

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, March 12, 2014, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Charlie Krebs	Roger Gose
	Heather Christensen	Nicole Schoening
	Carlton Underwood	
<u>Absent:</u>	Scott Phister	Colton Crane
<u>Administration:</u>	Jo Anne McFarland	Ron Granger
<u>Attorney:</u>	Absent	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Joshua Scheer	Jennifer Rey
	Amanda Peterson	Ruby Calvert
	Steve Barlow	Carolyn Aanestad
	Lynne McAuliffe	Deb Starks
	Lynette Jeffres	John Wood
	RaJean Fossen	Matt Myers
	Amanda Tate	Jude Friday
	Janet Webb	Josh House
	Tom Casey	Riley Moore
	Jordon Barthel	Daryon Baumberger
	Daniela Palma-Ramos	Charlotte Donelson
	Anton Kazimov	Coker Haukaas
	Mike Yowell	Lars Flanagan
	Wendell Richardson	Rory Ashdown
	Matt Herr	Kathy Wells
	Connie Nyberg	Katie Roenigk
	Nicole Pouget	Brandt Springman
	Kort Kinney	

CALL TO ORDER: Board Chair Charlie Krebs called the meeting to order at 6:37 p.m. A roll call conducted by the board clerk indicated that all board members were present except Mr. Phister and Dr. Crane, whose absences were excused along with Board Attorney Frank Watkins. A quorum of the board was declared present to conduct business. Chair Krebs stated that the meeting was preceded by a 5:30 p.m. executive session regarding personnel issues.

EXECUTIVE
SESSION:

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

WELCOME AND
INTRODUCTION
OF GUESTS:

Chair Krebs 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:

Dr. McFarland asked that two additional agenda items be added. The first was Revised Culinary Arts Course Fees to be added under New Business after Personnel. The second was Board Study Session Date Change to be added under New Business following Revised Culinary Arts Course Fees.

ACTION:

Ms. Schoening moved to approve the agenda as presented with the additions as noted. Dr. Gose seconded the motion. Motion carried.

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.

Professional
Personnel
Association

Ms. Connie Nyberg, President of the Professional Personnel Association, presented information on the default rate from Jacque Burns. For cohort year 2011, the rate was 23.4 percent. This was prior to any default prevention plans being put in place and also prior to using Wright International Student Services (WISS). The cohort rate for 2012 is 18.63 percent, and the cohort rate for 2013 is 2.11 percent. WISS has already cured 39 students out of the 2013 cohort. Ms. Nyberg reported that the Leadership Team retreat was held on March 6, and Professional Personnel Association President-Elect Nicole Pouget was in attendance.

Ms. Deb Starks, Case Manager for the TANF Grant program; Ms. Mandy Tate, Case Manager for the Health Care Solutions Grant; and Matt Myers, Case Manager for the Second Wind Grant made a presentation to the board on the use of Success Coaches (Case Management) in higher education. They were joined at the meeting by fellow success coaches Jude Friday and RaJean Fossen. Written information was provided to the board on the program. Ms. Schoening indicated that she brought this up at last month's meeting and thanked the success coaches for their unconditional regard for students. Dr. Gose stated that it is such a

valuable program at this college, especially for students who don't have any emotional support. Mr. Underwood indicated that as a first-generation college student, he understood the need for the support given by the success coaches.

Ms. Nyberg submitted a written report which included information that Carolyn Aanestad and John Wood are working with a local chapter of The Soldiers Project on marketing publicity and technology. John Wood and Jen McCartney, members of the Center for Innovation and Teaching Excellence Committee, shared their knowledge of a popular presentation program called Prezi and a new strategy to keep in touch with students through text messaging called CELLY. About 87 staff and students worked at 19 community service jobs during Staff Development Day on February 14. Tami Shultz attended the GEAR UP National Capacity Building Conference in February 2014. Jude Friday, Mandy Tate, and Janet Webb attended the 17th Annual Wyoming High School Healthcare Career Fair in Casper on February 19. Marilu Duncan was selected as the Professional Staff Association Member of the Year by the WACCT.

R Recreation has been involved in many activities including the Riverton Youth Basketball program for girls; Saturday Movie Matinees; Ice Skating Lessons; Family Skate Nights; National Girls and Women in Sports Day; Co-Ed Adult Volleyball league; an all-women's volleyball league; and the Rustler Climbing Club. Hunter Roseberry will serve as the main Project Manager for the work at the Sinks Canyon Center on the new bunkhouse. Darran Wells and Frank Berch are planning the fourth Outdoor Education Expo on May 2. Paula Hartbank and Lisa Appelhans have offered transfer/financial planning/FAFSA/scholarship workshops to students during February and will continue through March and April. Talent Search had students from Riverton Middle School on campus for *The Music Man* play, lunch, and a campus tour on February 14. Cami Nicholls, Raena Martinez, and Kristen Arima have been assisting Talent Search seniors in completing the FAFSA and scholarship applications. Lori Ridgway presented to the Wyoming Association of Municipalities Human Resource Directors on January 15. Deb Starks presented staff workshops on stress management and conflict resolution in January and February. Lynne McAuliffe will serve as MC for the annual Inventors Conference hosted by Senator Enzi at CWC on April 5.

Classified Staff
Association

Ms. Amanda Peterson, President of the Classified Staff Association, indicated that the Classified Staff is excited about the possibility of adding cross country and golf to the college's athletic program. At the March 6

Leadership Team Retreat, a couple of additions were made to the strategic priorities including recruitment and retention of staff, the 50th year celebration, and Jackson expansion.

Ms. Peterson submitted a written report which contained information about the members of the Classified Staff who participated in community service events on February 14. On February 8, Suze Kanack and Jan Jensen administered the ACT test, and Kelly Dempster and Wanda Adams administered the LSAT test. Sonja Fairfield represented CWC as the Outstanding Classified Staff Employee at the WACCT conference on February 20. She was accompanied by Rita Duty. Carol Woolery reported that Student Support Services held an open house on February 12. Jan Jensen reported that the library held an open house on February 12.

The Faculty

Mr. Matt Herr, President of The Faculty, reported that doing the strategic plan early in order to align with the budget cycle makes a lot of sense. People here seem to be moving the same direction, so it was easy to come to an agreement on the priorities. He complimented the work of the case managers. He indicated that they are not silent partners on campus, and he interfaces with them on a regular basis.

Mr. Josh House, Director of Forensics, introduced members of the Forensics Team who will represent CWC at a national competition in about a month. Members present at the meeting included Coker Haukaas, Anton Kazimov, Jordon Barthel, Tom Casey, Daniela Palma-Ramos, Daryon Baumberger, and Riley Moore. Also present was Brandt Springman, Assistant Coach. Each member of the team said a few words about their events.

Mr. Herr submitted a written report which contained information that the Literature for Children class is working with the local Kiwanis group as part of the Spring 2014 Books & Breakfast event to be held April 12 at St. Margaret's gym. The CWC Visual and Performing Arts Department, along with Arts in Action, is producing *No Roosters in the Desert* March 6-7 and *A Rambling Stretch: The Music of Tyler Gilmore* on March 14. Bill Finney, Steve McAllister, and Wayne Montgomery attended the career day at Riverton High School. Charles Palmer and student employee Steve Blankenship have devised an automated medication administration system to replicate a hospital process allowing nursing students to simulate electronic medication administration in the Nursing Simulation Lab.

Suki Smaglik participated in a 3-day workshop called *Broadening Access to the Earth and Environmental Sciences: Increasing the Diversity of Undergraduate Students Learning about the Earth* at Arizona State University in Phoenix February 23-25. Chontelle Gray was asked to serve as a consultant for the portable stage set up location and equipment at the Lander Community Center. Mike Bostick and Norm Shinkle hosted the Fremont County District contest of the Wyoming State Math Contest on February 19. Amy Madera attended the Wyoming Lodging Restaurant Association's Governor's Conference in Cheyenne. The culinary students will be serving a three-course dinner at the Elks Lodge for Saturday U on March 7 and will be preparing hors d'oeuvres for the Chamber Mixer on March 13.

Student Senate

Mr. Rory Ashdown, President of the Student Senate, reported that the Senate will begin awarding a spirit award each month for students who go above and beyond as students and as community members. The goal is to promote that kind of behavior.

Mr. Ashdown submitted a written report which included information that the Senate has approved the film department to take 10 students to Las Vegas. The Gear Up Club request to take 14 students to Salt Lake was not approved. Rylee Yorgason has joined the Student Senate.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, reported that pledge has been very successful with the third highest night they have ever had in the history of the station. She thanked Nicole Schoening, Lynne McAuliffe, Cory Daly, and Jacki Klancher for their help. WPBS had a huge turnout in Cheyenne for their two events and will do one more event in Lander on April 9 at 7 p.m. at the Lander Library. WPBS received approval from the Legislature for \$110,000 for the Native American education modules which will build understanding of the Wind River Indian Reservation.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Pledge began on March 1 and will continue through March 17. Current members number 3,503.

CWC Foundation

Ms. Lynette Jeffres, Manager of the CWC Foundation, provided more information on the Rose Nursing Scholarship Endowment. Emmi Rose is a recent graduate of the CWC nursing program, and there are 5 or 6 nurses in her family including her mother. The CWC Student Ambassadors

worked on Easter cards today. Sixty cards were completed which will be sent to the Hospice Home and to Homestead.

Ms. Jeffres submitted a written report which contained information that funds received by the Foundation during February 2014 totaled \$7,707.

CONSENT
AGENDA:

Chair Krebs asked if there were any objections to the consent agenda agenda which included the approval of the minutes from the February 18, 2014, regular meeting; the acceptance of bills for February 2014; and the board travel budget.

ACTION:

Ms. Christensen moved to approve the consent agenda items including the approval of the minutes from the February 18, 2014, regular meeting; the acceptance of bills for February 2014; and the board travel budget. Dr. Gose 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 \$1,581,101.09 for the month of February 2014: Operations in the amount of \$1,166,766.76; Student Grants and Loans in the amount of \$284,337.17; and Bank Transfers in the amount of \$873,190.95 for a grand total of all payments in the amount of \$2,324,294.88.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Adjunct Faculty
Appreciation Week
Proclamation

Chair Krebs read the Adjunct Faculty Appreciation Week Proclamation. He indicated that CWC is a small college, but adjuncts play a huge role in its success and enable the college to offer classes that it wouldn't necessarily be able to offer. Dr. McFarland recommended that the board approve the Adjunct Faculty Appreciation Week Proclamation.

ACTION:

Ms. Schoening moved to approve the Adjunct Faculty Appreciation Week Proclamation. Mr. Underwood seconded the motion. Motion carried.

Audit Services
Proposal

Mr. Granger reported that every three years the college has to contract for auditing services. Only one proposal was received, and it was from McGee, Hearne & Paiz, LLP, of Cheyenne, Wyoming. These are the college's current auditors, and they have been doing audits for Central

Wyoming College since 2007. Their price for next year is about \$10,000 less than this year.

Dr. Gose asked why the price for next year went down. Mr. Granger replied that it was possible they thought there would be more competition for the bid.

Dr. McFarland recommended that the college accept the proposal from McGee, Hearne & Paiz, LLP, for audit services for Central Wyoming College and Wyoming PBS for the next three years at a cost of \$73,000 for FY 14; \$76,700 for FY 15; and \$80,500 for FY 16.

ACTION:

Dr. Gose moved to accept the proposal from McGee, Hearne & Paiz, LLP, for audit services for Central Wyoming College and Wyoming PBS for the next three years at a cost of \$73,000 for FY 14; \$76,700 for FY 15; and \$80,500 for FY 16. Ms. Schoening seconded the motion.

Ms. Christensen asked about WPBS being included in the audit services and if the WPBS board was in agreement. Ms. Calvert replied that the college board is the governance committee for WPBS. She indicated that WPBS is wholeheartedly in support of this proposal. McGee, Hearne & Paiz is familiar with their accounting systems, and they do a great job.

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

Natural Gas
Supplier Services
Contract

Mr. Granger reported that for the last several years, the college has selected Seminole Energy Services as the natural gas supplier for the college. They have done a great job, and employees can also participate in the program. Ms. Christensen asked if this process is put out to bid. Mr. Granger replied that he calls, and the companies send the information to him.

Dr. McFarland recommended that the board approve continuing to purchase natural gas from Seminole Energy Services for Fiscal Year 2015, with the purchase arrangement being an adder of \$0.035 per therm added to either the first of month posted index or at a fixed price based on futures rates posted as part of the CIG index, thus allowing the college the flexibility to track market changes and prices and to select a mix to meet college needs.

ACTION:

Ms. Christensen moved to approve continuing to purchase natural gas from Seminole Energy Services for Fiscal Year 2015, with the purchase arrangement being an adder of \$0.035 per therm added to either the first of month posted index or at a fixed price based on futures rates posted as part of the CIG index, thus allowing the college the flexibility to track market changes and prices and to select a mix to meet college needs. Dr. Gose seconded the motion. Motion carried.

Renewal of
Optional One Mill
Levy through FY 16

Mr. Granger indicated that when the CWC Board of Trustees is considering a tax levy, the college is required to advertise a public hearing 30 days before the hearing. He explained that Fund 11 is the only source of funding that is totally under the control of the local elected governing board. The optional one mill is renewed every two years. The public hearing would be held in conjunction with the May 21, 2014, board meeting.

Dr. McFarland recommended that the board authorize the advertisement on April 11, 2014, of its intent to levy the optional one mill during FY 15 and FY 16 for the regular support and operation of the college, with a public hearing and final board action to take place on May 21, 2014.

ACTION:

Dr. Gose moved to authorize the advertisement on April 11, 2014, of the board's intent to levy the optional one mill during FY 15 and FY 16 for the regular support and operation of the college, with a public hearing and final board action to take place on May 21, 2014. Ms. Schoening seconded the motion. Motion carried.

Athletics Expansion

Mr. Steve Barlow, Assistant Dean for Student Services, introduced members of the Athletics Booster Club Board in attendance at the meeting including Kort Kinney, Wendell Richardson, Lars Flanagan, Mike Yowell, and Charlie Krebs. Other members of the board are Rikki Larsen, Owen St. Clair, and Jim Conrad. The Athletics Booster Club is committed to raising \$150,000 for athletics. Mr. Barlow indicated that it is being recommended that the college add women's and men's cross country and women's and men's golf teams.

Ms. Christensen asked what type of feedback has been received on adding these sports. Mr. Barlow replied that there is overwhelming excitement and support for cross country because local students can be on the teams. A lot of positive feedback has also been received for golf. The local golf

course is wonderful. Ms. Christensen asked if the country club was enthusiastic about the college adding golf. Mr. Barlow replied that they are on board and excited. The teams can practice there anytime the country club will allow it, and they will be offered the same accommodations as the high school golf team.

Chair Krebs noted that the initial cost to get into these two programs is low. Mr. Barlow indicated that they are very cost effective. It is very strategic right now because adding sports programs strengthens the existing athletic department, enhances student life, and increases enrollment and occupation in the residence halls. Dr. Gose asked if soccer was on the horizon. Mr. Barlow replied that consideration has been given to adding women's and men's soccer as early as 2016.

Dr. McFarland stated that board endorsement of the general direction of athletics at CWC is being sought at this time with formal approval to take place when the board approves the FY 15 budget. She indicated that it made the most sense to add men's and women's cross country and men's and women's golf in the upcoming year. At the same time, a very important aspect of the athletic expansion is to more adequately support existing athletic programs by including a greater investment in scholarships. It makes no sense to add new sports when current athletic programs are underfunded.

Dr. McFarland recommended that the board endorse the general direction of athletics at CWC as outlined, with formal approval to take place in the form of board approval of the proposed FY 15 budget.

ACTION:

Dr. Gose moved to endorse the general direction of athletics at CWC as outlined, with formal approval to take place in the form of board approval of the proposed FY 15 budget. Ms. Schoening seconded the motion. Motion carried.

Mr. Barlow indicated that he would contact the NJCAA right away with a request to add these sports. In response to a question from Dr. Gose, Mr. Barlow confirmed that the funding for the coaches will be through stipends rather than creating new full-time benefited positions.

Personnel

14-15 Faculty/
Professional
Letters of Intent
For Continuing
Contract
Employees

Dr. McFarland recommended the following individuals for subsequent continuing contracts effective FY 16 to FY 18:

Faculty

Helsha Acuna – Professor Native American Studies
Charlotte Donelson – Dean, Commerce and Technology, Safety
Chontelle Gray – Professor Technical Theater
Nita Kehoe – Professor Art
Paula Kihn – Associate Professor, Nursing
Michael Manning – Professor Criminal Justice
Michael Myers – Professor Theater
Mark Nordeen – Dean, Liberal Arts
Suzanne Smaglik – Professor Geology/Physical Science
Patricia Stalley – Professor Equine Studies

Management/Professional

Bob Connelly – Assistant General Manager WPBS

ACTION:

Ms. Christensen moved to approve the subsequent continuing contract recommendations as presented. Ms. Schoening seconded the motion. Motion carried.

Dr. McFarland recommended the following individuals for initial continuing contracts effective FY 15 to FY 17:

Faculty

Amy Hernandez – Assistant Professor Nursing
Jackie Klancher – Assistant Professor Environmental Health
Willie Noseep – Instructor Accounting

ACTION:

Ms. Schoening moved to approve the initial continuing contract recommendations as presented. Dr. Gose seconded the motion. Motion carried.

Affordable Care
Act and IRS Rules
Update

Dr. McFarland indicated that the Affordable Care Act and IRS rules update was important to the college in terms of the budget and how the college is staffed, in particular because health care benefits and retirement benefits are limited. The college will be expected to pick up more and more of those costs. Hours will need to be tracked over the appropriate

period of time. If the college is able to continue to utilize limited resources, being conscious of various rules and regulations is very important. Staffing is the highest cost at the institution.

Ms. Christensen asked if staff members who are independent contractors are considered to be part of the mandate for providing health insurance for employees who work 30 hours or more per week. Ms. Jennifer Rey, Executive Director for Human Resources, replied that independent contractors are not employees, so the college would be under no obligation to provide health insurance. Ms. Christensen asked if there has been a drastic jump in health care costs for the budgets. Ms. Rey replied that there has been an increase, but it will impact the college in student employment. Because students are permitted to work more than 20 hours per week when school is not in session, they will need to be monitored to ensure they do not work more than 30 hours. The pool of adjunct instructors may have to be expanded to meet the standards. A revision to the current adjunct policy is in progress which will aid in compliance with the employer mandate as implemented under the final IRS rules.

Human Resources Board Report The Human Resources Board Report for March 2014 included the following information:

Rustler Salute Nominees included Mary Axthelm, Recreation Activities Coordinator. The Rustler Spirit award recipient for February was Debbie Lively, Administrative Assistant II Admissions and Recruitment.

Searches in progress/pending included Instructor Business/Coordinator Rural Justice Training Center; Instructor Vocal Music/Director Choral Activities; Implementation Coach Special Education Services Grant Funded; Campus Safety Director; Director Distance Education; IT Support and Development Technician; IT User Support Specialist; WPBS Producer Public Affairs; Custodian; Financial Aid Technician II; and Recreation Activities Coordinator.

There were no transfers, separations, or retirements. New hires/appointments included Carol Woolery, Administrative Assistant III – WACE.

Revised Culinary Arts Course Fees

Dr. McFarland explained that the board had previously approved fees for 14-15, but the need had been identified to make some adjustments to ensure that only consumables are associated with course fees. Ms. Kathy Wells, Dean for Health and Science, indicated that the fees approved in

December 2013 for Culinary Arts included facility costs, and these should not have been included in academic fees. Proposed culinary fees are to be decreased by \$300 which was the amount added to cover facility rental. Those fees were shown in the right-hand column of her March 12 letter to Dr. McFarland regarding revised Culinary Arts course fees.

Ms. Christensen asked where the facility fee goes. Mr. Granger replied that the facility fee is charged to the student, but it is not a consumable. Dr. McFarland recommended approval of the proposed culinary arts fees for 2014-2015. She noted that Amy Madera and her students prepared and served dinner for Saturday University on March 7, and everyone raved about the quality of that dinner.

ACTION:

Dr. Gose moved to approve the proposed culinary arts fees for 2014-2015. Ms. Schoening seconded the motion. Motion carried.

Board Study
Session Date
Change

Dr. McFarland explained that there is insufficient time between now and the planned April 9 board study session and April 16 board meeting for preliminary budget adoption to develop a budget that is thoughtfully and appropriately prepared to serve as the financial plan for the next four years. She proposed moving the FY 15 budget consideration and approval process a month later. She requested that the board eliminate the April 9 study session and add a study session on May 7. Preliminary board adoption of the FY 15 budget would be changed from the April 16 board meeting to the May 21 board meeting. The college is in the first year of a biennium, and biennial funding distribution will not be finalized by the WCCC until March 31. It will also be the first-ever application of performance-based funding. The recommendation will necessitate sending out FY 15 employee contracts a little later than usual, but a commitment will be made to getting contracts out the day after the May 21 board meeting or as soon thereafter as possible.

Dr. McFarland recommended that the board make the following changes to the board calendar: (1) Eliminate the Wednesday, April 9, Board Study Session on the budget; (2) Add Wednesday, May 7, as the Board Study Session on the budget; and (3) Change calendared preliminary board adoption of the FY 15 budget from the scheduled Wednesday, April 16, board meeting to the scheduled board meeting on Wednesday, May 21.

Ms. Schoening indicated that she will be out of town on May 7. Ms. Christensen asked if contracts being late last year caused any problems.

Ms. Rey indicated that when it is known in advance, notice is provided to the staff. Faculty are asked about the best means to deliver their contracts to them since they will be gone. No negative feedback was received last year. Ms. Christensen asked if the elimination of positions last year caused any problems because of the late notification to employees. Ms. Rey replied that if there are employees who are impacted negatively by budget decisions, she schedules a personal meeting with each of those individuals before the budget is proposed.

ACTION:

Ms. Christensen moved to approve the following changes to the board calendar: (1) Eliminate the Wednesday, April 9, Board Study Session on the budget; (2) Add Wednesday, May 7, as the Board Study Session on the budget; and (3) Change calendared preliminary board adoption of the FY 15 budget from the scheduled Wednesday, April 16, board meeting to the scheduled board meeting on Wednesday, May 21. Mr. Underwood seconded the motion. Motion carried.

Discussion/
Information

Topics

State Legislative
Update

Dr. McFarland reported that the 2014 Wyoming Legislative Budget Session represented remarkable gains from the initial budget recommendation. Broad support for the community colleges was seen, and many of the college's legislators played key roles. In one-time enrollment growth funding, the colleges went from zero dollars to \$9 million, and then an additional \$5.3 million was approved by both the House and Senate, bringing the total to the initial requested \$14.3 million amount in one-time money. It is anticipated that the JAC will do an interim study of the community college funding model, including comparisons between on-site and online courses

The Governor recommended \$3.65 million or a 2 percent salary increase for the first year of the biennium for the community colleges. The JAC recommended \$3.3 million for 61.59 percent of 2 percent for the first year of the biennium and sustained through the second year. In capital construction, the WCCC requested \$76.5 million in state matching funding for nine community college projects, which the Governor cut to \$29 million. The JAC recommended funding six projects for a total of \$46 million. JAC funding included a 21 percent state match for CWC's Success Center and neither funding nor authorization for CWC's Jackson Project was approved by the legislature. The college can go back to the

legislature and request additional state matching funds for the Student Success Project without going through the entire authorization process again. Mr. Granger talked to the State Construction Management office this week. They confirmed that if the college goes back for the 50 percent match for the Student Success Center, it will go through the State Construction Management office. This project will go in phases with the state spending its money first, and then the college spends its money. About \$1 million will be needed to be matched locally. Dr. McFarland expressed appreciation for the work of Senator Eli Bebout, Representative Patrick Goggles, and Representative David Miller who played key roles in getting the legislation through.

Endowment challenge grant funding in the amount of \$7.5 million for the colleges is to be divided equally among six colleges, excluding EWC which still has remaining matching funds from an earlier appropriation. Other legislation passed included adjustments to employer and employee contribution levels for state retirement; Hathaway Scholarship expansion; Veterans Resident Tuition provision; and \$165,000 for the Adjunct Professor Program. Legislation not passed included a bill requiring remedial/ developmental courses to be offered free of charge; a bill allowing employees to carry weapons in schools; and a bill repealing “gun free” zones in school. Interim study topics include remediation at the colleges and UW and security issues primarily at K-12.

Budget footnotes provide \$35,000 to community colleges for support of the rodeo programs at the colleges and \$70,000 for reducing amounts charged for college room and board services to Wyoming high school students participating in athletic camps at community colleges. A disappointment was no funding or authorization for the Jackson Project which had strong support across the board. Dr. McFarland expressed appreciation for the work of the Teton County legislative delegation including Senator Leland Christensen, Representative Ruth Ann Petroff, and Representative Keith Gingery. At the April board meeting, the board will be asked to identify capital construction projects.

Dr. Gose asked for clarification on the enrollment growth funding of \$14.3 million, which he understood was not really for enrollment but for course completion. Dr. McFarland replied that this is correct. Performance funding is applied to the \$14.3 million, and the WCCC will also apply course rate and volume to 15 percent of the variable costs which will increase to 20 percent in FY 16. This is one of the reasons the college is focusing on student access and success. Dr. Gose asked about the initial

resistance to the Jackson Project. He indicated that one of the comments he has heard is why the legislature should provide funding when Teton County doesn't provide funding. Dr. McFarland replied that Teton County is one of 16 counties that is served by a community college but doesn't levy a local tax. The legislature has come close to adding a mill levy for those outreach counties but there was initial misunderstanding about who would pay the local match for the Jackson Project. Teton County will be responsible for a local match. Some legislators thought the match would come from Fremont County citizens. At some point the state has to come to grips with how the colleges can reasonably serve 23 counties with only 7 counties being locally taxed. Dr. Gose commented that there was some irritation from the public during the bond campaign about this issue. Dr. McFarland indicated that this measure failed on a tie vote in the House in the past. At some point this issue will come forward again. It is critical to have appropriate teaching space. Housing in Teton County has to be self-supporting and is not eligible for state funding.

ACCEPTANCE OF
MONITORING
REPORTS:

Staff Profile and
Salary Study

Ms. Jennifer Rey, Executive Director for Human Resources, presented the Staff Profile and Salary Study Monitoring Report. In workforce planning and employment, 18 percent of the college's workforce is aged 60 and over, and more than 50 percent of the college's workforce is age 50 and over. The college is balanced in gender representation organizationally and in leadership roles. Seven percent of the workforce is either Hispanic or of a racial minority. In recruitment and retention, the current turnover rate is 8.1 percent and is anticipated to increase in the next few years as a result of potential retirements. Seventy-three percent of the college's workforce has exceeded the national trend in years of service by serving 5 or more years with the college. The college has invested in an upgrade to its online applicant tracking system so all applications and most of the initial hiring process will be online by July 1, 2014. This upgrade will reduce data entry in the hiring process and provide for tracking and automation of the onboarding and orientation process.

In human resource development, 23 employees have active education plans. Seven percent of benefited staff use the UW tuition waiver, and 24 percent of benefited staff use the CWC tuition waiver along with 29 dependents of benefited staff. Forty-four individuals were recognized for a combined 555 years of service. Twelve people were Rustler Salute nominees, and there were 7 Rustler Spirit Award winners. In

compensation and benefits, the average salary for FY 13 was \$48,233. Without annual step increases, employees would have incurred about a 3 percent loss in net pay due to increases in taxes, insurance, and retirement costs. The funding of step increases is necessary in order to keep employees' net pay whole. Ms. Rey presented comparison charts for faculty, management, professional, and classified compensation.

Compensation challenges include that 9.2 percent of staff are capped at the maximum salary, only 60 percent of classified salary grades are utilized, nearly 70 percent of professional staff fall within 3 salary grades, pay compression and market pressure affect the retaining of new hires, internal equity issues exist, there are 18 different salary and pay policies, market competitiveness needs to be maintained, and there are potential changes in minimum wage. An additional challenge is the sustainability of additional investments in total compensation in light of one-time funding, unpredictability of distribution of performance-based funding, and the compounding impact of base salary changes or other benefit costs paid by rate. Compensation solutions include auditing FLSA status to assess exempt and non-exempt status; completing job description questionnaires for all jobs; reviewing and revising salary administration and pay policies; conducting a comprehensive pay and classification, job evaluation, and salary study; and advocating for additional investments in total compensation funding.

In benefits, 96 percent of eligible employees participate in the group health plan, 41 percent of those enrolled elect employee only coverage, 30 percent of those enrolled elect family coverage, and 64 percent of those enrolled elect the lowest deductible. Benefits challenges include a capped pool of state reimbursement dollars for health coverage; the trend of electing the lowest deductible plan which yields higher plan costs; implementation of the Patient Protection and Affordable Care Act; and managing tiered increases in employee retirement contributions. Benefits solutions include reviewing and updating part-time employment, adjunct instruction, and student employee policies and practices; educating employees on rationale for retirement plan increases and engaging in active employee communication regarding timing of the increases; and continuing to educate employees on cost-analysis in selecting health coverage plans and by encouraging use of tax-free or tax-deferred benefits.

In employee relations and risk management, there were 13 recordable injuries and illnesses and 3 lost-time claims. The challenge is the increase in worker's compensation rate for FY 15 due to significant claims in 2011.

Solutions are implementing a drug-free workplace program to potentially qualify for a rate discount; investigate the possibility of a formal workplace safety program to potentially qualify for a rate discount; and investigate the implementation of a deductible program.

Dr. McFarland recommended that the board accept the Staff Profile and Salary Study Monitoring Report as presented.

ACTION:

Dr. Gose moved to accept the Staff Profile and Salary Study Monitoring Report as presented. Ms. Schoening seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

A. Kudos

1. A national award, the 2014 Coca-Cola New Century Scholar, goes to CWC student, Caitlin Heryford, as the top-scoring student from the state of Wyoming. This award, which includes a \$2,000 scholarship, will be presented on April 8 at the American Association of Community Colleges Conference in Washington, D.C.
2. CWC students Lora Blankenship and Dustin Nueman assisted a community member in need. Here's what the community member Cheryl Fuechsel had to say:

On Valentine's Day, CWC faculty and students had a community service day and I was one of the blessed ones to be selected. See, I have been trying to get my rv skirting since October and for one reason or another the guys we tried to hire (and two took our money but never did the work so I was out of money and hope. I don't have to tell anyone how cold it can get in a 1978 Winnebago in the Wyoming wind and winter....) Well, to my surprise, I was selected by two students to be one of the projects. These two young adults, Lora Blankenship and Dustin Nueman, came out on their own free time (3x) and did the best job on my skirting. They refused compensation of any kind, although they did let me make hot chocolate and lunch. They used their own tools, their own gas to get out here (40 miles) and their own precious time. I just think they should be publicly acknowledged for their generous spirits

and hard work ethics. Thank you CWC for a great project and service to our communities and THANK YOU, Lora and Dustin! YOU rock!!!

3. After reading the student and employee reports, there can be no question about the level of community involvement of CWC students and employees. CWC students and employees improve the quality of life in the college's communities and make them stronger.
4. Congratulations to Marilu Duncan for being named Wyoming's Outstanding Professional Employee at the WACCT Awards Ceremony in Cheyenne on February 20.
5. Charlotte Donelson was honored by the CWC Rodeo Booster Club with the Lifetime Service Award at the annual banquet on Saturday, March 1. Ms. Donelson has done more than supervise the rodeo program; she has been their most avid supporter and cheerleader since 1975.
6. CWC's GEAR UP program, which is a part of the statewide grant operated through UW that prepares at-risk students at selected schools to attend college, has been singled out for excellence at a recent site visit. The program is directed by Tami Shultz. Joy Pettit is the Curriculum Coordinator, and Renee Fullerton is the Administrative Assistant. Tanya Lopez is the data specialist. A team of academic coaches work directly with students in schools to educate and encourage them about academic rigor, completion, financial aid, and many other college readiness skills essential but often lacking in first-generation and low-income families.

Every year, UW staff conducts a site visit to audit the operation at each location. This year CWC's site visit report was overwhelmingly positive with effusive compliments for the quality of the program, record-keeping, data-driven decision-making and staff dedication. UW encourages each site to spend 90% of their total budget, and CWC spent 99.6% of their budget. In 2012, 91% of GEAR UP students graduated from high school, compared to 65% of the eligible students in Wyoming who were not served. This year the state goal was for 60% of GEAR UP students to re-enroll in college after their first year and 75% of CWC GEAR UP freshmen returned, more than in five other programs.

UW GEAR UP Grant Manager Judy Trujillo shared these comments: “The GEAR UP Program at CWC completed a very successful site visit February 24-26, 2014. The site demonstrated full compliance in data, records, and documentation. In addition, services to students and their families were found to be of high quality with effective outcomes in all areas such as high school graduation, college enrollment, and college persistence. The staff from the UW GEAR UP grant administrative office would like to congratulate CWC GEAR UP on the development and implementation of such an outstanding program.” CWC GEAR UP serves 279 students in Riverton Middle and High School, Lander Middle and High School, Shoshoni, Hot Springs County High School, Pathfinder High School, Jackson Hole Middle and High School, and Summit High School (Jackson’s Alternative high school).

B. Local Level Issues

1. College officials will be meeting with two potential operators for the new Job Corps on March 5 and March 10.
2. The CWC Leadership Team will participate in a day-long strategic planning retreat on March 6.
3. Work continues on the development of the FY15 Budget.
4. Site work at the Sinks Canyon Center is taking place for construction of the student housing bunkhouse.
5. Preparations are underway for the Fall 2015 Higher Learning Commission Compliance Site Visit.
6. Plans are underway for Commencement and the Summer Session following.
7. President McFarland will be meeting with the UW President in Jackson on March 7, in conjunction with the March 7-8 Saturday U.

C. State Level Issues

1. Wyoming Community College Commission (WCCC)
 - a. The WCCC reviewed progress to date on the WCCC Strategic Plan related to the student success agenda and performance funding.
 - b. The WCCC clarified that the effective date of the recent tuition increase is the Fall 2014 Semester.

- c. The WCCC has indicated that the entire \$14.3 million enrollment growth funding, as well as 15% of variable funding, for a combined total of \$24.9 million will be distributed to the colleges, based on course completions.
2. The state trustees plan to meet with legislators in conjunction with the March 31 WCCC meeting in Powell.

D. National Level Issues

The colleges had a good showing at the recent National Legislative Seminar in Washington, D.C., where the Pell Grant, Higher Education Reauthorization, and workforce training funding took top billing among the colleges.

- E. Articles about CWC and its sister colleges in the state and around the country were included in a separate file with the board meeting packet.

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, April 16, beginning at 6:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. 15-16 Scholarship Package
2. Perkins Grant Authorization
3. CWC BOCHES FY 15 Budget Ratification
4. Capital Construction Projects

The April 16 meeting will be preceded by interviews of the presidential finalists beginning at 8 a.m. in AW 138.

CWC Foundation

The next meeting of the CWC Foundation will be held on March 13 at the CWC Foundation Office.

Association of Community College Trustees

Ms. Schoening will attend the ACCT Governance Leadership Institute to be held March 20-22 in Salt Lake City.

Registration has opened for the ACCT Leadership Congress to be held October 22-25, 2014, in Chicago.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be by phone conference on April 3.

Ms. Christensen reported that at the February 20 meeting of the WACCT, officers were elected for next year, legislative issues were discussed, and a new program of assisting at the national conventions was started.

Wyoming
Community College
Commission

The next regular meeting of the WCCC is scheduled for March 31 at Northwest College in Powell.

CWC BOCHES

The next meeting of the CWC BOCHES is scheduled for March 27.

Teton County
BOCES

The next meeting of the Teton County BOCES is scheduled for Wednesday, March 18.

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 Krebs adjourned the meeting at 9:16 p.m.

Secretary

APPROVAL:

Chair