

The regular meeting of the Central Wyoming College Board of Trustees was held on Thursday, October 28, 2004, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Dennis Christensen called the meeting to order at 7:36 p.m.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen	Scott Phister
	Deanna Crofts	Vivian Swallow
	Ann Grospiron	Nance Shelsta
	Joe Megeath	
<u>Administration:</u>	Jo Anne McFarland	Mohammed Waheed
	J.D. Rottweiler	Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Caroline Mills	Ben Evans
	Robbalee Olson	Carolyn Aanestad
	Jim Matson	Lisa Cunningham
	Jeff Hosking	Bob Hussa
	Wendy Finch	Bruce Bynum
	Garry Trautman	Pat Trautman

WELCOME AND INTRODUCTION OF GUESTS: Board Chair Christensen welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item. He recognized Caroline Mills, board candidate from the Reservation subdistrict, and Jim Matson, board candidate from the Riverton subdistrict.

APPROVAL OF "CWC AGENDA: Board Chair Christensen asked that an item be added to the agenda, Trustee Service Awards," after the last report in Student and Employee Association Reports.

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

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

- Student Senate Ms. Robbalee Oleson, President of the Student Senate, did not have any additional comments to add to her written report. This report included information on Student Senate elections and the Wyoming State Leadership Conference. Recent action taken by the Senate included approval of eleven student clubs, approval of funds for the purchase of five new televisions and DVD/VCR players for the Residence Hall, approval of funds for the Student Support Services “Monday Night Coffee House,” and approval of funds for the Science, Math and Engineering Club to buy equipment to aid in weekly recycling. Upcoming or recent events included Club Soccer Homecoming Week September 27-October 2, the Fun Flicks music video production on October 4, the Wyoming Student Leadership Conference October 7-9, the state soccer tournament at CWC on October 23, and the Undertaker’s Ball on October 29.
- Classified Staff Association Ms. Lisa Cunningham, President of the Classified Staff Association, did not have any additional comments to add to her written report. This report included information on the Classified Staff’s participation in the Endowment Match and the possibility of setting up its own endowment fund to a cause of its choice.
- The Faculty Mr. Ben Evans, President of The Faculty, indicated that he did not have any additional comments to add to his written report. This report included information on what many of the faculty members are doing and an update on the salary issue.
- Professional Personnel Association Mr. Jeff Hosking, President of the Professional Personnel Association, indicated that he did not have any additional comments to add to his written report. This report included information on the activities of several of the Professional Staff members.
- Wyoming Public Television Mr. Dan Schiedel, WPTV General Manager, provided a written report which was included in the board packet. This report included information on the Public Telecommunications Facilities Program (PTFP) Grant, Cheyenne Channel 8, the Wyoming candidates debate for U.S. House of Representatives, a Town Hall Meeting scheduled for October 17, WPTV’s supplemental budget request, and the WPTV Foundation.
- CWC Foundation Mr. Bruce Bynum, CWC Foundation Chief Operating and Development Officer, provided a written report which was included in the board packet. This report included information on Oktoberfest, the Scholarship Reception, and gifts and pledges received by the Foundation.

Candidate Forum Board Chair Christensen thanked the employee associations for providing the candidate forum in which six candidates participated. Dr. Megeath stated that these forums are a good way to let people know what CWC is all about.

CWC Trustee Service Awards Board Chair Christensen stated that two current trustees, Ms. Swallow and Dr. Shelsta, are not seeking reelection to the board, and Ms. Swallow will not be able to attend her last official board meeting on November 17. Therefore, trustee service awards for these two outgoing trustees were presented at this meeting.

Board Chair Christensen indicated that Ms. Swallow represents Reservation Subdistrict #3 and was initially appointed to fill the unexpired term of Cathy Keene in June 1999. She was elected to a four-year term in November 2000 and has served a total of 4 1/2 years on the board. She was Vice Chair of the Board for two years, attended many campus events, and participated in state and national trustee seminars. Board Chair Christensen presented a plaque to Ms. Swallow and thanked her for her service to the board.

Board Chair Christensen stated that Dr. Shelsta represents Riverton Subdistrict #2 and was elected to a four-year term in November 2000. She has served one four-year term on the board. She was Treasurer of the Board for the past two years and was elected to serve as CWC's trustee representative on the Fremont County BOCES. She attended many campus events and participated in state and national trustee seminars. Board Chair Christensen presented a plaque to Dr. Shelsta and thanked her for her service to the board.

COLLEGE
ADVANCEMENT
IN THE
COMMUNITY:

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

Ms. Swallow reported that she has visited with some friends on the board of the Herd Museum in Scottsdale, Arizona, about the Intertribal Education and Community Center. She is hoping that they will make some donations to this project.

Dr. Shelsta reported that one of the initiatives for the State Department of Education is secondary transition for students. She felt strongly that

community colleges need to be a part of the transition council, so she nominated Marilú Duncan to this council. The State Department of Education has provided computer training in Cheyenne, and Dr. Shelsta told them that CWC has wonderful training facilities and could provide this type of training. Dr. Shelsta also tried to get people to run for her seat on the board.

Ms. Grospron indicated that she attended the national conference of the Association of Community College Trustees and the joint meeting with the CWC Board and the Foundation Board. She went one day early to the ACCT conference to attend a session on community dialogue called "Trustees: Are you Hearing What your Community is Saying?"

Dr. Megeath reported that he attended a candidate forum last night in Lander, the Fremont County BOCES meeting, and the joint meeting with the CWC Board and the Foundation Board. In addition, he attended the ACCT national conference and participated in many excellent seminars and discussions. Of particular interest were those on presidential evaluation and presidential compensation packages. Dr. Megeath is also involved in the ACCT nominating committee.

Mr. Phister reported that he attended the ACCT national conference and has been involved in the Teton County BOCES. He attended the joint meeting of the CWC Board and the Foundation Board and since that meeting, he has put together a list of people he can contact about donations for the college. He works with high school students regularly who ask him about CWC on a daily basis.

Board Chair Christensen indicated that he has been on the radio twice in Riverton and Lander and has talked about CWC. He also attended the ACCT national conference in New Orleans.

ACCEPTANCE OF
MONITORING
REPORTS:

Physical Plant/
Facilities

Mr. Nielson presented the Physical Plant/Facilities Monitoring Report. In regard to master facilities planning, the only addition during the last year was the six cabins at the CWC Field Station. A fleet van and heavy duty pickup for WPTV were purchased this year. Projects completed during FY 04 included the Robert A. Peck Arts Center roof, the CWC Field Station upgrade, and the IT network and infrastructure upgrade.

Upcoming facility projects include the WPTV addition, the installation of fire suppression sprinklers in all the housing units, and renovation of the residence hall.

Future directions for facilities use include continuing to coordinate college events and presenting a good first impression of CWC, assigning event coordinators to fully support those events and to organize them in a professional manner, and fully implementing and integrating the facilities scheduling software. Future directions for safety and security include monitoring the campus safety and security phone system on a 24/7 basis, implementing a keyless entry and surveillance camera system, maintaining exterior lighting on a more consistent basis, managing hazardous materials and their disposal, and refining emergency action documents.

Future directions for physical asset protection include examining all insurance coverages and reconciling all property and equipment against the college fixed assets schedules.

Dr. Shelsta asked if priorities have been established for new buildings or facilities. In terms of future planning, she asked if it would be helpful to focus on the Intertribal Education and Community Center. Mr. Nielson indicated that this would be one of the outcomes of a master facilities plan. Another facility to include would be an expanded equine center. Dr. McFarland indicated that the map associated with the master facilities plan will need to be brought back to the board for review.

Ms. Crofts noted that the college needs to make its billing of events more clear because, as taxpayers, the community thinks they are being double charged. Out-of-pocket expenses need to be explained more clearly. Mr. Nielson indicated that he is looking at putting some money into the Physical Plant so that the college does not have to charge so much. He explained that the college needs to cover minimal equipment use. There are some facilities users with whom the college has a reciprocal agreement, but the college needs to defray some of its direct costs associated with community use of facilities.

Transfer to UW

Vice President Rottweiler presented the Transfer to UW Monitoring Report. He indicated that during the 2003-2004 academic year, 64 students transferred to the University of Wyoming. This is consistent with previous years. CWC transfer students enjoy similar first semester after transfer GPAs to those of native students. Central Wyoming College is

providing transfer students with the knowledge and skill sets necessary to succeed at the University of Wyoming. The data demonstrate that CWC transfer students are prepared to be academically successful at other institutions of higher learning.

Ms. Crofts asked about tracking students with dual enrollment. Vice President Rottweiler indicated that these discussions are beginning, and this will be addressed in the very near future. The bulk of dual credit is in math classes.

Ms. Grospiron moved to accept the Physical Plant/Facilities Monitoring Report and the Transfer to UW Monitoring Report. Dr. Shelsta seconded the motion. Motion carried.

CONSENT
AGENDA:

Board Chair Christensen asked if there were any objections to the consent agenda which included the approval of minutes from the September 15, 2004, regular meeting; the acceptance of bills for September 2004; and the board travel budget. Ms. Grospiron asked that the approval of minutes be pulled from the consent agenda.

Ms. Grospiron moved to approve the consent agenda as presented with the approval of minutes removed. Dr. Shelsta 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 \$855,627.28 for the month of September 2004: Operations in the amount of \$867,114.12; Student Grants and Loans in the amount of \$386,150.29; and Bank Transfers in the amount of \$524,653.12 for a grand total of all payments in the amount of \$1,777,917.53.

Approval of
Minutes -
September 15,
2004

Ms. Grospiron questioned a sentence on page 15 of the September 15, 2004, minutes which read, "If their firm has the college as client, they can hire these young people." This is in reference to a statement which Mr. Gerry Marburger made in reference to keeping the college as his firm's client. Ms. Grospiron indicated that it was not what was said or perhaps she didn't recall that it was said. Mr. Phister and Dr. McFarland indicated that they did recall it. Mr. Marburger meant that by maintaining large contracts, their accounting firm has the opportunity to hire young people to service these contracts.

Dr. Megeath noted that in the future, absences of trustees should be noted as excused or unexcused so that the board policy on absences can be followed. He asked that a statement such as “has been excused from this meeting” be added when announcing these absences in “Welcome and Introduction of Guests.”

Dr. Shelsta moved to approve the minutes of the September 15, 2004, meeting as presented. Ms. Crofts seconded the motion. Motion carried.

Board Travel
Budget

At the September 15 board meeting, Board Member Deanna Crofts asked that the board address the overage in their In-State Meals/Lodging/Transportation expense account. This account has been reconciled, and it now contains a balance of \$413.10.

UNFINISHED
BUSINESS:

Draft Board
Governance
Policies

Dr. McFarland indicated that at the September board meeting, she provided draft policy revisions reflecting board summer retreat recommendations and board discussion. The draft policy revisions in this section are those that the board wanted to further review and discuss. Upon board direction, Dr. McFarland will make any changes that the board may wish and will then take the policy revisions to the November 19 all staff open forum as required by board policy. These policy revisions could then be considered for first and second readings in December and January.

Board-President
Relationship:
President's Job
Description

In Chapter III, Board-President Relationship, Policy A, President's Job Description, the recommendation from the facilitator was to add annual achievement expectations to the president's job description.

Dr. Shelsta asked how the board will see progress toward achievement of annual strategic priorities. Board Chair Christensen indicated that progress is shown through the monitoring reports. Dr. McFarland pointed out that strategic priorities are not being reported on this year. Ms. Crofts indicated that the board does not set the annual strategic priorities, but they are presented to the board. Dr. Shelsta again asked how progress would be measured, and she would like to see a definition of it. Dr. McFarland indicated that the annual strategic priorities are measurable. They have been quantified in previous evaluations. The board agreed to this change.

Governing
Process: Board
Meetings

In Chapter IV, Governing Process, Policy G, Board Meetings, Order of Business, it was recommended to change the order of business so that:

- Board business is closer to the beginning of the meeting, not towards the end;
- Fewer oral and mandatory non-board reports are given;
- More debate and discussion among board members occurs; and
- Meetings are shorter.

Dr. McFarland indicated that at the last meeting, some trustees suggested that WPTV and the CWC Foundation be brought back up to the top of the agenda. If the board wishes to do this, it should be reflected. In Section X, it could say written reports or it could say quarterly reports. Dr. Shelsta indicated that quarterly reports are fine. Ms. Grospiron indicated that Mr. Schiedel said that he does a monthly report anyway instead of trying to complete a quarterly report. Board Chair Christensen stated that he did not read that monthly reports are unacceptable.

Dr. Megeath stated that he missed the discussion on oral reports being given only upon the specific request of the board. Mr. Phister indicated that this option is given in case more information needs to be presented that was not included in the written report. Dr. Megeath asked how a group giving their report would single something out because they want to talk about it. Ms. Grospiron explained that they are present, and the board chair will them if they have anything else they want to speak about. They don't just come forward and read their reports.

The board decided to put WPTV and the CWC Foundation at the beginning of the agenda.

NEW BUSINESS:

Fremont County
BOCES Funding

Board Chair Christensen stated that a specific funding proposal for FY 06 developed by BOCES and CWC officials was discussed on September 30 at a joint meeting of the CWC Board and BOCES board. This funding proposal was revised and subsequently discussed at the October 14 Fremont County BOCES meeting. All eight public school partners should join CWC in sharing the costs of operating the Fremont County BOCES according to an enrollment-based funding formula required by state law and as approved by BOCES members.

Dr. McFarland indicated that issues were raised at the October 14 Fremont County BOCES meeting about the "Principles of Funding." One is whether or not such funding principles should be incorporated into the BOCES agreement as an addendum to the current agreement or be adopted as BOCES policy. In reference to funding principle #2, a question was raised about whether or not each voting member/partner of BOCES should be required to pay a reasonable share of the BOCES operating costs in order to vote on the BOCES. In reference to funding principle #5, a question was raised as to whether or not district partners should be required to levy up to their half mill to cover their enrollment-based "operational assessment" in order to vote. It was suggested at one point that the source of funding should not be a factor as long as a district paid its required "operational assessment." Perhaps #5 should not reference the 1/2 mill but rather whether or not they are funding the operational assessment.

Dr. McFarland indicated that the fundamental questions for the CWC board are if it will withdraw from funding of the Fremont County BOCES and if it will withdraw from membership in the Fremont County BOCES. She pointed out that any member partner currently participating in the Fremont County BOCES is not operating in a legal way. It is unlawful for BOCES member school districts to levy any mills without a formula to determine the amount of levied. A formula has not been developed that meets this legal requirement.

Mr. Frank Watkins, partner to Board Attorney Wes Roberts, stated that Wyoming law requires that there be a funding agreement between the boards. That agreement has to be ratified by 3/4 of the boards. CWC's mill can only be used for operations related to post secondary education and services. BOCES can have a broader mission than that, but CWC's mill can only be used for post secondary education and services.

Board Chair Christensen asked if CWC is allowed to fund part of the operation of BOCES. Mr. Watkins replied that Wyoming statute §21-20-111 states that "revenues generated under any additional tax levied under W.S. 21-20-110 shall be restricted to necessary operating expenses connected with maintaining post secondary education services."

Dr. McFarland stated that the CWC 1/2 mill is currently paying the entire operating cost of BOCES programs and activities, many of which are not consistent with the statutory definition of post secondary educational

services. CWC's 1/2 mill is picking up 100 percent of the operating costs of the Fremont County BOCES. The 1/2 mill that the CWC board levies can only be used to support post secondary educational programs and services and the operating costs related thereto. If the CWC board adopts the proposed budget, it will meet legal requirements.

Ms. Crofts stated that she has been told that BOCES doesn't understand why CWC is doing this. She wants to make it clear why this change is needed. Mr. Phister indicated that the BOCES board did not readily accept CWC's proposal. He stated that the BOCES board is not on the same page, and he doesn't believe they are getting there yet.

Dr. Shelsta stated that the BOCES board would like to retain the relationship with the college. Their attorney has presented a different picture to them regarding the legalities. It will be a shift in thinking because they will have to be accountable, and they will have to pay a fair share of operating expenses. Mr. Phister stated that their philosophy is that the money is coming into their account, so they see it as their money and they will decide what to do with it. It is a difference in interpretation. Dr. Shelsta indicated that it will require a major change in thinking on the part of a couple of BOCES board members. They feel it is their money, and the college can't tell them what to do with Fremont County money.

Ms. Grospron stated that the board has an obligation to see to it that the college is following Wyoming law or withdraw from an organization that won't follow the law. Dr. Shelsta stated that a funding process needs to be set up that complies with the law and that meets the CWC board's needs. She has trouble with funding principle #5. If #2 meets the board's needs, then #5 isn't needed. The term "reasonable" needs to be spelled out in detail.

Dr. McFarland indicated that the proposal includes an enrollment based assessment as required by law. It must be based on total enrollment of each school district member. If Riverton only pays 1/4 mill, BOCES would need to substantially reduce its operating costs. However, it is conceivable that School District #25 would be willing to pay the equivalent amount out of their general fund. They would be reaping great benefits for a minimal cost. It has to be proportional to their total enrollment.

Mr. Watkins read the definition of post-secondary educational services from Wyoming statute §21-20-103, which states that post secondary education “means educational programs offered by any accredited Wyoming college, the University of Wyoming or any accredited college or university outside of Wyoming if services are unavailable in Wyoming.”

Mr. Phister indicated that he wants to see BOCES survive and be successful, but he is tired of the mixed messages sent by this board. This board needs to be clear what it is they perceive their responsibility to be and the direction they are going to take. Dr. Shelsta indicated that it would be helpful if the board had this concisely laid out. She encouraged board members to attend the November 11 meeting of the Fremont County BOCES.

Ms. Grospiron stated that the two big issues are the lack of an allocation formula and excess funds being held. Mr. Phister suggested that if there is an excess in funds that perhaps the college would not need to levy the full amount next year. The board cannot levy more than their operational cost. Their funding should not be cost-based because those costs could be inflated.

Vice President Rottweiler stated that the question that needs to be asked is if the other districts are willing to fund the other services. The college will fund post secondary services. If not, there will be a shortfall. The budget the college has presented has assumed all post secondary costs.

Dr. McFarland indicated that the board needs to decide if it supports the funding principles or if they need to be revised. The board also needs to approve the proposed revised FY 06 BOCES budget. She suggested that it would be inadvisable to levy any portion of the 1/2 mill for any amount of time beyond the current fiscal year until there is a funding mechanism in place and the board funds the proposed use of the 1/2 mill directly related to post secondary educational services. If the board does not do this, it is knowingly violating the law. Unless the board knows what budget BOCES is going to approve, it cannot levy the 1/2 mill. The board has until May 5 to come to an agreement with BOCES that is acceptable to it.

Dr. Megeath moved to approve the proposed revised FY 06 BOCES budget as presented. Ms. Grospiron seconded the motion.

Board Chair Christensen noted that this budget is based on the funding principles. Dr. Megeath stated that he heard reservations about these principles from the BOCES board.

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

Mr. Phister moved to direct the college president to notify BOCES that the CWC Board approved the proposed revised FY 06 BOCES budget. Ms. Crofts seconded the motion. Motion carried.

Recapture/
Redistribution FY
05 Budget
Adjustment

Mr. Nielson reported that WCCC Rules provide for a recapture and redistribution of state aid based on projected local tax revenues in August of each year of the biennium based on the latest certified assessed valuation in each of the seven college districts. State aid is reallocated because local tax revenues are to stay in the district in which they are collected. Mr. Nielson recommended that the Current Fund be increased by \$570,952, one-half of the biennial allocation. These funds will be allocated as follow:

Part-time Faculty – Adjunct and Dual Enrollment	\$100,000
Planning	66,000
Advertising	11,000
Admissions/Recruitment	58,000
Specialized Disability Furniture	6,000
Jackson Programs, Staffing, Furnishings	70,000
Contingency Reserve	<u>259,952</u>
	\$570,952

Ms. Grospron noted that the increase to part-time faculty was because of the increase in enrollment, but at the same time the increase to the contingency reserve was because of a decrease in enrollment. Dr. McFarland responded that enrollment is down compared to a very high level, so the \$100,000 is really a backfill.

Board Chair Christensen stated that the FY 05 Budget Adjustment Hearing has been duly advertised to occur at this time and place. He indicated that the board would now hold a public hearing on the FY 05 Budget Adjustment. He asked if anyone present wished to comment on the proposed budget adjustment. There was no comment. Board Chair Christensen asked for the president's recommendation.

Dr. McFarland recommended that the board approve the proposed FY 05 Budget Adjustment as presented and as advertised in the Notice of Public Hearing.

Dr. Shelsta moved to approve the FY 05 Budget Adjustment as advertised in the "Notice of Public Hearing on the Increase in Central Wyoming College Budget" on October 10, 2004, in the *Riverton Ranger*. Dr. Megeath seconded the motion. Motion carried.

Appointment of
Trustee
Representative to
CWC Foundation

Board Chair Christensen indicated that Ms. Grospiron has resigned as representative to the CWC Foundation Board due to personal obligations. An official CWC trustee representative to the CWC Foundation should be named so that the CWC Board will be represented as a voting member at the December 2, 2004, Foundation quarterly meeting. The CWC Board will reorganize at its December 15 meeting, and a new appointed representative will be named.

Ms. Grospiron moved to allow Board Chair Christensen to appoint Dr. Joe Megeath to fill out Ms. Grospiron's term on the Foundation Board. Dr. Shelsta seconded the motion. Motion carried.

Revised Board
Governance
Policies

Dr. McFarland indicated that the proposed revised policies in this section are presented with revisions as discussed by the board at the September board meeting. These policies were presented at an all-staff open forum on September 24.

Ends: Values

In Chapter I, Ends, the recommendation is to add the values. This was discussed at the July 21 board meeting. At open forum, a staff member wanted to see the inclusion of "shared governance" in the list of institutional values. Dr. McFarland explained that two values already in board policy were combined with two values created by staff in the 2003 Strategic Plan to create the following value:

Mutual Respect and Civil Discourse. Respect contributions of employees and students and promote a free exchange of ideas and information.

Ms. Grospiron moved to approve the revised board governance policy in Chapter I, Ends, Policy D, Values on first reading. Mr. Phister seconded the motion. Motion carried.

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

Ms. Crofts moved to approve the revised board governance policy in Chapter II, Executive Limitations, Policy J, Communication and Support to the Board on first reading. Dr. Shelsta seconded the motion. Motion carried.

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

Ms. Crofts moved to approve the revised board governance policy in Chapter IV, Governing Process, Policy B, Board Elections on first reading. Dr. Shelsta seconded the motion. Motion carried.

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

Ms. Crofts moved to approve the revised board governance policy in Chapter IV, Governing Process, Policy C, Board Job Description on first reading. Dr. Shelsta seconded the motion. Motion carried.

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

Ms. Grospiron moved to approve the revised board governance policy in Chapter IV, Governing Process, Policy D, Governing Style/Ethics on first reading. Ms. Crofts seconded the motion. Motion carried.

Governing Process: In Chapter IV, Governing Process, Policy F, Board Organization and Board Organization Officers, it was recommended that the sole responsibility for ensuring that and Officers the board behaves consistently with its own rules and law as the responsibility of the board chair be deleted, because this is a responsibility shared by the entire board. Commitment to annual or bi-annual rotation of the board chair would also be added with a progression from Vice Chair to Chair.

Ms. Grospron moved to approve the revised board governance policy in Chapter IV, Governing Process, Policy F, Board Organization and Officers on first reading. Dr. Shelsta seconded the motion.

Ms. Grospron noted that the policy revision says that “the board is committed to annual or bi-annual rotation of the Chairperson. . .” Further in the policy, it says that “it is anticipated that the Vice Chairperson will succeed the Chairperson in the following year. . .” It should say that the Vice Chairperson will succeed the Chairperson in the following “term.” Mr. Phister indicated that whoever is elected as Vice Chair this year will succeed the Chair, and the board will decide if it should be one or two years. Dr. McFarland stated that it is not a specific guideline through the Higher Learning Commission to rotate the Chair every year.

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

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

Ms. Grospron moved to approve the revised board governance policy in Chapter IV, Governing Process, Policy G, Board Meetings, Input from Staff on first reading. Dr. Shelsta seconded the motion.

In Chapter IV, Governing Process, Policy G, Board Meetings, Conduct of Board Meetings, the policy was changed to remove the reference to oral presentations at the beginning of the meeting and to remove the reference to written reports in order to avoid duplicative policies.

Ms. Grospron moved to approve the revised board governance policy in Chapter IV, Governing Processing, Policy G, Board Meetings, Conduct of

Board Meetings on first reading. Mr. Phister seconded the motion. Motion carried.

February 2005 Board Meeting Date Dr. McFarland reported that the ACCT/AACC National Legislative Seminar in Washington, D.C., is scheduled for February 14-16. February 16 is a regularly scheduled board meeting date, so the board may wish to change the date of the February 2005 board meeting to Thursday, February 17.

Dr. Megeath moved to change the February 2005 meeting from Wednesday, February 16 to Thursday, February 17. Ms. Grospron seconded the motion. Motion carried with Dr. Shelsta and Ms. Swallow voting no.

WPTV Digitization Budget and Contracts Dr. McFarland recommended that the board approve the proposed budgets to commence the final Wyoming Public Television digitization process that includes \$4,164,045 from the state, \$2,000,000 from the Rural Utilities Service (RUS) grant, and \$1,028,136 from the federal Public Telecommunications Facilities Program (PTFP) grant. She also recommended that the college negotiate a contract with Clements Technical Services as a sole source vendor.

Dr. Megeath moved to approve the proposed budgets to commence the final Wyoming Public Television digitization process that includes \$4,164,045 from the state, \$2,000,000 from the RUS grant, and \$1,028,136 from the federal PTFP grant and to negotiate a contract with Clements Technical Services as a sole source vendor. Mr. Phister seconded the motion. Motion carried.

Schedule of Community Dialogues Dr. McFarland indicated that the approved 04-05 schedule of CWC Board Meetings and Work Sessions includes the dates of community dialogues, but not the target audiences for each community dialogue. Dr. McFarland recommended that the board adopt the proposed 2004-2005 Schedule of CWC Board Community Dialogues as presented.

Ms. Grospron moved to adopt the proposed 2004-2005 Schedule of CWC Board Community Dialogues as presented. Ms. Crofts seconded the motion. Motion carried.

Schedule of Board
Work Sessions/
Retreats

Dr. McFarland suggested that the board identify topics for its February 21 quarterly work session/retreat, as well as topics and dates for the 2005 summer board retreat. Topics suggested for the February 21 work session are the interaction agreement, achievement expectations, due process, discussion on how achievement of ends is evaluated, and discussion of what information should be included in the monitoring reports.

June 10-11 and June 24-25 were identified as two possible dates for the 2005 summer retreat. The topic will be decided at a later time.

Personnel

Human Resources
Board Report

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

Searches in progress/pending included Director of Purchasing and WPTV Microwave Technician.

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

New Hires/Appointments/Internal Transfers included Frank Del Real III, ABE/GED Instructor Lander; Thomas Nirider, Upward Bound Academic Coordinator; Matthew Schanefelt, UT User Support Specialist; and Jody Ray, Human Resources Assistant.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Recent Successes
 - a. Congratulations to HR Officer Wendy Finch, who co-authored an article published in the *Human Relations* journal. The article is entitled "An empirical investigation of sexual harassers: Toward a perpetrator typology."
 - b. Carolyn Aanestad, Rojean Thayer, and Darrin Cheney have been nominated for a number of awards through the National Council of Media and Public Relations, which will be announced at the October 25 NCMPR District 4 Conference in Colorado Springs.
2. Students participate in community service.

- a. One evening in late September, CWC rodeo students pitched in to help out a farmer whose semi truck loaded with 1000 pounds of hay bales missed the corner of Gasser Road and North 8th Street, dumping 20 bales of hay onto the road. After calling equine center manager Mike Donelson, student employee Zack Dufferrena used the Equine Center loader tractor to move the bales from the intersection and get the traffic flowing again while rodeo student Brandon Haun directed traffic.
- b. Another example of CWC students helping out the community occurred during the fire north of Riverton which consumed many of the corrals at the Fremont County Fairgrounds. CWC welding students worked long into the night welding fences for the livestock sale that was to take place in the next two days.

These are just some of the excellent examples of student volunteerism in our community.

3. No increase in state health insurance premium for 2005. State officials have confirmed that the recent change in state employee health insurance that covers insurance premium premiums for families at the 85% level has had the desired result of attracting younger, healthier employees into the state health insurance pool. This recent legislative change attracted an additional 1,815 employees into the pool, bringing down overall costs and alleviating the need for an increase in premiums.
4. CWC partnership with PerTech. In Dr. McFarland's September report to the board, she announced that CWC officials had met with PerTech officials in July. As an outcome of that meeting, CWC's partnership with PerTech has resulted in placement of student interns at the firm located in the CWC Business Park. Most recently, a student accounting intern has been placed at the firm.
5. CWC's new Information Center is working well. Stop by the area under the skylight outside the administrative suite to see Linda Becker or one of her student employees located at a convenient counter welcoming visitors to the college, giving directions, and answering the phone. Recently, the Information Center employees also assisted a

local minister in locating a person at the college regarding a death in the family.

6. October 14 demonstrations for tort reform. A couple of years ago, in the wake of anticipated demonstrations associated with the World Church of the Creator, CWC procedures governing demonstrations and protests were developed. Those procedures were followed for demonstrators who advocated for tort reform when Gerry Spence spoke against tort reform in the Arts Center Theatre on October 14. This is an example of proactive steps that are being taken to curb disruptions of college operations due to such activities common to campuses of higher learning.
7. Higher Learning Commission Liaison visits CWC campus October 13-14. CWC's HLC liaison, Dr. Mary Breslin, visited CWC to assist the college in preparing for CWC's regional accreditation comprehensive site visit, scheduled for October 10-12, 2005. Beginning in December, the board will receive monthly updates on the comprehensive self-study process to better prepare the board for its role in the visit.
8. President's college-related trips off-campus.
 - a. Sat.-Wed., Oct. 16-20 - Chair of Higher Learning Commission Site Visit Team to college in Illinois
 - b. Mon.-Tues., Oct. 25-26 - Meeting with State Building Commission (Cheyenne)
 - c. Tues.-Wed., Oct. 26-27 - College Commission Meeting (Sheridan)
 - d. Tues.-Wed., Nov. 9-10 - Wyoming Workforce Development Council meeting (Casper)
 - e. Thurs.-Fri., Nov. 11-12 - AACC (American Association of Community Colleges) Commission on Marketing and Public Relations (Washington, D.C.)
9. Presidential Leave. Dr. McFarland plans to take sick leave in addition to the Thanksgiving holidays, with anticipated absence from campus November 24 through December 1 for surgery of a family member.
10. The 2005 Supplemental Budget Request and a description of the state funding model were included in board folders.

11. Articles about CWC and other colleges. All articles were provided with the packet under separate cover.

Administrative Reports

Academic Services J.D. Rottweiler, Vice President for Academic Services, referred to his written report which was included in the board packet. This report included information on Planning Days/Tracks to Your Success, Advising Week, Staff Development Day, the statewide Academic Officers meeting, and the Self-Study.

Student Services Dr. Mohammed Waheed, Dean of Student Services, referred to his written report which was included in the board packet. This report included information on the student default rate, the Early Alert System, the Student Success Center, the American Indian Education Advisory Committee, disability services, planning days, rodeo, soccer, staff development activities, and Student Services workshops. Dr. Waheed reported that CWC's soccer team is state champion. In addition, \$80,000 has been received from USA Funds and the Lumina Foundation for College Goal Sunday.

Ms. Grospiron indicated her concern about the student default rate, especially because CWC has serious questions about the default rate provided and doubts about the way it was calculated. Dr. Waheed replied that reports were also received from lending agencies, and their figures are different. However, as long as the college is below 20 percent, there are no plans to challenge the figures.

Administrative Services

Mr. Jay Nielson, Dean of Administrative Services, referred to his written report which was included in the board packet. This report included information on a vehicle purchase, the CWC Field Station upgrade, and the health insurance program.

Mr. Nielson reported that the college audit will not be presented at November's meeting. The college is required to report component units, which are the CWC Foundation and WPTV. The information was given those auditors. However, due to staffing changes, one firm will not have their audit to the college's auditors until December 1. The college is required to include private foundations in its report, and its audit must be submitted to the state by January 1.

CWC Foundation Ms. Crofts indicated that she enjoyed Oktoberfest and that the joint dinner with the CWC Foundation Board was wonderful.

ACCT The national ACCT conference was held October 6-9, 2004, in New Orleans. Next year's national conference will be held in Seattle. Board Chair Christensen reported that ACCT will basically have two national meetings—the National Legislative Summit and the annual congress. The regional nominating committees will now do their work at the National Legislative Summit. If anyone is interested, their information must be in by January 14. Elections will take place in Seattle at the annual congress. A regional director for the western region and three at-large members will need to be selected.

Dr. Megeath and Mr. Phister indicated their tentative plans to attend the National Legislative Summit which will be held February 13-16 in Washington, D.C.

WCCC Dr. McFarland reported that the emergency rules which support the supplemental budget request were approved at the October 26-27 WCCC meeting.

Ms. Grospiron asked about the new executive director. Dr. McFarland reported that three finalists have been selected to be interviewed. The names of the finalists will be released if they accept the invitation to be interviewed. It is expected that the new director will start in January.

Ms. Crofts indicated that she would like to attend the Wyoming Community College Conference on February 7 in Cheyenne.

CWC Teton County BOCES The next CWC Teton County BOCES meeting will be held on November 2 in the ICN room at 12:30 p.m.

NEXT REGULAR MEETING/
SUGGESTED AGENDA ITEMS: The next regular meeting will be held on Wednesday, November 17, 2004, beginning at 6:30 p.m. in Pro Tech Room 115/121. The proposed agenda includes the following agenda items:

1. President's Contract
2. Statewide Enrollment Monitoring Report

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

ADJOURNMENT: There being no further business, Board Chair Christensen adjourned the meeting at 10:45 p.m.

Secretary

APPROVAL:

Chair