while Fremont County has slightly decreased; that CWC continues to be the most diverse institution of higher education in the state; that non-credit enrollments at CWC represent a higher proportion of statewide enrollments than credit enrollments; that the gender make-up of CWC students continues to be overrepresented by female students; and that after decreases in the average age of CWC students, the percentage of students under the age of 25 has stabilized.

Dr. Rottweiler reported that CWC's enrollment is now stable and is actually increasing. It is up 4 percent in headcount and 1 percent in FTE.

CWC is still the most diverse college in Wyoming with over 16 percent of enrollment being Native American and 25 percent of enrollment being non-white. It is also significant to note that the students enrolled in community services courses represent 15.1 percent of all Wyoming community college non-credit students.

Dr. Megeath asked why Sweetwater County and Natrona County have higher penetration rates. Dr. Rottweiler replied that Western Wyoming Community College is providing safety training for oil and gas workers in their area. Western has large employers who are paying their employees to go to school.

Dr. McFarland recommended that board accept the monitoring report on Statewide Community College Enrollment as presented.

Mr. Myers moved to accept the monitoring report on Statewide Community College Enrollment as presented. Mr. Phister seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos
 - a. Kudos to RMUG Planners. Compliments to the RMUG (Administrative Software) Conference Planning Committee for planning and hosting a most successful, well-organized, and educational event on campus for over 120 participants from several states November 1-3. A Datatel representative described it as the best regional conference yet. The Conference Committee planners as follows:

Chestine Brohm
Sam Schrinar
John Wood
Ross Johnson
RoJean Thayer
Judy Florence
Lindy Paskett

Pieter Crow
Jacque Burns
Paula Hartbank
Carolyn Aanestad
Wendy Davis
Jeremy Hughes

Numerous other staff members also assisted. Congratulations for a job well done.

- b. The October 6 Women in Science Conference at CWC Well Attended. The 2006 Women in Science Conference, held at CWC on October 6, was attended by over 300 female students and their teachers from across Wyoming. Conference planners complimented CWC on its exceptional facilities and hard-working, dedicated staff. Thanks to all who assisted for giving girls from throughout the state this positive experience on campus.
 - c. Thanks to Employee Associations for Hosting October 30 Board Candidate Forum. Special thanks to association presidents for planning and hosting the October Board Candidate Forum. Thanks, also, to faculty members Dale Smith, Jim Thurman, and Amanda Watkins for moderating the forum.
 - d. Rustlers Volleyball. Congratulations to coaches Serol and Tiffany Stauffenberg and their Women's Rustlers Volleyball team for a great first season.
 - e. Two State Distance Education Grants Received. CWC received a grant submitted by Matt Herr in the amount of \$43,437 for an innovative proposal for "Podcasting at CWC." CWC shares a second grant with five other colleges amounting to \$39,750 for a project entitled "Quality Matters Online Course Review."
 - f. Employees Support Intertribal Center—and Issue a Challenge. The Classified Staff has purchased a paver for the *Walk with Us* campaign for the Intertribal Center and has issued a challenge to the Professional and Faculty associations to do the same.
 - g. Leadership Wyoming 2004 Purchases a Paver for the Intertribal Center "Pathway." Members of Leadership Wyoming, Class of 2004, from all over the state have also purchased a paver for the Intertribal Center pathway.
2. Work Continues Internally on the 06-07 Annual Strategic Priorities. Work continues internally on the 06-07 Annual Strategic Priorities as follows:

- Learning/Collegiate Environment
- Growth/Enrollment Management
- Institutional Advancement
- Human Resources
- Facilities

An all-day Leadership Team planning retreat is scheduled for December 18, 2006.

3. Update on State Level Issues
 - a. College Presidents Met on October 24 in Cheyenne with the Governor on the College Supplemental Budget Request. The request for enhanced and more competitive community college salaries (and the request's relationship to the current funding model) was the main focus of 1 ½ hour discussion. The request for state assistance toward community college capital construction projects was also briefly discussed. The Governor did not reveal his formal recommendation, which will be released in the Governor's formal budget recommendation on December 1, 2006.
 - b. State Community College Funding Model Review. Trustees and college commissioners, along with college officials, met with College Commission consultants Drs. David Pierce and Earl Hale on October 26 in Powell to identify factors to be considered in the state funding model, which by Commission Rules must be reviewed every two years. A list of factors identified was included in the board packet. College presidents and administrative deans are scheduled to meet with the consultants and Commission staff to continue work on the funding model on December 5-6 in Cheyenne. A draft of the revised model is expected to be completed by January.
 - c. Legislative Committee Consideration of Budget and Legislative Requests.
 - (1) The Joint Appropriations Committee is expected to begin its markup of the Supplemental Budget on December 4.

- (2) The Joint Education Committee will meet on December 5-6 in Cheyenne. The JEC has agreed to sponsor a committee bill to ensure that community colleges receive the full health insurance benefit accorded state employees.
4. “The Myth of Inferiority.” In addition to articles of interest provided with the board packet, an article in the October 27, 2006, issue of the *Chronicle of Higher Education* on the “myth of inferiority” on the part of community colleges was included in the board packet.
5. Measuring Up 2006: The State Report Card on Higher Education. The National Center for Public Policy and Higher Education recently released a report entitled *Measuring Up 2006: The State Report Card on Higher Education*, which includes some facts trustees should know:
 - a. The chance of Wyoming high school students enrolling in college by age 19 is only fair, primarily because few graduates go on to college immediately after high school.
 - b. The percentage of working-age adults (ages 25-49) who are enrolled part-time in education or training beyond high school is large.
 - c. Wyoming is the top-performing state in the percentage of first-year students in community colleges who return for their second year.
 - d. A very large proportion of students earn certificates and degrees relative to the number enrolled, making Wyoming one of the top-performing states on this measure as well.

