

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 18, 2009, in the Little Theatre of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills Scott Phister Roger Gose Charlie Krebs	Frank Welty Judy Pedersen Colton Crane
<u>Administration:</u>	Jo Anne McFarland Jay Nielson	John Wood
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	April Peregoy Ruby Calvert Eddie Amend Chris Jones Wendy Davis Jim Thurman Ernie Over Sandy Mossbrook Lindy Paskett Carolyn Aanestad Jennifer Amend	Keith Domke Charlotte Donelson Roger Hicks RoJean Thayer Dane Graham Kelly Frank Steven Miner Lee Haines Wayne Herr Joe Geraud

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:43 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business.

Chair Phister announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at the board's last regular meeting on October 21, 2009, and in compliance with Wyoming Public Meetings law. The topic was personnel.

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

WELCOME AND
INTRODUCTION
OF GUESTS:

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. He offered condolences to Trustee Mills, whose mother passed away recently. Thoughts and prayers also go out to Judy Nethercott, whose husband passed away. Dr. Waheed was absent from the meeting for medical reasons.

APPROVAL OF
AGENDA:

ACTION:

Dr. Gose moved to approve the agenda as presented. Mr. Krebs seconded the motion. Motion carried.

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

Written reports from student and employee associations were included in the board packet.

Student Senate

Mr. Steven Miner, Student Senator, reported that he had nothing to add to the written report submitted by Ms. Amara Fehring, Student Senate President. This report included information that the Senate's Halloween activities were successful and included the Halloween Dance and Trick or Treat Main Street. Recent Senate activities included the blood drive on November 11, CWC Unplugged on November 12, and the Denver Cultural trip November 14-15. The Senate is working with Riverton High School's Key Club to help prepare gifts for those in need in the community and will participate in Operation Christmas Child.

Classified Staff
Association

Mr. Kelly Frank, President of the Classified Staff Association, indicated that he had nothing to add to his written report which included information that the by-laws draft for the association is being voted on by the members. Nominations are being taken for the WACCT employee of the year. Judy Hubbard has been teaching a non-credit sewing class and a Candy Making class. Barbette Hernandez is a co-sponsor for the RHS Multicultural Club and is involved in their activities. Many Classified Staff members helped with the Region IX Volleyball Tournament.

The Faculty

Mr. Jim Thurman, President of The Faculty, showed the board the poster which was created for the basketball teams with photography by Professor Lonnie Slack. Mr. Thurman submitted a written report which included information that Kathy Wells was selected by the National League for Nursing Accreditation Commission to be a program evaluator. Buck Tilton recently completed development of a wilderness first aid curriculum

for the Boy Scouts of America. Andy and Carol Deering were recognized at a Wyoming Humanities Council board reunion dinner during the *Humanities Matter!* Conference. Mickey Douglas reported that Rose Vowles received the Outstanding Adult Educator award from the Wyoming Lifelong Learning Association. Valerie Harris presented a statistics unit in Las Vegas on November 14 at a meeting of the American Mathematical Association of Two-Year Colleges. Bob Hussa reported that CWC's Music Department Touring Ensembles recently completed the annual fall tour to Northeast Wyoming and South Dakota.

Amanda Nicholoff reported that the Radio/Television program students broadcast the CWC volleyball games on television and over the radio during the Region IX volleyball tournament. Nita Kehoe was a member of the Wyoming Humanities Council planning steering committee for the *Humanities Matter!* Conference hosted by CWC October 23-24, 2009. Steve McAllister has been chosen by the faculty to represent CWC at the WACCT meeting in Cheyenne as the Faculty's selection for Faculty Member of the Year. Jim Thurman will be serving as committee chairman of the Course Development Committee for the UW/CWC Title VI Grant for International Studies.

Professional
Personnel
Association

Ms. Carolyn Aanestad, President of the Professional Personnel Association, reported that she had nothing to add to her written report which included information that Tom Nirider and Lisa Appelhans of the Upward Bound program hosted a college tour for 45 third grade students from Fort Washakie School on October 20. Lisa Appelhans presented information about the Upward Bound Program to 25 members of the Lander Kiwanis Club. Disability Service Coordinator Gary Downs attended a meeting with other state disability service coordinators at Casper College. Lance Goede coordinated the annual High School Counselor Visit Day on campus on November 2. RoJean Thayer, Ruby Calvert, Tom Fischer, and Jennifer Amend were volunteer members of the WPBS 25th Anniversary Committee. RoJean Thayer is part of a group of volunteers which is working to form a CWC alumni association.

Paula Hartbank is the new Education/Retention Coordinator for the Student Support Services Program. Marilu Duncan reported that Student Support Services submitted its annual performance report on October 9, which is almost two months ahead of schedule. Pieter Crow attended Tech Training Week in Virginia October 5-8. Carolyn Aanestad spent the afternoon of November 18 in MDA Lockup to raise money for the Muscular Dystrophy Association of Wyoming. Ken Colovich has been

selected by the Professional Staff Association for the WACCT Non-Faculty Employee Award. Chontelle Gray attended and adjudicated a production of *The Survivor* at Cheyenne Central High School.

Wyoming PBS

Ms. Ruby Calvert, Wyoming PBS General Manager, reported that the 25th Anniversary Committee was formed and began working 15 months before the actual event. They worked on the RFP for the new logo and slogan in the first several months. Each person on the committee put in over 200 hours on this project. Ms. Calvert introduced the committee members including Trustee Caroline Mills, Sandy Mossbrook, Lee Haines, Eddie Amend, Roger Hicks, Chris Jones, RoJean Thayer, Ernie Over, and Jennifer Amend. Other members of the committee not present included Iras Trover, Sara Hagedorn, and Steve Biando.

Ms. Calvert submitted a written report which included information on administrative, production, promotions, engineering, and development activities at Wyoming PBS. WPBS was awarded an RUS grant for \$304,000 to construct nine new digital translators in five underserved counties in Wyoming. Pledge will be held November 27 through December 13 with a goal of \$75,000. Current membership is 3,876.

Mr. Welty asked about WYDOT use of the Lava Mountain site. Ms. Calvert explained that WYDOT now has an aeronautical monitoring site on Lava Mountain. The agreement with them to use the site is being worked out. Mr. Welty asked if Wyoming PBS will have more budget cuts this year. Ms. Calvert replied that she has heard that funding will be status quo. The 10 percent cut from last year will be spread across the biennium.

CWC Foundation/
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, reported that the recent Oktoberfest event was the most successful to date, and \$28,000 was raised. The event was well-attended. The CWC Alumni Committee held its Alumni Appreciation Night on November 14. The attendance was not the greatest, and the committee needs to find an activity that will connect to the college's alumni. The CWC Foundation has mailed 3,300 solicitation letters to solicit donations for unrestricted operational support for the Foundation. Foundation members wrote personal notes on many of the letters. The fund-raising committee was deeply involved in this effort. Mr. Graham submitted a written report which included information that funds received by the CWC Foundation during October 2009 totaled \$110,584.19.

CONSENT
AGENDA: Board Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the October 21, 2009, regular meeting; the acceptance of bills for October 2009; and the board travel budget.

ACTION:

Mr. Krebs moved to approve the consent agenda as presented. Ms. Mills 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 \$1,356,090.04 for the month of October 2009: Operations in the amount of \$1,404,151.89; Student Grants and Loans in the amount of \$436,772.12; and Bank Transfers in the amount of \$814,880.08 for a grand total of all payments in the amount of \$2,655,804.09.

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

NEW BUSINESS:

Financial
Monitoring Report

Mr. Jay Nielson, Executive Vice President for Administrative Services, presented the Financial Monitoring Report. He reviewed a comparison of the ten-year enrollment growth trend for UW, the community colleges, and K-12. K-12 has experienced a decline, UW's enrollment increased from 2001-2003 and has since leveled off or declined, and the community colleges' enrollment has increased significantly with existing resources. The challenges with this increased enrollment are educational needs, limited space, limited financial resources, and meeting student and community expectations with limited financial resources. Mr. Nielson introduced Mr. Wayne Herr of McGee, Hearne & Paiz, LLP, of Cheyenne. This is the second year that this firm has audited CWC's financials. The FY 09 audit is an unqualified opinion.

Mr. Herr stated that his firm audits four of the seven community colleges in the state, which gives them a comparison. He explained that a draft audit was presented to the board because the formal financial statement is not final until the board approves it. If there are changes, they can be made. Once the audit is final, it must be turned in to the federal government within 30 days.

The college's audit includes the audit firm's opinion and a management analysis and summary of the changes that have been made. The reports

are prepared on an accrual basis as opposed to the operating financial reports of the college which are prepared on a budgetary/cash basis. Under the accrual basis of accounting, revenues and assets are recognized when the service is provided, and expenses and liabilities are recognized when others provide the services, regardless of when cash is exchanged.

Mr. Herr noted that as enrollment continues to increase, operating expenses and facility space are barely able to meet the college's needs. Tuition and fees are the only revenues that have consistently increased with the change in enrollment. The decline in local taxes was somewhat offset by state funds, but the outlook is that these two sources of funds will decline. This puts a lot of pressure on community colleges.

The federal government is becoming increasingly involved in the audit process. CWC manages over \$5 million in federal award money, so the federal government is a significant stockholder. Student financial aid has a large amount of regulations and receives a great deal of scrutiny. In the area of Student Financial Aid – Returns of Title IV Funds, of the 23 students tested for the proper return of Title IV funds, the college did not use the correct withdrawal date for 12 students. The corrective plan is to implement a policy to either accurately determine the student's last date of attendance or use the midpoint of the semester. In the area of SFA Cluster – Student Status Changes, one exception was found which appeared to be a typographical error. The recommendation was that the college implement additional internal controls to ensure that student status changes are properly reported. In SFA Cluster – FFEL Notifications, the recommendation was for any students or parents receiving more than one FFEL loan fund disbursement during a semester, the college should send separate notifications for each disbursement. In Special Tests – Disbursements, it was found that two refunds of credit balances to students were not made to the student within the required time limits. The recommendation was to reevaluate controls in this area to determine changes that could be made to identify and correct similar situations in the future before refunds are delinquent. Mr. Herr noted that out of three findings, it was determined that two of them were not internal control items, and financial aid has already determined how they will fix the system.

Mr. Herr noted that auditors need to work closely with each client, and there must be good communication so that there isn't a long list of adjustments that need to be made. Last year there were four items, and this year it is down to one item which had to do with fund balances.

Steady improvement has been seen in this area. It is a good audit. The findings in the financial aid area are not unusual. The audit firm will issue a formal audit letter which will say there were no issues during the audit. This will include disclosure of the CWC Foundation and Wyoming Public Television as component units. McGee, Hearne & Paiz, LLP is not the auditor for Wyoming Public Television. They do only a financial statement audit for Wyoming Public Television which is submitted to the Corporation for Public Broadcasting.

Mr. Welty asked if McGee, Hearne & Paiz has ever had federal authorities question their work. Mr. Herr replied that they have had site audits where the federal government has sent people to go through the audits. Federal agencies are required to look at these every five years. Seven auditors from the federal government were there for a week. They have also been involved with the Department of Education auditors, but nothing significant was found.

Chair Phister asked how stimulus money will affect the audit. Mr. Herr replied that it will affect the next audit. The federal government is in the process of defining what auditors will need to do in this area. The federal government wants accountability with the use of federal funds. A designated person will be needed at each institution to coordinate the stimulus money. There will be specific testing requirements.

Mr. Welty indicated that the federal government is most interested in what is happening with federal funds and asked if they are interested in state funds. Mr. Herr replied that the federal government has not asked about the use of state funds. They only focus on federal funds. The state, as represented by the Wyoming Community College Commission, is concerned about consistency in reporting in the community colleges.

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

ACTION:

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

Acceptance of FY
09 College Audit

Dr. McFarland recommended that the board accept the FY 09 college audit as presented.

ACTION:

Dr. Gose moved to accept the FY 09 college audit as presented. Mr. Krebs seconded the motion. Motion carried.

Acceptance of FY
09 Wyoming PBS
Audit

Dr. McFarland recommended that the board accept the FY 09 Wyoming Public Television Audit as presented.

ACTION:

Ms. Mills moved to accept the FY 09 Wyoming Public Television Audit as presented. Mr. Krebs seconded the motion. Motion carried.

Mr. Nielson indicated that Ms. Lindy Paskett and her crew in the Business Office take the audit very seriously and work very hard on it. He also complimented Ms. Jacque Burns and her staff in Financial Aid and Ms. Wendy Davis and her staff in Human Resources for their work on the audit. He stated that these people take the process very seriously and do it well.

Tax Protest Update

Board Attorney Frank Watkins reported that the district court reversed the decision regarding the CWC Business Park real property taxation and found that the use of the property was primarily for government purposes. He indicated that the assessments had been paid under protest and that he had received a message from the district attorney's office which indicated they planned to appeal. The CWC Board of Trustees formally decided to protest the tax assessment in May 2007, and the decision was made in November 2009.

Mr. Welty asked how much the protest has cost the college. Mr. Watkins replied that he can get this information for the board. Mr. Welty asked about getting other colleges involved. Mr. Watkins replied that other colleges are not similarly situated, but it may be something to pursue. He will look into this. Mr. Welty asked how assessors can interpret the same situation so differently. He would think this would be a concern to the other colleges. Mr. Watkins replied that this property hadn't been assessed in 40 years. He will know more at the next board meeting. The deadline for the appeal is December 3.

CWC Business
Park

Chair Phister indicated that in informal communication between the board and the CWC Foundation, the board agreed to consider streamlining its CWC Business Park sublease and subtenant approval process to assist the CWC Foundation, which manages the CWC Business Park for the college. The Board Attorney has requested board direction on the board's level of involvement in this process. Chair Phister thought the main concern was

the amount of time that it took for the approval of new subtenants and prospective subleases to get on the agenda and to be approved by the board.

Mr. Joe Geraud, President of the CWC Foundation Board, asked if there was some way to streamline the process of approving new subtenants and subleases in the Business Park. He indicated that the first lease in the Business Park was issued in 1967, and there are 13-15 tenants in the park. The Foundation's leases extend to 2096. Mr. Geraud would like to evaluate the causes for continuing vacancies and how to streamline the process. The parties wonder why they are dealing with the Foundation instead of the trustees. The board reserves the power to determine whether new tenants are suitable and the terms of the lease. The CWC Foundation is not much more than a real estate agent. One of the problems is the delay which is built into the scheduling with the trustees' agenda and getting responses. It takes 30-40 days to get on the agenda. The Foundation feels they don't want to spend a lot of time if the prospective tenant is considered unsuitable by the board of trustees. This process can take up to 90 days. People don't want to wait that long for an answer. When leases are written, the Foundation has to specify a timeframe when the tenant can get an answer.

Chair Phister asked if the prospective tenants seeking a lease agreement expect that the process will take less than 60 days. Mr. Geraud replied that they do expect that it will take less than 60 days. Chair Phister asked what the board can do differently. Mr. Geraud indicated that the board should amend existing leases, delete its right to approve leases, and leave it up to the Foundation to approve them. The board could delegate its authority to the president of the college or to a committee. The board of trustees has the right to determine tenant suitability and the right to determine a lease's terms and conditions.

Chair Phister indicated that he is not in favor of relinquishing the right to approve an appropriate tenant for the Business Park. This could be done relatively quickly. The board could hold a phone meeting if necessary. Board Attorney Frank Watkins stated that the board could approve a proposed subtenant in a special meeting by phone. Mr. Watkins indicated that he received a copy of the letter from Mr. Geraud which talks about his concerns. He talked about three other matters that are issues for this board to work out with the Foundation Board. Mr. Geraud said he is planning to have the Foundation Executive Committee and Real Estate Committee meet to discuss some of these issues. He suggested that this board have

representatives attend these meetings and table this item for tonight. One of the big issues is what the purpose of the Business Park should be. It is important to make sure that they are governmental purposes. This is important in the tax protest case. The board needs to consider these in their own work session or attend the Foundation work session.

Chair Phister asked that the Foundation work through Dr. Crane to set a date for the meeting, and perhaps a few more board members could plan to attend once a date is set. Dr. McFarland will send a copy of Mr. Geraud's letter to the board. It will be helpful to the board to have background on the management lease. The board delegated management of the Business Park to the CWC Foundation. It is important to recognize that recruiting subtenants and approving subleases is part of that management. Chair Phister suggested that two trustees, Board Attorney Watkins, Mr. Nielson, and Dr. McFarland be involved in this process.

Legislative Update

Dr. McFarland reported that the college presidents had a meeting today with Governor Freudenthal regarding the legislative agenda. The main concern of the college presidents was not to undergo additional cuts since the standard budget already reflects the \$1 million state aid cut that CWC took this fiscal year. The Governor confirmed our understanding that the general fund revenues appear sufficient to fund the standard budget. The presidents indicated to the Governor that the top priority is the receipt of additional funding for the substantial enrollment growth. As a system, this growth represents a 25 percent increase over five years. Enrollment growth funding has not been received since 2004-2005. The Governor indicated that are federal stimulus monies that are available to the state of Wyoming that are specifically earmarked for education. He also indicated that the K-12 school foundation fund is solvent and some of the monies that might have gone to K-12 could be diverted to UW and the community colleges. Since the general fund would not have sufficient monies, it might be possible to get the \$8.5 million enrollment growth request funded out of federal stimulus money. This money would come with a lot of strings attached and would have to be expended within the first 16 months of the upcoming biennium. It will make it more challenging for the college to continue operations as in the past because there is not as much freedom with stimulus money in regard to the types of expenditures.

The Governor said that major maintenance is not a standard budget item, and it is newly considered each biennium. There is about \$45 million in federal stimulus funding that comes to the state which appears to be consistent with major maintenance, but the state would have to apply for

this money. Dr. McFarland stated that she was very heartened by the visit with the Governor who indicated an interest in working together with the legislature and the colleges.

In regard to the Wyoming Investment in Nursing Act, Dr. McFarland reported that the Governor had not received a formal request for this program which is scheduled to sunset on June 30, 2010. This program funds a number of the colleges' full-time nursing faculty. WCCC Executive Director Dr. Jim Rose didn't believe this could be included in the biennial budget request because the extension requires a change of legislation. The University of Wyoming has agreed to work with the colleges and to give its full support to promoting the extension with legislators.

Chair Phister asked about the tuition increase and how much money it would raise. Mr. Nielson replied that a 5 percent increase would raise about \$130,000 for CWC. If the college goes to a linear tuition model, the increase would be about \$440,000. Dr. McFarland reported that should the colleges receive federal stimulus money, the Governor would require that there be no tuition increase. In regard to fees, the Governor said he would be very uncomfortable with any increase of general fees or any indication of cost shifting onto the backs of students. He didn't challenge modest course fees or fees specifically for supplies, discretionary services, or auxiliaries. The WCCC sets the standard tuition for all of the colleges.

Dr. Gose asked if \$8.5 million of the stimulus money could be used for enrollment. Dr. McFarland indicated that it was her understanding that if the colleges received the \$8.5 million that there would be no transitional funding for implementation of the new funding model. The most important legislative request is the funding of the standard budget and the enrollment growth funding. Mr. Krebs asked about the \$500,000 for capital expenditures and what it covers. Dr. McFarland replied that this remains to be seen. Ordinarily, operating fund monies go wherever the need is the greatest, but this isn't known at this time. Mr. Welty asked if the Governor will approve a tuition increase if the federal stimulus money isn't received and what the two have to do with each other. Dr. McFarland replied that language indicates that stimulus money should be used so that it keeps costs low for the students.

Dr. McFarland indicated that it was explained to the Governor that all the colleges will experience a sharp decline in local valuation in upcoming years, but the Governor stated that there are some hopeful signs for the

future. He is anticipating budget problems for the state for the 2013-14 biennium and told the presidents that he is not in favor of dipping into state reserves for the upcoming biennium.

Board Resolution

Dr. McFarland reported that the Northwest College Board of Trustees had adopted a resolution at their November 9 meeting which calls for the legislature to assess a .25 percent sales tax to be earmarked to assist community colleges that are struggling with recent budget cuts, increased enrollment, and projected lowered local property tax valuations. NWC Trustee Jim Vogt has requested that community college boards consider adopting the same resolution at their November board meetings.

Ms. Pedersen, Dr. Crane, and Chair Phister indicated that they would not vote for this resolution. Dr. McFarland reported that the Western Wyoming Community College Board tabled action on the resolution. The Casper College Board disapproved the resolution. Dr. McFarland had hoped that all seven boards taking similar action would communicate to the legislature the importance of more in-depth discussion of a designated revenue stream for the community colleges. There are many tax issues that have been discussed over the past year, and this proposal would be considered a latecomer to that discussion. The Community College Task Force rejected all of the revenue streams proposed to them. Dr. McFarland agrees with Representative Del McOmie of Lander, who expressed his disappointment that the Community College Task Force, after three years of meeting, was not able to identify and support additional revenue sources specifically for the community colleges. The Revenue Committee is considering eliminating various sales tax exemptions including groceries and large farm equipment. Many cities and towns have suffered from a decline in sales tax revenue. Dr. McFarland believes that the leadership on this issue must come from the elected trustees because they are responsible for the financial condition of the colleges. Until legislators hear from elected officials, they won't get it on their agenda.

Chair Phister doesn't think it is the time for an additional tax. The Community College Task Force needs to step up and identify a source of revenue. Dr. McFarland stated that it is appropriate to indicate to the trustee association that serious discussions are needed over the next couple of years about identifying sources of funding for the colleges. It is a policy issue on the part of the board, which is part of the state trustees association. The board asked for a recommendation. Dr. McFarland recommended that the board adopt the proposed resolution, calling for a

.25 percent sales tax to support the community colleges, action on which is to be transmitted to the other six community college boards and to the Co-Chairs of the Joint Education Committee.

ACTION:

Mr. Welty moved to adopt the proposed resolution, calling for a .25 percent sales tax to support the community colleges, action on which is to be transmitted to the other six community college boards and to the Co-Chairs of the Joint Education Committee. Dr. Gose seconded the motion.

Mr. Welty stated that it is not time to saddle anyone with an additional tax. Ms. Mills indicated that something like this shouldn't be rushed. It is a knee-jerk reaction. Dr. Crane stated that there needs to be a stream of funding established for community colleges. Someone is trying to get a quick fix, and it is not well thought out.

Chair Phister called for a vote on the motion currently on the floor. Motion failed with all trustees voting no.

**BREAK IN
MEETING:**

At 8:49 p.m., a break was taken in the meeting. The meeting was resumed at 8:59 p.m.

College
Commission Rules

Dr. McFarland reported that public comments on the proposed WCCC rules must be sent in writing to the College Commission no later than 5 p.m. on December 18, 2009. The proposed WCCC rules are for the most part acceptable, but the chapter on Coordination Functions does not include the policy on consultation. A specific strategic objective in the Statewide Strategic Plan designates that the WCCC's #1 priority in the coordination and collaboration area is to use the Consultation Agreement as defined. It is important for the board to request that the Consultation Policy be included in the WCCC rules.

Dr. McFarland recommended that the CWC Board authorize the Board Chair to submit formal written comments on its behalf to the College Commission, requesting that the College Commission include its "Consultation Policy" in Chapter 4 on "Coordination Functions" of its proposed new rules. In past years, the Consultation Policy was included in the rules, and then it fell out.

ACTION:

Dr. Gose moved to authorize the Board Chair to submit formal written comments on its behalf to the College Commission, requesting that the

College Commission include its “Consultation Policy” in Chapter 4 on “Coordination Functions” of its proposed new rules. Mr. Krebs seconded the motion. Motion carried.

January 20
Community
Dialogue Dinner
Target Group

Chair Phister asked the board to confirm that they still wished to have the January 2010 community dialogue with senior citizens. Dr. Gose stated that one of the key issues would be getting senior citizens’ interest in supporting a bond issue for the Allied Health and Science Center. Mr. Welty suggested doing a luncheon instead of a dinner. Mr. Krebs suggested that board members sponsor a luncheon at the senior citizens centers. One could be held in Lander and one in Riverton, and it could be on a board meeting day. The board could split up so that all board members wouldn’t have to attend both luncheons. Dr. McFarland suggested scheduling the first one after the quarterly work session since she has asked that discussion of the Allied Health and Science Center be included on the agenda for this meeting. Chair Phister recommended that talking points be developed. What is needed could be presented, followed by asking the senior citizens how they feel about the project.

January 27 Board
Quarterly Work
Session/Retreat
Agenda

Dr. McFarland suggested consideration of the following topics for the January 27, 2010, Board Quarterly Work Session/Retreat:

1. A short tour of campus construction and recent remodeling at 5 p.m.
2. Exploration of a possible November 2010 bond election for CWC Health and Science Center
3. Federal issues and initiatives in preparation for February 8-10 National Legislative Summit in Washington, D.C.

Chair Phister indicated that those board members who were interested could show up for the tour at 5 p.m. Board Attorney Frank Watkins indicated that he would be out of town but could be present by phone. Chair Phister replied that he didn’t need to worry about it.

Thermopolis
Community
Dialogue Date

Dr. McFarland indicated that Tuesday, March 30, is the date that has been identified as the one which would work best for the community dialogue in Thermopolis. It is hoped that this event could be combined with an open house at the new CWC Thermopolis Center. This must be a stand-alone event which is separate from a board meeting because Thermopolis is located in another county, so regular public meetings of the board cannot be held there. It was decided that the board would prefer a “meet and greet” reception at 5 p.m. with hors d’oeuvres.

Dr. McFarland announced that this will likely be the last board meeting for Keith Domke, Editor of *The Ranger*, who has been selected as the new Publisher/Editor of the Thermopolis *Independent Record*. April Peregoy will be his replacement. Chair Phister thanked Mr. Domke for his coverage of the college and the work he has done on the college's behalf and wished him luck in his new job.

Personnel

Human Resources
Board Report

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

The Human Resources Board Report for November 2009 included the following information:

The Rustler Spirit Award for October was awarded to Steve McAllister, Instructor Biology/Microbiology. Rustler Salute Nominees included Brenda Cadwallader, Assistant to the Dean A & S; and Taunya Guthrie, Fine Arts Assistant.

Searches in progress/pending included Executive Vice President for Academic Services; Construction Trades Instructor; Case Manager; and Assistant to Dean for Commerce, Allied Health, Technology & Safety.

Resignations/terminations/retirements/transfers/requests for release from contract included Lisa Cunningham, Assistant to the Dean of CATS; Shannon Powell, Grant Case Manager; and Markus Wesaw, Instructor Health and Safety.

New Hires/Appointments/Internal Transfers included Amy Madera, Instructor/Program Director Culinary Arts and Hotel/Restaurant Management; and Lisa Cunningham, Academic Advising Coordinator.

College
President's
Contract

Chair Phister recommended that Dr. McFarland's contract be extended for one additional year through June 30, 2012, with terms, pay, and other details of the contract to be decided in May.

ACTION:

Dr. Gose moved that Dr. McFarland's contract be extended for one additional year through June 30, 2012, with terms, pay, and other details of the contract to be decided in May. Mr. Krebs seconded the motion. Motion carried.

Mr. Welty asked if the board will have an opportunity later to discuss issues with Dr. McFarland. Chair Phister replied that the board would be given this opportunity.

ACCEPTANCE OF
MONITORING
REPORT:

Statewide
Community
College Enrollment

Mr. John Wood, Vice President for Academic Services, presented the Statewide Community College Enrollment monitoring report. He indicated that CWC has grown 25.52 percent over the past two years, with a system average increase of 9.67 percent. A graph of ten-year enrollment growth for the State of Wyoming showed that K-12 enrollment is substantially lower than it was ten years ago, community college enrollment is substantially higher, and UW is higher but has leveled off.

The state of Wyoming leads the nation (63 percent) in the proportion of college students who were enrolled at two-year institutions in Fall 2007. In delivery methods, a steady decline in face-to-face traditional instruction is being seen. The college has about as much dual enrollment as it can possibly handle. The market is saturated. CWC has seen an increase in younger students. Over half of the students enrolled at CWC last year are under the age of 25. Student numbers are growing in the traditional-aged category from 17 to 24, and these are typically dual-enrolled high school students.

In headcount by gender, 61.6 percent of CWC students are female which continues a decrease over previous years, but is still higher than the statewide average of 54.3 percent. CWC continues to have the most diverse student population in the state, but declining participation by Native American students in CWC programs is a concern which will be investigated. Out-of-county and out-of-state enrollments are increasing. The Fremont County enrollment rate is 5.7 percent, which is low. Of these students, 86 percent are attending CWC, and 13 percent are attending the other six institutions in the state.

The conclusions of this report are that enrollment is skyrocketing in the state, and CWC leads the pack. The growth is in on-line and dual/concurrent, and the student population is younger, diverse, and female. Ethnicity enrollment trends need to be studied.

Mr. Krebs asked why CWC leads the pack in enrollment growth. Mr. Wood replied that CWC has the strategic initiative to target growth

enrollment. Dr. Gose asked if the other community colleges are using recruiters. Mr. Wood replied that they are using recruiters, but CWC is doing a better job. Roundball sports were brought back, and Rustler Radio has captured the interest of a lot of students. New programs such as Environment, Health and Safety have boomed. The NOLS program has also grown quite a bit. The Wyoming Catholic College has limited technology but an interesting curriculum. They want the rural Wyoming work ethic, and they want an Equine program as part of their curriculum.

Chair Phister stated that he sees much more of a collegiate atmosphere at CWC. Dr. Crane noted that CWC's enrollment has now increased for three years and asked if it will now drop off as it has in the past. Mr. Wood replied that the challenge will be to maintain enrollment when the economy gets better. CWC will not succeed in growing enrollment in its current facilities. Mr. Welty pointed out that since the trend shows less face-to-face classes with students that the college should think carefully about expanding facilities. Mr. Wood responded that well over half of online enrollments are students in housing who are also taking face-to-face classes. Many students take one or two online classes for scheduling reasons.

Ms. Pedersen asked if the students in the athletic programs have to stay in the dorms. Mr. Nielson replied that these students are strongly encouraged to live in the dorms. Ms. Pedersen suggested that perhaps these students should stay at home to make more room. Athletes have families in the community, and they could live there. Living in off-campus housing is a big deal for students. In addition, repairs to housing should be done during the summer and not during the school year. Mr. Nielson replied that the college doesn't have that many local athletes. There are quite a few students from the region that want to live in housing. Ms. Pedersen stated that the college is asking the taxpayers to pay for a collegial experience. Dr. McFarland responded that housing is generally paid for by revenue bonds.

Dr. McFarland recommended that the board accept the Statewide Community College Enrollment Monitoring Report as presented.

ACTION:

Dr. Gose moved to accept the Statewide Community College Enrollment Monitoring Report as presented. Mr. Krebs seconded the motion. Motion carried.

REPORTS:

President's Report Dr. McFarland included the following information in her report:

1. Condolences to Trustee Caroline Mills for the loss of her mother, Gloria Phillips, and to Financial Aid Technician, Judy Nethercott, for the loss of her husband, Jim.
2. Kudos.
 - a. Congratulations to Coach Tiffany Stauffenberg on leading the women's volleyball team to third place in the Region IX Tournament, held on the CWC campus.
 - b. Thanks, also, to Steve Barlow and a host of other people at the college for staffing the tournament and cheering on the team.
 - c. Appreciation to the college's creative and energetic faculty and staff for their wonderful ideas and actions to promote the "Graduation Matters" campaign as part of the strategic priorities this year.
 - d. Thanks to Dean of Institutional Advancement, Dane Graham, for jump-starting the new Alumni Organization through the November 14 chili supper, in conjunction with the Bailey Tire Basketball Tip-Off.
 - e. Dr. Mohammed Waheed, VP for Student Services, has reported the receipt of a federal "College Access Challenge Grant" totaling \$94,000 to award need-based aid to current Pell-eligible students.
3. Economic Recovery. An article from the *Wyoming Business Report* on signs of recovery of the national economy was included in the board packet.
4. Community Engagement. As part of the strategic effort to increase community engagement, Carolyn Aanestad and Dane Graham are establishing a Speakers Bureau at the college. As part of this effort, Carolyn Aanestad, Jay Nielson, and Jo Anne McFarland have developed two PowerPoint presentations that are being taken out to various community service clubs and organizations. Programs on "CWC Update" and "Intertribal Center Update" have been developed so far.
5. Recent Presidential events include:
 - a. Thurs., Oct. 22 - KVOW "Chit Chat" Radio Program
 - b. Thurs., Oct. 22 - Joint CWC/Foundation Dinner
 - c. Tues., Oct. 27 - Riverton Rotary

- d. Thurs., Oct. 29 - WCCC meeting
 - e. Tues., Nov. 3 - CWC program for Rotary
 - f. Thurs.-Fri., Nov. 5-6 - Community College Task Force (Casper)
 - g. Fri.-Sat., Nov. 6-7 - Region IX Volleyball Tournament
 - h. Thurs., Nov. 12 - Riverton Memorial Hospital Board of Trustees meeting
 - i. Thurs., Nov. 12 - CWC program for Kiwanis
 - j. Sat., Nov. 14 - Alumni Chili Supper
 - k. Tues., Nov. 17 - Meeting with legislator
 - l. Wed., Nov. 18 - Meeting of presidents with Governor (Cheyenne)
6. Articles about CWC and its sister colleges at the state and national level were included in a separate file with the board packet.

Vice President for Academic Services

Mr. John Wood, Vice President for Academic Services, indicated that he had nothing to add to his written report which included information on additional CCSSE results, the 2010-2011 Academic Calendar, the Community College Task Force and Dual/Concurrent Enrollment, and CWC Rustler Radio available on the web. Dr. Gose asked about the statement that “dual and concurrent enrollment will continue to be the subject of statewide scrutiny in the coming year.” Mr. Wood replied that the Task Force is concerned that every student across the state have consistent access at no cost. This is a difficult challenge. If dual and concurrent enrollment were expanded to every school district in the state, there will be a lot of duplication. There has been a lot of discussion about equal mechanisms and policies across the state. The seven community colleges have some different practices which won’t allow for consistent policies on access, opportunity, and funding. Who pays and doesn’t pay varies widely across the state, and that variation will have to end.

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

The next regular meeting will be held on Wednesday, December 16, beginning at 7:30 p.m. in the Little Theatre.

Agenda items for the next regular meeting include:

1. Board Reorganization (election of officers)
2. 10-11 Academic and Non-Academic Fee Schedule
3. 10-11 Academic Calendar
4. 10-11 Holiday Schedule

The annual board reorganization dinner will take place prior to the board meeting at 5:30 p.m. at the Bull Restaurant in Riverton.

An executive session, if needed, will be called by board motion at the appropriate place during the meeting.

CWC Foundation The CWC Foundation Board will hold its next regular meeting on December 10, at 10 a.m. at the Lander Center.

Association of
Community
College Trustees The next ACCT event is the National Legislative Summit February 8-10, 2010, in Washington, D.C. Chair Phister, Dr. Gose, Dr. Crane, Ms. Mills, and Mr. Krebs have indicated their plans to attend.

Dr. Crane has been reappointed to the ACCT Public Policy Committee.

Mr. Welty referred to several handouts he brought back from the ACCT National Congress which were copied for board members. The materials included handouts from presentations made by Kaskaskia College in Centralia, Illinois; and Elgin Community College in Elgin, Illinois; plus handouts from presentations entitled "The Value of Conducting an Annual Board Retreat" and "Designing a Preferred Future Through the Presidential Evaluation Process."

Wyoming
Association of
Community
College Trustees The WACCT will be meeting in Casper on December 7, on conjunction with a WCCC meeting, to discuss legislative strategy.

The next regular meeting of the WACCT will be held in conjunction with the February 17 meeting of the Wyoming Community College Commission at Laramie County Community College in Cheyenne. The WCCC meeting will be preceded by the Wyoming Community College Conference on February 16 at The Historic Plains Hotel. Dr. Gose, Mr. Krebs, and Ms. Mills indicated that they would attend the conference.

Wyoming
Community College
Commission The WCCC will be holding a special meeting on December 7 to finalize the strategic plan and to set tuition for next year.

The next regular meeting of the WCCC is scheduled for February 17 at Laramie County Community College.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for February 2010.

Teton County
BOCES The next meeting of the Teton County BOCES has been scheduled for December 1 at 4 p.m.

ADJOURNMENT - Board members were asked to complete an evaluation of the meeting and
BOARD to turn them in to the Board Clerk.
EVALUATION
OF MEETING: Chair Phister adjourned the meeting at 10:08 p.m.

Secretary

APPROVAL:

Chair