

The regular meeting of the Central Wyoming College Board of Trustees was held on Tuesday, February 18, 2014, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Scott Phister	Roger Gose
	Colton Crane	Heather Christensen
	Nicole Schoening	Carlton Underwood
<u>Absent:</u>	Charlie Krebs	
<u>Administration:</u>	Jo Anne McFarland	Ron Granger
	Jason Wood	
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Kathy Wells	Charlotte Donelson
	Carolyn Aanestad	Ruby Calvert
	Katie Roenigk	Amanda Peterson
	Jacki Klancher	Matt Herr
	Lynette Jeffres	Lynne McAuliffe
	John Wood	Rory Ashdown
	Steve Barlow	Nicole Pouget
	Lori Ridgway	Joshua Scheer
	Connie Nyberg	Jennifer Rey
	Pam Fisher	

CALL TO ORDER: In the absence of Board Chair Charlie Krebs, Board Vice Chair Scott Phister called the meeting to order at 7:35 p.m. A roll call conducted by the board clerk indicated that all board members were present except Board Chair Krebs. A quorum of the board was declared present to conduct business. Vice Chair Phister stated that the meeting was preceded by a 5:30 p.m. executive session regarding personnel issues, including the presidential search process. Chair Krebs participated in that meeting by phone.

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

WELCOME AND
INTRODUCTION
OF GUESTS:

Vice Chair Phister 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:

ACTION:

Dr. Crane moved to approve the agenda as presented. Ms. Christensen 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, thanked the board for asking her to serve on the presidential search screening committee. Everything that has been outlined in the process is very open. Community and staff members will be excited to be involved. During Staff Development Day, staff members went out into area communities and did a variety of community service projects. Ms. Nyberg introduced Nicole Pouget, President-Elect of the Professional Staff, who will be attending board meetings and other meetings with the association presidents. On behalf of the board, Vice Chair Phister thanked everyone who was involved in the community service projects.

Ms. Nyberg submitted a written report which included information that Jeremy Hughes attended a training called "Building Web Applications with SP.NET MVC" in Rockville, Maryland, January 14-17. During the first week of February, the library collaborated with the Diversity Committee and Todd Guenther to offer a Brown Bag Lunch presentation on African Americans in the "Equality" State. Sergio Maldonado participated in the Select Committee on Tribal Relations meeting January 6-7; Leadership Wyoming January 9-10; high school visitations January 17, 23, 24, and 30; Northern Arapaho Veterans Post #38 group meeting on January 25; and JOM Parent Committee meeting on January 29. Cory Daly assisted with the HUD homelessness point-in-time count in Ethete on January 22. Tiffany Stauffenberg recently signed three Wyoming student/athletes for Fall 2014. The volleyball team finished the fall semester with a team GPA of 3.47. Three women's basketball players continued their education and playing careers at four-year schools. The

women's basketball team completed 187 credits last semester with a 3.49 GPA. Michael Cheek attended a ribbon-cutting ceremony in Rock Springs on January 13 for the Western Wyoming Workforce Training Center.

Classified Staff Association

Ms. Amanda Peterson, President of the Classified Staff Association, indicated that members of the Classified Staff also participated in the community service projects and that a more detailed report will be included for next month's meeting. She thanked the board for allowing her to be part of the presidential search committee.

Ms. Peterson submitted a written report which contained information that Kathryn DeWitt traveled to area high schools in January and February to familiarize students and their parents with various forms of financial aid and to provide tips on how to apply for scholarships. Carolyn Kraft, Retha Reinke, and Rita Duty answered phones for a Wyoming Perspectives show on "A Conversation with the Governor." Diana Clark organized and assisted at the Hoops & Hotdogs event on January 18 as a member of the CWC Alumni Association. Carol Woolery and Kelly Frank have been serving on the Performance Evaluation Subcommittee.

The Faculty

Mr. Matt Herr, President of The Faculty, reported that feedback from faculty was tremendously positive for the community service projects done on Staff Development Day. Mike Myers deserves kudos for the work he did behind the scenes. *The Music Man* will be presented on February 28, March 1, and March 2. Mr. Herr thanked the board for the opportunity to be represented in the search process for a new president.

Ms. Jacki Klancher, Assistant Professor Environmental Science, reported to the board on the new initiative called "CWC Interdisciplinary Climate Change Expedition" (ICCE) which will be embedded into the summer Wind River expedition course. This initiative will involve hands-on applications of geospatial technologies (Geographic Information Systems and Global Positioning Systems) with field studies in glaciology, geology, hydrology, and archaeology.

Mr. Herr submitted a written report which contained information that Jeff Hosking was selected as an Inside Shots Panelist, a membership which provides an early view of firearms products and accessories. Jeff Hosking and Sherry Shelley served as judges and mentors of a team for the Riverton High School "We the People" competition. Jeff Hosking and Eric Heiser conducted a concealed carry of firearms class for citizens of

the community. An Interagency Law Enforcement Meeting was hosted by and held in the Rural Justice Training Center on January 22. Matt Flint has a solo show at Gallery MAR in Park City, Utah, opening on February 28. The CWC math department will host the annual Wyoming State Math Contest on February 19.

Josh House took the speech and debate team to a pair of tournaments at the University of Utah which were co-hosted by the University of Utah and California State University Long Beach. Chontelle Gray has been assisting the Lander Community Concerts Association with its productions. Wayne Montgomery was a presenter to approximately 50 teens at Rocky Mountain Hall in Fort Washakie as part of National Drug Facts Week. Nita Kehoe's Sculpture I students participated in the beginner category of the Winter Carnival's Ice Carving Contest on February 1. Amy Madera and her students worked closely with the four Teton County high schools in honor of Martin Luther King Jr. and "Equality Day." Lunch was prepared by Jackson High School culinary students and CWC students.

Student Senate

Mr. Rory Ashdown, President of the Student Senate, reported that student elections have been held. Rory Ashdown was elected president; Charlie Baldes was elected Vice President; Miranda Hosking was elected Secretary; and Rachel Hofer was elected Treasurer. He thanked the board for the opportunity to participate on the presidential search committee. Mr. Ashdown submitted a written report which included information that the Senate voted to support the SWAAK (Sent with Appreciation and Kindness) program from the Diversity Committee. Three separate events for students were held to help motivate students and gear them up for the spring semester.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, reported that WPBS is not allowed to put its logo on the DVD provided to the board on the Governor's State of the State address. The first Capitol Outlook show on February 14 was great. The screenings in Cheyenne and Rawlins to promote *100 Years on the Lincoln Highway* will be held February 26-27. WPBS will receive a \$20,000 grant from Union Pacific Foundation to support children's educational program content. In 1997, a half hour show was done on Dr. George Frisson. WPBS is working with Todd Guenther to do a follow-up show. A PMN (Pacific Mountain Network) grant for \$25,000 will be submitted for the *Farm to Fork* show. In regard to legislative coverage and the *Capitol Outlook* series, Ms. Calvert explained

that a one-hour show will be taped at 8:30 a.m. every Friday during the session. She thanked the board for allowing WPBS to be represented on the presidential search committee.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Current members number 3,427.

CWC Foundation

Ms. Lynette Jeffres, Manager of the CWC Foundation, reported that the steering committee for the diabetes camp will be led by Michael Cheek, with the first camp scheduled for July. The Bailey Foundation funded the creation of the Type I Diabetes camps for juveniles and also funded scholarships for a second year. Ms. Jeffres submitted a written report which contained information that funds received by the Foundation during January 2014 totaled \$67,956.

CONSENT
AGENDA:

Vice Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the January 15, 2014, regular meeting; the acceptance of bills for January 2014; and the board travel budget.

ACTION:

Dr. Gose moved to approve the consent agenda items including the approval of the minutes from the January 15, 2014, regular meeting; the acceptance of bills for January 2014; and the board travel budget. Ms. Schoening 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 \$1,486,782.15 for the month of January 2014: Operations in the amount of \$1,257,192.38; Student Grants and Loans in the amount of \$43,104.34; and Bank Transfers in the amount of \$798,447.46 for a grand total of all payments in the amount of \$2,098,744.18.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Lander Center
Property Lease

Mr. Granger explained that the new Lander Center will be around 8,000 square feet with four classrooms that can be opened into two rooms, a computer lab, a conference room, and a GED area. The State Lands Board

approved a 50-year lease for the three acres of land which will cost \$11,760 per year.

Dr. McFarland recommended that the board approve the Lander Center property lease with the State Lands Board contingent upon favorable review by the board attorney, even though the lease is not available at this meeting. Approval will allow the college to move forward with the design and construction.

ACTION:

Ms. Christensen moved to approve the Lander Center property lease with the State Lands Board contingent upon favorable review by the board attorney. Ms. Schoening seconded the motion. Motion carried.

Personnel

Release from
Continuing
Contract

Dr. McFarland reported that Dr. Norm Shinkle, Professor Mathematics/Engineering, was requesting release from continuing contract effective May 17, 2014, after nearly 15 years of service. Dr. Shinkle is in the third year of a three year contract. Dr. McFarland recommended that the board approve the release from Dr. Shinkle's continuing contract effective May 17, 2014.

ACTION:

Dr. Gose moved to approve a release from continuing contract for Dr. Norm Shinkle effective May 17, 2014. Dr. Crane seconded the motion. Motion carried.

14-15 Sabbatical
Requests

No sabbatical requests were received.

14-15 Early
Retirement
Requests

No early retirement requests were received.

Human Resources
Board Report

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

The Rustler Spirit award recipient for January was Robert Husa, Professor of Music.

Searches in progress/pending included Implementation Coach Special Education Services Grant Funded; Custodian; Financial Aid Technician II; and Administrative Assistant III – WACE.

Retirements included Norman Shinkle, Professor Mathematics/Engineering.

New hires/appointments included Jamie Siegel, Publications Coordinator; RaJean Strube Fossen, Case Manager Second Wind Grant; and Ashley Strickland, Recreation Activities Coordinator.

Discussion/
Information
Topics
Presidential
Search Update

Dr. Pam Fisher, ACCT Search Consultant, reported that the open forum held today for college employees to provide input on the presidential profile generated a lot of input. A lot of nice comments were made about the college and the concern about the new president who will be following in Dr. McFarland's footsteps. She explained that there are more than 100 presidential searches going on nationwide and that the competition is very keen. It is important for the college to put its best foot forward and to tell its story. A lot of work has been going on to get the process up and running. The website is up, and the specific profile which tells what kind of person the college wants will be added to it. The process will be as transparent as possible, and communication with the staff will be regular. However, the names of the candidates will be kept strictly confidential, and only members of the search committee will know the identity of the applicants. Video interviews with semi-finalists are scheduled for April 1, and finalists are expected to be on campus April 15 for open forums with staff. The board will interview the finalists on April 16. Dr. Fisher will meet with the search committee next week for training.

ACTION:

Ms. Schoening moved to authorize the board chair to appoint members to the presidential search committee based on criteria set up in executive session. Dr. Gose seconded the motion.

Vice Chair Phister indicated the members of the search committee represent a broad range of people and have good representation.

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

State Legislative Update

Dr. McFarland reported that all the work on the biennial appropriation bill will take place this week. First reading took place yesterday and today with second reading on Wednesday. Amendments will then be allowed. Third and final reading is scheduled for Friday, February 21. The Joint Appropriation Committee (JAC) is recommending \$9 million in one-time funding which is not added to the standard budget and is to be given out over the two-year period of the biennium. The money is to be distributed based upon course completion volume. The JAC presumes a review of the funding model this next summer and a study of the costs for online enrollment versus in-person enrollment.

In regard to salary increases, the Governor recommended \$3.65 million for a 2.0 percent increase over the biennium for community colleges. The JAC recommended a 2 percent salary increase in the first year of the biennium. The request is \$2.55 million, which is about \$1 million less than the Governor's recommendation and is the result of the community colleges only being funded at 61.59 percent. CWC would receive about \$140,000 per year. Budget amendments are expected to be proposed on capital construction requests. The Governor did not recommend any funding for CWC's capital construction projects which include the Jackson Center and the Student Success Center. The JAC recommended partial state match for the first six capital construction projects on the list and 21 percent state match for CWC's student success center. A budget amendment is expected that will ask that the amounts be increased back to the original 50 percent match.

For the endowment challenge match, the partnership of the community colleges with UW is in place, and each college would get about \$1.4 million if this funding is approved. The remedial education bill failed on a 30-30 vote, but will likely be back. The campus security study bill failed. Dr. McFarland stated she anticipated that the budget session will be shortened by a few days.

Ms. Jennifer Rey, Executive Director for Human Resources, explained that the bill to adjust contribution levels of employers and employees to the Wyoming Retirement System means that employees would experience a required contribution increase of .375 percent beginning July 1. In addition, the college would be required to increase its contributions to .875

percent of gross wages. The bill proposes a variety of increased percentages for employee and employer contributions over the next several years. It will be an ongoing challenge to keep employees whole and not have them experience decreases in their paychecks.

ACCEPTANCE OF
MONITORING
REPORTS:

Community/
Partnership

Ms. Lynne McAuliffe, Dean for Workforce and Community Education, presented the Community/Partnership Monitoring Report. Credit offerings at the outreach centers continue to increase. Some declines are being seen in non-credit enrollments. In Jackson, the partnership with St. John's Hospital continues to grow which provides opportunities for expansion of the nursing program; the culinary program has developed a strong partnership with the Elks Lodge; two grants have been received from the Jackson Hole Community Foundation and Jackson Hole Travel & Tourism Board for the first culinary conference; and Jackson hosted 21 CWC graduates and 13 High School Equivalency graduates this past year.

In Dubois, Melanie Oard is the new Outreach Coordinator; a partnership has been formed with the Boys & Girls Club; sessions are being held for seniors on the Health Insurance Marketplace; and a partnership has been formed with Wyoming Legal Aid. At the Lander/Sinks Canyon Center, a pilot has been offered for the Outdoor Education Residency Program; the Facilities Maintenance Technician (FMT) courses have been expanded with a partnership with St. Stephens High School; and 14 students in FMT have installed solar panels on the Orchard House. The Second Wind program has been launched with programs in FMT, Energy, Customer Service, CMA (Certified Medical Assistant), and Dental Assistant. Recruitment and retention have been challenging in this program.

Workforce development has been involved in the Second Wind project, entrepreneur programming, the Innovation Institute, and industry safety trainings. Grant awards included the DWS/ETSS/TANF grants for \$240,000 including Dental Assistant, Introduction to Energy, and Facilities Maintenance Technology; the TAACCCT Grant for \$817,135 for Entrepreneurship, the Innovation Institute, and the Start-Up Institute; Healthcare Solutions for \$4,924,221 for selected healthcare professions; Second Wind Grant for \$1,273,846 for the Ex-Youth Offender program, FMT, Energy, and Service Sector; and R Recreation for \$145,000 from the City of Riverton and \$35,000 from Recreation District #25.

Total enrollments for R Recreation were 5,681 in 263 classes and offerings with registrations for 8 leagues. Community Engagement included workforce training for over 319 organizations; the Innovation Institute which engaged over 17 new companies; a partnership with Silicon Couloir to create the Start-Up Institute; working with UW and representatives from the Wind River Indian Reservation to develop a Reservation-based Bachelor's degree program; and a partnership with St. Stephens School to boost FMT/CNTK enrollments.

CWC hosted the first TEDX (Technology, Entertainment, Design) event with over 450 attendees; hosted the first Jackson Hole Culinary Conference; and hosted the first "Start-Up Institute." The Manufacturing Works Partnership will bring the Innovation Engineering curriculum to CWC in Fall 2014. R Recreation is working on a public ice skating rink for Riverton.

Dr. McFarland recommended that the board accept the Community/Partnership Monitoring Report as presented.

ACTION:

Ms. Schoening moved to accept the Community/Partnership Monitoring Report as presented. Ms. Christensen seconded the motion.

Dr. Crane asked what is going to happen in Thermopolis. Ms. McAuliffe replied that the expected credit level wasn't maintained, and actions are being taken to mend that situation. There are scholarships for high school students. The lack of a physical presence doesn't keep CWC at top of mind, so a much bigger effort needs to be made in keeping a presence. Ms. Lori Ridgway indicated that workforce training still maintains a presence in Thermopolis which has been project based. Ms. McAuliffe indicated that financial aid personnel and advisors are scheduled to meet with students in Thermopolis, but more needs to be done. Ms. Schoening reported that BOCHES numbers have gone up in Thermopolis.

Ms. McAuliffe indicated that CWC can do a better job of promoting scholarships and getting into the schools more often in Thermopolis. The relationship with the college is still good. Dr. Gose noted that TEDX is a really big deal and covers virtually any issue that is really significant. When an organization is invited to participate, presentations are limited to

16-18 minutes. TEDX has global reach and participation. He indicated that he looks forward to seeing that relationship continued.