Dean of Student
Services Report

Dr. Waheed reported that a three-day ASPIRE Student Leadership Conference was hosted on campus last week. Students who attended left with a greater understanding of the workings of government on the local, state, and federal level. They received mentoring from past and current politicians as they participated in running for political positions, reviewing statutes, receiving committee assignments, and writing bills. Dr. Waheed submitted a written report which included information on new and expanded activities sponsored by the Admissions Office and the recruiting efforts that are currently underway. A list of student activities and events which have been offered over the fall semester was included. The Talent Search, GEAR-UP, and Upward Bound grant programs have been busy preparing students to get ready for college. All three programs

complement each other with programs and services geared toward motivating and encouraging students to stay in school, graduate, and look toward enrolling in higher education. The counseling staff sponsored an Anxiety Disorders Screening, a Depression Screening, and a Domestic Violence Awareness Day in October. Methamphetamine Awareness Week was coordinated this week by Counselor Alice Nicol. The Student Support Services program has 13 trained tutors and offers tutoring in 21 subjects.

Additional Updates
from the Academic
Vice President

Dr. Rottweiler reported that the Construction Trades students have been working on a Habitat for Humanity house which will be completed in December. New program offerings in Fire Science, Culinary Arts, the Great Divide, and Homeland Security will be brought to the board in December.

Dr. Rottweiler has been involved in discussions with UW regarding a Bachelors of Applied Arts and Sciences (BAAS) degree. An articulation agreement is being developed in which students will have 16 general education credits with the rest being applied credits. This degree will help those students in computer technology, criminal justice, and business office systems programs. These students will not have to start all over in order to get a bachelor's degree.

Discussion continues with the WCCC regarding a request to change the statute which says that certificates under 30 credit hours must be approved by the WCCC. The approval process takes too long when the current environment requires changes to be made quickly in order to provide the training that the workforce requires. The academic deans don't believe that the WCCC needs to approve any certificates under 30 hours.

**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 Thursday, December 7, 2006, beginning at 7:30 p.m. in PTC 115/121. Agenda items for the regular meeting include:

1. Board Reorganization (election of officers)
2. 07-08 Academic and Non-Academic Fee Schedule
3. 07-08 Academic Calendar
4. 07-08 Holiday Schedule
5. BOCHES Presentation
6. Recapture/Redistribution

If there is a need for an executive session during the December 7 meeting, it will be called during the meeting.

CWC Foundation The next meeting of the CWC Foundation is on Thursday, December 14, beginning at 9 a.m. at the Lander Center.

Association of
Community
College Trustees The next ACCT event is the February 11-14, 2007, Community College National Legislative Summit in Washington, D.C. Mr. Phister, Ms. Mills, Mr. Christensen, Dr. Gose, and Dr. McFarland are planning to attend. The schedule was included in the board meeting packet. Dr. Waheed will provide a federal briefing for trustees at the January 17 board meeting.

Wyoming
Association of
Community
College Trustees The last meeting of the WACCT was held on October 26 in conjunction with the WCCC meeting in Powell at Northwest College.

The next meeting will be held on February 23 in conjunction with the WCCC meeting in Cheyenne at LCCC, following the February 22 Community College Conference and WACCT Legislative Reception.

Mr. Christensen asked if other staff members will be recognized at the WACCT Legislative Reception, since last year only one category was recognized. So that legislators' time is not monopolized, he suggested recognizing the staff during the afternoon session and not taking away time during the legislative dinner. Dr. Megeath indicated that this suggestion was made at the last WACCT meeting, and it was not accepted.

Wyoming
Community
College
Commission The last regular meeting of the WCCC was held on October 26-27 at Northwest College in Powell.

The next regular meeting is scheduled for February 23 in Cheyenne at LCCC.

CWC BOCHES The last meeting of the CWC BOCHES was held on Wednesday, October 25. Ms. Mills reported that the board approved \$2,000 to be given to the GED program for testing fees. The next meeting will be held on Wednesday, February 28, 2007, at 7 p.m.

Teton County
BOCES The last meeting of the Teton County BOCES was held on Tuesday, October 31. Mr. Phister reported that funding proposals for 06-07 were approved. Minutes from this meeting were included in the board meeting

packet. The next meeting will be held on Thursday, January 25, 2007, at 3:30 p.m.

College Holiday Party The college holiday party will be held on Friday, December 15, at 6:30 p.m. at St. Margaret's Gym in Riverton.

Community Dialogue Luncheon The community dialogue luncheon with legislators will be held on Monday, November 20, 2006, from 12 noon to 1:30 p.m. in the Student Lounge.

Other Mr. Christensen stated that he has tried to determine how to sing the praises of the volleyball team. The college is very well represented as a school by those individuals on the team. It was a great decision on the part of the board to reestablish that program. The team ended up third in the state. He is proud to have them as ambassadors of the college. Dr. Rottweiler noted that three of the team members are Quality Leaders, and two are in the rodeo program. Mr. Phister indicated that the team far exceeded expectations. The program was reintroduced the right way. The right people were hired, and the right athletes were recruited. The community support was there.

BOARD EVALUATION OF MEETING: Board members were asked to complete an evaluation of the meeting and to turn them in to the Board Clerk.

ADJOURNMENT: At 9:45 p.m., Mr. Phister moved to adjourn the meeting. Mr. Myers seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair