

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, September 15, 2004, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Dennis Christensen called the meeting to order at 6:34 p.m.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Deanna Crofts Ann Grospiron	Scott Phister Vivian Swallow
<u>Absent:</u>	Nance Shelsta	Joe Megeath
<u>Administration:</u>	Jo Anne McFarland J.D. Rottweiler	Mohammed Waheed Jay Nielson
<u>Attorney:</u>	Wes Roberts	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Charlotte Donelson Lisa Cunningham Frank Berch Dan Schiedel Jim Matson Caroline Mills Lindy Paskett	Carolyn Aanestad Gerry Marburger Robbalee Oleson Ben Evans Jeff Hosking Wendy Finch Lynne McAuliffe

WELCOME AND
INTRODUCTION
OF GUESTS:

Board Chair Christensen welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item. He indicated that board members Dr. Nance Shelsta and Dr. Joe Megeath would be absent from this meeting. He recognized Caroline Mills, board candidate from the Reservation subdistrict, and Jim Matson, board candidate from the Riverton subdistrict. He also recognized Gerry Marburger of McKee, Marburger & Fagnant, P.C., the college's auditing firm.

Board Chair Christensen indicated that the agenda had been somewhat revamped. As the board continues to work through policy governance, changes to the agenda are being made so that the board can concentrate on its work rather than on the college's work.

APPROVAL OF AGENDA: Board Chair Christensen indicated that an item needed to be added to the agenda under New Business regarding a real estate item.

Ms. Grospron moved to approve the agenda as revised. Ms. Swallow seconded the motion. Motion carried.

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

Student Senate Ms. Robbalee Oleson, President of the Student Senate, did not have any additional comments to add to her written report. This report included information on Convocation activities, student senate elections, and the Frisbee golf course. The senate recently took action on approval of funds for an interactive NASCAR game, for fall and spring club soccer stipends, and for an automatic external defibrillator for the lower gym. Upcoming or recent events included the Howdy Dance on September 3, the annual whitewater float trip to Jackson on September 11, the Sinks Canyon hike on September 18, the Yellowstone recreational and educational trip on September 24-26, Club Soccer Homecoming on October 2, Fun Flicks music video production on October 4, and the Wyoming Student Leadership Conference in Cheyenne October 7-9.

Classified Staff Association Ms. Lisa Cunningham, President of the Classified Staff Association, did not have any additional comments to add to her written report. This report included information on the July 28 campuswide picnic and the CWC float at the Fremont County Fair Parade. Eleven Classified Staff members are taking a total of 31 credits during the Fall 2004 semester. Two Classified Staff members are each teaching a Physical Education class.

The Faculty Mr. Ben Evans, President of The Faculty, indicated that he did not have any additional comments to add to his written report. This report included information on Convocation and the faculty salary issue.

Professional Personnel Association Mr. Jeff Hosking, President of the Professional Personnel Association, reported that six professional staff members ran or walked in Old Bill's Fun Run which was held in Jackson on September 11. His written report included information on Chontelle Gray, who has been chosen to be a presenter at the United States Institute for Theatre Technology conference. In addition, the scenic design for *Picnic* was entered and selected to be in

the World Stage Design Expo. Jeff Hosking has been appointed to Governor Freudenthal's Correctional Industries Advisory Board.

Ms. Grospron thanked Ms. Oleson for speaking at the scholarship reception last evening. She asked Mr. Evans what the plan is for the faculty salary model. Mr. Evans replied that last spring a salary task force was formed. That group has met once, and the plan is to meet again the first part of next week.

COLLEGE
ADVANCEMENT
IN THE
COMMUNITY:

Facilitators for the July 10-11 board summer retreat recommended that the board consider including a spot early in the meeting agenda each month for each trustee to report on the specific ways that he or she has advanced the college in the community. The board expressed interest in providing such reports, so the board chair included this item on the agenda this month. Examples include college events attended, interactions with college staff members, and attendance at community events or other interactions with members of the community that may be of interest to the college board.

Ms. Grospron reported that because of Oktoberfest, she has been calling on people and talking about the college. She followed up her visits with letters which explained that CWC pays tuition for students with certain GPAs. She talks about the Quality Leaders and ties the college into the Lander situation. She attended the scholarship reception and is working on Oktoberfest. She attended the new employee reception at Dr. McFarland's home.

Ms. Swallow reported that she convinced one person to run for the board of trustees. She spoke to about 25 people about this position. She has contact with a lot of people in her job and talks to a lot of them about the college. She has contact with students as part of her caseload.

Mr. Phister reported that he bought tickets for Oktoberfest. He has had several conversations with people about intercollegiate athletics, and everyone was positive and excited about this opportunity. He also spoke with several people about running for the board. He had a discussion with a previous board member who congratulated the college on its progress.

Board Chair Christensen attended several forums in August around the county, and he always mentioned the college. It is easy to talk to people about the college because this is the most economical way for students to start college.

ACCEPTANCE OF
MONITORING
REPORTS:

Planning and
Institutional
Effectiveness

Dr. McFarland indicated that the main part of her monitoring report on Planning and Institutional Effectiveness is the 2004-05 Strategic Plan. Monitoring reports are intended to demonstrate how what the college does addresses board ends. The strategic plan includes the 2004-2005 annual strategic priorities which address the growth management plan, facilities planning, the Higher Learning Commission self-study, human resources, and the endowment challenge.

The 03-04 annual report refers to substantial growth at the institution, and this growth needs to be managed more carefully. There are a number of areas that will require more focused attention as to how they are growing. The college will need to be prepared for the impact of that growth. The college is out of space, and many spaces are in need of update and renovation. Some spaces are not being used in the best possible way. As a result, this fall a Request for Proposals (RFP) will be released for a firm to assist the college in a comprehensive facilities planning and educational programming study. The college must ensure that it has the appropriate spaces to accommodate its programs.

In regard to the Higher Learning Commission Self-Study, the college has an accreditation site visit scheduled for 2005. The self-study document is being completed. In regard to Human Resources, a professional staff job analysis and salary study is being completed by an outside consultant. In regard to the endowment challenge, the college is challenged to raise up to \$4.5 million in private funding for the CWC Foundation to support scholarships and other purposes.

Academic Profile

Vice President Rottweiler presented the academic profile monitoring report which relies on survey data collected by the research office. The Graduate Survey is conducted each year, while the Transfer Student Survey alternates with the Entering and Continuing Student Surveys. These various surveys are one method used to capture information related to current student interests, intents, and reasons for attending CWC. These data provide a look into the quality of CWC's academic programming. Enrollment numbers at each of the outreach sites, distance education offerings, and dual credit offerings demonstrate access to CWC courses, training, and services.

In looking at the data that compares enrollment to completers, Board Chair Christensen asked if the college is doing enough to keep its students. Vice President Rottweiler responded that the college has seen a dramatic increase in its retention. There is a great debate as to what level of retention should be expected at an institution of higher learning. The college's scholarship package last year showed that the college retained a lot of students. If the college can retain them in developmental courses, it should be able to move them through the regular courses.

Board Chair Christensen asked how many students are here at the end of the semester. Dr. McFarland indicated that these data are presented in a different monitoring report. Dr. Waheed stated that students enter CWC for many reasons. It depends on how the completion data is defined. Board Chair Christensen asked if the class is considered completed if a student starts a class at the beginning of the semester and finishes it. Dr. Waheed indicated that data on completers are available for each of the college's classes.

Vice President Rottweiler indicated that the returns from the surveys were in the range of 9-14 percent, which is low. Ms. Grospron pointed out that the data are based on small numbers and asked if any changes or adjustments are anticipated because of this. Vice President Rottweiler indicated that course availability is being examined. A guaranteed night program is being discussed. The percentage of students who work full-time has increased dramatically. Short-term blocks including one over the holiday break are also being discussed.

Ms. Phister asked about ways to improve the response rate. He suggested having faculty distribute the surveys on the last day of class. Vice President Rottweiler indicated that students have suggested making it part of their grade or to pay them, and they will complete the survey.

Ms. Grospron asked if the college is doing any follow-up with employers about how well-qualified the college's students have been in jobs for which they have been hired. Vice President Rottweiler replied that the Department of Employment has done this survey, but they have said they cannot provide these data. The college will have to develop its own survey. Ms. Grospron noted that this information would better address the board's end on students who graduate with applied degrees.

Ms. Crofts moved to accept the monitoring reports on Planning and Institutional Effectiveness and on Academic Profile as presented. Ms. Swallow seconded the motion. Motion carried.

CONSENT
AGENDA:

Board Chair Christensen asked if there were any objections to the consent agenda which included the approval of minutes from the July 21, 2004, regular meeting; the acceptance of bills for July and August 2004; the board travel budget; the acceptance of WPTV Rural Utilities Service Grant Agreement; and the approval of the CWC Business Park Third Addition to the City of Riverton.

Ms. Grospron moved to approve the consent agenda as presented. Ms. Swallow 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 \$883,502.67 for the month of July 2004: Operations in the amount of \$615,187.55; Student Grants and Loans in the amount of \$58,926.13; and Bank Transfers in the amount of \$436,594.42 for a grand total of all payments in the amount of \$1,110,708.10.

The acceptance of bills also includes payment of the following bills which includes salaries and benefits in the amount of \$771,280.34 for the month of August 2004: Operations in the amount of \$863,645.85; Student Grants and Loans in the amount of \$397,609.55; and Bank Transfers in the amount of \$374,778.60 for a grand total of all payments in the amount of \$1,636,034.00.

Acceptance of
WPTV Rural
Utilities Service
Grant Agreement

The CWC Board accepted the Rural Utilities Service Grant Agreement for Wyoming Public Television and authorized necessary signatures for the release of the RFP by CWC on behalf of Wyoming Public Television and disbursement of funds from the grantor.

CWC Business
Park Third
Addition to the
City of Riverton

The CWC Board approved the CWC Business Park Third Addition to the City of Riverton by signing the plat which describes this addition. The approval by the Board of Trustees is the next step in the description and definition of the Brunton portion of the Business Park for formal platting purposes. Formal approval is needed for planning purposes by the City of Riverton.

EXECUTIVE
SESSION:

At 7:45 p.m., Ms. Crofts moved to recess to executive session to discuss legal issues. Ms. Swallow seconded the motion. Motion carried.

At 8:23 p.m., Ms. Crofts moved to reconvene the meeting. Ms. Swallow seconded the motion. Motion carried.

UNFINISHED
BUSINESS:

Change of Date for
October Joint
Board/Foundation
Work Session

Dr. McFarland recommended that the board consider Thursday, October 21, at 6 p.m. at the Bull Restaurant for the annual CWC Board/Foundation Dinner/Work Session. The original October 26 date for this session conflicted with the Wyoming Community College Commission meeting in Sheridan. At the July board meeting, it was proposed to change the date to October 5, which conflicted with ACCT travel for board member Ann Grospron. The board decided to propose a new date at the September meeting.

Ms. Grospron moved to set Thursday, October 21, at 6 p.m. at the Bull Restaurant for the annual CWC Board/Foundation Dinner/Work Session, subject to acceptance by the CWC Foundation. Mr. Phister seconded the motion. Motion carried.

NEW BUSINESS:

Draft Board
Governance
Policies

Board Chair Christensen indicated that the board discussed revisions to the Policy Governance Manual during the July 9-10 retreat. These draft policy revisions as recommended by the facilitators are presented for board discussion only. Each item will be reviewed to see if further direction is needed. Any additional changes will be made that the board wishes, and these policy revisions will then be taken to the September 24 all staff open forum as required by board policy. This timeframe could allow for first and second readings in October and November.

Executive
Limitations:
Planning and
Institutional
Effectiveness

In Chapter II, Executive Limitations, Policy E, Planning and Institutional Effectiveness, the reference in number three is changed from program review to monitoring reports. Dr. McFarland explained that this change was made in keeping with board direction that the board would evaluate the accomplishment of board ends based on monitoring reports. It is for consistency with the rest of the policies. If the board is outcomes driven and outcomes are the ends, then monitoring reports are intended to answer those questions. The change is consistent with other sections of the policy because everything that is done is related to the ends.

The board indicated that they wanted to retain the requirement for program review. Dr. McFarland stated that accreditation requires program review. Vice President Rottweiler pointed out that the program review part the board is looking for is economic feasibility of a program. There is a difference in learning outcomes and assessment as compared to a program review which deals with economics. He asked for guidance as to what the board is looking for in program review. Ms. Crofts mentioned that two or three years ago some programs were to be eliminated, and the board was uncomfortable with this.

Dr. McFarland indicated that the question is whether the board wants to retain program review or not. Ms. Crofts stated that she would like to see it in the policy. Dr. McFarland asked if instructional program review should be addressed in the monitoring reports. If this is what the board wants, the policy should not be changed. The board agreed that this is correct.

Executive
Limitations:
Communication
and Support to the
Board

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

Board-President
Relationship:
President's Job
Description

In Chapter III, Board-President Relationship, Policy A, President's Job Description, the recommendation from the facilitator was to add annual achievement expectations to the president's job description. Ms. Crofts stated that the board is not involved in developing these priorities. Board Chair Christensen indicated that these are the goals that the president provides to the board. Ms. Crofts asked when this would be implemented. Dr. McFarland replied that when the board accepts the strategic plan, the board decides whether or not those strategic priorities are acceptable. This could be assumed in the acceptance of the report or not. Board Chair

Christensen stated that what the president plans to accomplish for the year is not necessarily in the strategic plan. Dr. McFarland indicated that she sees the strategic plan as articulating the annual strategic priorities.

The board agreed that further study is needed on this revision.

Governing Process: In Chapter IV, Governing Process, Policy B, Board Elections, the Board Elections recommendation from the facilitator was to add a statutory citation for “removal of trustee.” Board Attorney Wes Roberts indicated that what is stated in policy is all that is needed. However, the words “or change of residency outside of the subdistrict to which the trustee was elected or appointed” may be added as well as the statutory citation. The board agreed to this change.

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

Governing Process: In Chapter IV, Governing Process, Policy D, Governing Style/Ethics, Governing Style/Ethics the facilitator recommended that the code of ethics be divided into two sections: one for the board as a whole and one for the individual trustee. Ms. Crofts asked about the wording “as an elected official” if a trustee is appointed. Board Attorney Wes Roberts recommended eliminating these words. The board agreed to this change.

In the same policy, it was recommended to add to trustee development the expectation for each trustee to attend at least one ACCT meeting every four years. Board Chair Christensen asked that it not be limited to ACCT. It could be any national or regional trustee development opportunity. Ms. Swallow asked if the word “encouraged” could be used instead of “expected.” It was decided that the word “expected” would be used, and the word “ACCT” would be changed to “national or regional trustee development.” The board agreed to these changes.

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

that next year they will take over as Chair. The progression would be Treasurer to Secretary to Vice Chair to Chair. The expectation would be that the Chair position will rotate among the board members, but that person has to be willing to take the position. Ms. Grospiron stated that the expectation was that everyone would take a turn.

Dr. McFarland stated that the policy says “to the extent feasible.” Desire, ability, and availability of time have to be considered. It only says the Vice Chair will succeed the Chair. When someone becomes Vice Chair, they know their time will come to be Chair. The board agreed to these changes, and the progression would be Vice Chair to Chair, but would not include the other two officers.

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

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

Ms. Grospiron indicated that the agenda should be left as is. She asked about the written reports from the Vice President/Deans, Foundation, and WPTV being made quarterly. Dr. McFarland indicated that it was just a suggestion. Ms. Grospiron noted that people are not sure if they are to be here, if they should just submit their reports, or if they are to be submitted quarterly. Dr. McFarland replied that quarterly reports would be received four times a year, and they would be staggered. Ms. Crofts noted that the Foundation and Wyoming Public Television cover a lot of ground in a quarter.

Ms. Grospiron asked why the Foundation and Wyoming Public Television reports were moved to the end of the meeting. Dr. McFarland indicated that the facilitators recommended it. Mr. Schiedel stated that he would provide his report wherever the board would like it, but it is easier to keep abreast with what is going on in monthly rather than quarterly reports.

Board Chair Christensen stated that board business should be done first. The board wants to hear what is going on, but after they have conducted their business. Ms. Crofts suggested rotating oral quarterly reports. The written reports would still be included, but have a verbal report from one

person each time. Ms. Grospiron indicated that she was concerned about Wyoming Public Television and the Foundation having to stay for the whole meeting.

The board agreed that further study is needed on this revision.

In Chapter IV, Governing Process, Policy G, Board Meetings, Input from Staff, the recommendation is to obtain "input from staff" primarily through written versus oral reports. Board Attorney Wes Roberts pointed out that the policy as changed requires written reports, and this may not be possible. He suggested adding the words "if any," so the statement would read "Written reports, if any, from college employee associations and student senate shall be included in each board meeting packet for regular meetings." The board agreed to this change.

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

Joint Meeting with
Fremont County
BOCES

At the August 12, 2004, Fremont County BOCES meeting, BOCES member Dennis Pince suggested that it might be helpful for the CWC Board and the Fremont County BOCES board to hold a joint meeting. The August 12 BOCES meeting was attended by CWC BOCES representative Dr. Nance Shelsta as well as Board Chair Dennis Christensen and CWC trustee Deanna Crofts. It was decided that the meeting would be held on Thursday, September 30, at 7 p.m.

The joint meeting would be held for the purpose of sharing and discussing the following topics:

- a. The history and purpose of Fremont County BOCES
- b. Mutual expectations, interests, and benefits to member schools
- c. Long-range goals for both boards as these relate to BOCES
- d. Funding issues
- e. Legal issues
- f. CWC's intentions with regard to its CWC BOCES 1/2 mill renewal

Board Chair Christensen stated that Dr. McFarland or another trustee should be authorized to offer this date to BOCES at their meeting of September 16. Ms. Crofts asked if the board is trying to get this issue

resolved before December. Dr. McFarland indicated that the suggestion for the meeting came from a BOCES board member. Board Chair Christensen stated that it was best for the currently seated board to meet with BOCES. CWC will have a new board in December, and it is not fair for them to address issues which came from the currently seated board. The press should be invited to this meeting. The CWC Board is asking for accountability for the money that the Fremont County citizens are being taxed for Fremont County BOCES.

Property and
Liability Insurance

Dean of Administrative Services Jay Nielson reported that last year CWC changed coverage dates for property and liability insurance from July to October. Since additional companies have not quoted coverage for the college for this upcoming year, Mr. Nielson recommended that the college continue to secure insurance from the same companies as last October as follows:

- NIPC, through ACE Property, quoted a premium of \$87,620 which includes the additions at the CWC Field Station and the WPTV digitization. Their premium last year was \$89,700.
- EMC quoted a premium of \$46,974 which includes general liability, a \$5,000,000 umbrella, crime, auto, garage keepers, and employee benefits. Their premium last year was \$46,350.
- United Educators for Educator's Legal Liability quoted a premium of \$20,331. Their premium last year was \$17,898.
- The broadcaster's liability premium will be \$4,397. Their premium last year was \$5,600.

Dr. McFarland indicated that she concurred with Mr. Nielson's recommendation.

The college also provides nursing professional insurance and catastrophic student accident coverage for intramurals and rodeo participants. All of these premiums change slightly throughout the year as the value of property is added or decreased and as participants are included or removed from coverage.