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

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

A. Kudos!

1. The theme of Staff Development Day on Friday, February 14, was "Service to the Community and the College." All faculty and staff members were encouraged to volunteer for a community service project, as part of CWC's "Helping Hands" Campaign as follows:
 - Quilts of Valor (on campus): 32 volunteers are needed to measure, cut, press, and sew. Quilts of Valor is an effort to provide handmade quilts to veterans.
 - CWC Theater Paint Project (on Campus): 8 volunteers are needed to help paint.
 - Habitat for Humanity Restore (Riverton): 10 volunteers are needed for painting and organizing.
 - CES Neat Repeat (Riverton): 6 volunteers are needed.
 - CES Recycling Center (Riverton): 4 volunteers are needed.
 - Fremont County Library (Riverton): 4 volunteers are needed to help shelve books.
 - Yard Work Project (Lander): 5 volunteers are needed to perform some yard work for a neighbor in need.
 - Lander Pet Center (Lander): 5 volunteers are needed.
 - Senior Center Visit (Dubois): 2 volunteers are needed. The group will be departing at 9 a.m. and will spend the day preparing and serving meals, shelving books in the library and other related activities.
 - Warm Valley Lodge Assisted Living (Dubois): 2 volunteers are needed.
 - Episcopal Church Food Bank (Dubois): 2 volunteers are needed.
 - Jackson Outreach Project (Jackson) – Contact Nicole Budge for details.

Those employees not involved in community service projects participated in various training and planning sessions.

2. Congratulations to Forensics Coach Joshua House whose outstanding forensics students include two students having qualified for national competition.
3. Despite closure of the college to recognize this state and national holiday, numerous CWC students and staff participated in the Martin Luther King, Jr./Wyoming Equality Day activities in both Riverton and Jackson.

Ms. Schoening publicly acknowledged Mandy Tate, Health Care Solutions Case Manager, who has made a big difference in the life of a student. She asked that her appreciation be passed along to Ms. Tate. Dr. Wood suggested having a case manager make a presentation to the board on what they do. No other college in Wyoming has the case manager program.

B. State level issues

1. All hands on deck in strategic planning for student access and success:
 - a. The Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC) have partnered to establish four teams of six persons each to engage in statewide strategic planning in each of the following four areas:
 - (1) Participation (access)
 - (2) Progress
 - (3) Performance
 - (4) Placement
 - b. Each team will facilitate a “break out” session to report on their progress at the February 20 WACCT Wyoming Community College Conference in Cheyenne.
 - c. Outstanding employees and trustees from the colleges will be recognized at a reception at 5 p.m. on February 20, followed by a Legislative Reception at 6:30 p.m. at Little America in Cheyenne. CWC award nominees are as follows:

Buck Tilton - Faculty
Marilú Duncan – Professional Employee
Sonja Fairfield – Classified Employee
Abbey Wilson – Student

2. The Wyoming State Legislature convened its Biennial Budget Session on Monday, February 10.

C. College level issues

1. Strategic planning continues at the college, in conjunction with ongoing budget planning meetings.
2. The Curriculum and Academic Policies Committee has been making substantial program and course changes to reflect a renewed focus on increased co-curricular participation and student completion.
3. Grant writing on steroids can hardly describe the enthusiasm related to several exciting grants in the works.
4. Stepped up efforts to increase efficiency are in the works, which involves moving more operational functions of the college on-line.

D. Articles about CWC and its sister colleges from around the state and country were included in a separate file with the board 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, March 12, 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. Legislative Update
2. Optional One Mill Levy (Notice of Intent)
3. CWC BOCHES Fiscal Year 2015 Budget Ratification
4. 14-15 Faculty/Professional Letters of Intent for Continuing Employees
5. Staff Profile and Salary Study Monitoring Report
6. Natural Gas Supplier Services Contract
7. Auditor Bid
8. Athletics Expansion

ACTION:

Ms. Schoening moved to hold an executive session on March 12 at 5:30 p.m. in the Intertribal Center Conference Room regarding personnel issues. Mr. Underwood seconded the motion. Motion carried.

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.

Wyoming
Association of
Community
College Trustees The next meeting of the WACCT will be held on February 20 from 7-8:30 a.m. at Laramie County Community College in Cheyenne.

Wyoming
Community College
Commission The next regular meeting of the WCCC is scheduled for February 21 at LCCC in Cheyenne. Ms. Christensen will be in attendance.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for March 20.

Teton County
BOCES Dr. Gose reported that the Teton County BOCES met today, but did not have a quorum, so there were no action items.

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

BOARD
EVALUATION
OF MEETING:

Vice Chair Phister adjourned the meeting at 9:07 p.m.

Secretary

APPROVAL:

Chair