Ms. Grospron moved that the college continue to secure property and liability insurance from the same companies as were engaged in October 2003, effective October 1, 2004, through September 30, 2005, as detailed in Mr. Nielson's recommendation. Ms. Swallow seconded the motion. Motion carried.

College Auditor

Dr. McFarland explained that it has long been the practice at CWC to commit to a firm to conduct the outside college audit for three fiscal years. It has also been college practice to put out RFPs for a college auditor every few years. Most recent past experiences with the college audit RFP process have yielded little, if any, interest from Wyoming audit firms other than the current one to conduct the annual college audit. Through this process, CWC has engaged the current audit firm since 1988.

Because CWC is completing the third and final year of its current agreement with the board-appointed audit firm, an RFP was put out in August for the audits of fiscal years 2005, 2006, and 2007. That RFP resulted in two proposals from reputable audit firms. Almost a year ago, the board had questioned both Dr. McFarland and Mr. Nielson about whether or not the college had put out an RFP, at which time the board expressed interest in seeing some proposals. Guidelines have been received from WCCC and ACCT that suggest that it is a good practice to use different firms or at least rotate the auditors engaged in the audit.

Dr. McFarland indicated that she concurred with Mr. Nielson's recommendation to appoint Hansen, Barnett & Maxwell as the auditors for fiscal years 2005, 2006, and 2007. Mr. Nielson's recommendation is based on nearly a 20 percent savings in the cost of the annual audit, and the benefit to the college of a new perspective and review provided by a different auditing staff. Hansen, Barnett & Maxwell states an hourly rate of \$85 with a total cost of \$33,000. This rate results in 347 total estimated hours. McKee, Marburger & Fagnant, P.C. estimated that the job would take approximately 100 hours more than Hansen, Barnett & Maxwell. McKee, Marburger & Fagnant, P.C. included transportation in their proposal, and Hansen, Barnett & Maxwell estimated travel separately on a reimbursable basis in the amount of \$3,500.

Dr. McFarland asked if the board thought it was advisable to make an auditor change and if they are willing to entertain that the estimate of a brand new auditing firm may be as accurate as the firm which has conducted the audit since 1988. College and university audit experience of each should also be considered.

Mr. Nielson addressed the firmness of the estimated hours in both proposals. Both firms propose to complete the audit as specified in the RFP document. They can request to increase the fee only if there are requirements or contingencies beyond their control or knowledge at the time they submitted their proposal. Hansen, Barnett & Maxwell has

indicated that even if their estimate is low, if the audit requirements do not change and CWC is prepared for the audit, their fee is firm. If they run over their hours, their audit firm will cover the additional costs. It is not a per hour bid. McKee, Marburger & Fagnant, P.C. will renegotiate as well, under the same conditions. They indicate that if they are going to exceed the budgeted hours due to circumstances beyond their control, they will obtain prior approval before incurring additional hours.

Dr. McFarland indicated that issuing an RFP is a standard practice. It has nothing to do with any dissatisfaction with McKee, Marburger & Fagnant, P.C. The audit is a report that is required by law on the part of the board. Therefore, it is a board decision.

Mr. Phister asked if the recommendation is based on choosing a different auditor or on cost. Mr. Nielson indicated that both were factors. Mr. Phister asked if different eyes were more important than experience with CWC specifically. Mr. Nielson replied that it can go both ways. Dr. McFarland stated that if experience is always valued over change, an RFP would never be put out. Mr. Nielson pointed out that Hansen, Barnett & Maxwell has learned something about Wyoming colleges when they did the audit at Western Wyoming Community College last year. They will bring different issues and perspectives forward. He concurs with Dr. McFarland that it is a good idea to rotate different personnel through.

Mr. Schiedel asked if Hansen, Barnett & Maxwell has any experience auditing a public broadcasting station. Mr. Nielson replied that he does not believe that any broadcast companies were included in the list of firms they audit. Ms. Crofts asked if Hansen, Barnett & Maxwell has any grant auditing experience, since CWC has so many grants. Mr. Nielson indicated that they have governmental experience which is similar.

Mr. Gerry Marburger of McKee, Marburger & Fagnant, P.C., stated that he has been the top reviewer at the college for the last several years. His firm has a lot of insight into the college. He explained there is such a difference in hours because many times they have to wait for information because people are doing their day-to-day jobs. He indicated they have enjoyed working with the college and thanked the board for their consideration.

Ms. Grospron pointed out that McKee, Marburger & Fagnant, P.C. supports the college in a lot of ways and is a local firm. Ms. Crofts stated that this is not a bid, and the board is not locked in to accepting the lower

proposal. The board is here for economic development and stands behind the professionals in this area. It has some responsibility to help keep Wyoming's educated youth at home.

Mr. Phister asked what the plan is for McKee, Marburger & Fagnant, P.C. for 2005. Mr. Marburger replied that his firm is starting a rotation program. Next year he will become more involved in the field and would be doing the CWC audit. Ms. Sarah Sweeney is coming up in the ranks, and Mr. Mike Lewis would like to diminish his involvement in the future. Their firm needs to attract young people. If their firm has the college as a client, they can hire these young people.

Ms. Crofts moved to appoint the auditing firm of McKee, Marburger & Fagnant, P.C. of Lander, Wyoming, to conduct the college audits for fiscal years 2005, 2006, and 2007 for amounts indicated in the summary of proposals. Mr. Phister seconded the motion. Motion carried.

Wyoming Public
Television Facility
Expansion

The Wyoming Community College Commission (WCCC) 2005 Supplemental Budget Request includes \$750,000 for a 3,600 square foot expansion of Wyoming Public Television's facilities in the CWC Student Center. The CWC Board of Trustees is the licensee of Wyoming Public Television, and CWC administers the budget for WPTV and oversees its operations. The proposed expansion is needed to accommodate additional staff and operational needs associated with the digital conversion of WPTV operations and programming. Mr. Nielson indicated that the proposed footprint of the expansion would be straight west of the present WPTV facilities.

Board approval of this facilities expansion request is required because the facilities are part of the CWC campus and must be maintained by CWC, the cost of the expansion exceeds \$100,000, and the facilities expansion must receive WCCC approval, hopefully at the October 26-27 WCCC meeting in Sheridan. The proposed expansion must also be approved by the State Capital Facilities Commission and by the State Legislature, because the capital expansion exceeds \$350,000. The State Legislature is also being asked to fund the expansion for this statewide program. Dr. McFarland recommended that the board approve the requested \$750,000 facilities expansion request for Wyoming Public Television and that the board authorize the administration to submit the request to the Wyoming Community College Commission for action and further submission through the required process on up through the State Legislature.

Ms. Grospron moved to approve the requested \$750,000 facilities expansion request for Wyoming Public Television and to authorize the administration to submit the request to the Wyoming Community College Commission for action and further submission through the required process on up through the State Legislature. Ms. Swallow seconded the motion. Motion carried.

Optional One Cent
Project Proposals
Gym Resurfacing
and Replacement
of Bleachers and
Tennis Court
Reconstruction

For the past several months, CWC officials have had meetings with various City of Riverton officials to discuss the role CWC might play in enhancing recreational and special event opportunities in the area. Among the ideas discussed were enhancement of the CWC tennis courts and the CWC gym for greater public recreational use and economic development. Dr. McFarland and Mr. Nielson attended a meeting on August 24 of the Riverton City Council One Cent Committee. Final written submission of the projects was due by August 31, with presentations to the City Council on September 14.

These projects are being brought forward to the CWC board for endorsement. All of this came up between board meetings, and the required deadlines had to be met. Dr. McFarland recommended that the board endorse submissions to the City of Riverton and to the Fremont County Commission of projects for (1) the CWC gym resurfacing and replacement of bleachers and (2) the CWC tennis court reconstruction for consideration of funding through the proposed optional one cent sales tax.

Vice President Rottweiler indicated that the One Cent Committee requested that the college submit these proposals. The request for reconstruction of the gym floor and replacement of the bleachers was in the amount of \$236,830, and the request for reconstruction of the college's tennis courts was in the amount of \$266,750. The one-cent committee has recommended to the city council that if the tax is approved that CWC should receive \$132,000 to complete the reconstruction of the gym floor in the first year and \$60,000 in the next year to resurface the tennis courts. The city did not approve the request for replacement of the bleachers because the bleachers would not be needed for community use; however, if the college offers intercollegiate athletics, it can submit the request again.

Vice President Rottweiler indicated that 49 percent of the proposed one-cent revenues will go to county municipalities, and the remaining 51 percent will go to the county commission. The county commission has not made any proposals for the tax revenue.

Mr. Phister moved to endorse submission to the City of Riverton and to the Fremont County Commission of projects for (1) the CWC gym resurfacing and replacement of bleachers and (2) the CWC tennis court reconstruction for consideration of funding through the proposed optional one cent sales tax. Ms. Grospiron seconded the motion.

Board Chair Christensen asked why they separated the bleachers out. Vice President Rottweiler replied that when they looked at the proposals, they had community recreation in mind. This type of recreation would be more of an open gym type environment with no spectators. Board Chair Christensen asked if the city would want to be involved in scheduling. Mr. Rottweiler indicated that they just asked for a plaque.

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

Real Estate in the
Business Park

Dr. McFarland indicated that a request had been received from the CWC Foundation which leases the CWC Business Park land from the college and manages it for raising funds to support the college. At its meeting of September 9, the Foundation approved ownership transfer of the Bishop Capital Building in the CWC Business Park from Bishop Capital to Alvin "Sparky" and Patty Olson. As the CWC Board has the right to review terms and conditions of any subleases in the park and also to approve new tenants and/or owners, the Foundation has asked that the board approve the ownership transfer. Dr. McFarland recommended that the board approve the ownership transfer as described.

Ms. Grospiron moved to approve the ownership transfer of the Bishop Capital Building from Bishop Capital to Alvin "Sparky" and Patty Olson, subject to legal review. Ms. Swallow seconded the motion. Motion carried.

Personnel

Dr. McFarland recommended that the board grant a request for release from continuing contract from Jay Jeude, IT User Support Specialist, who is in the first year of a three-year contract. The requested separation date is September 13, 2004.

Ms. Grospiron moved to approve the request for release from continuing contract from Jay Jeude, IT User Support Specialist, with a separation date of September 13, 2004. Mr. Phister seconded the motion. Motion carried.

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

Searches in progress/pending included ABE/GED Instructor – Lander; Upward Bound Academic Coordinator; WPTV Microwave Technician; and Human Resources Assistant.

Resignations/terminations/retirements/requests for release from contract included Jay Jeude, IT User Support Specialist.

New Hires/Appointments/Internal Transfers included Laurie Sain, Assistant Division Chair Distance Education; Scott Barlow, Maintenance Technician HVAC; Naomi Cross, Business Office Assistant; Travis Draper, Activities/Intramurals Assistant; Elaine Heckert, Custodian; Rodney Laird, Custodian; and Earland Thompson, Maintenance Assistant Electrician.

REPORTS:

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

1. Recent Successes.
 - a. The Wyoming Department of Workforce Services recently reported that Wyoming's GED passing rate is third in the nation. Since CWC is a large player in the GED arena, kudos go to CWC GED Director Kathy Vincent and her excellent staff for their part in this phenomenal success of GED students.
 - b. The first CWC float in many years was a resounding success. Special thanks to co-conspirators Retha Reinke and Judy Florence for hatching and carrying out the project. Also, thanks to Bruce Bynum for braving the hot weather in the new Rustler mascot costume. Many staff members helped with the float. Thanks to all.
 - c. Kudos to Vice President J. D. Rottweiler for the college's second successful Fall Convocation. Faculty speaker Ben Evans and student speaker Robbalee Oleson held their own quite handily with famous keynoter Gerry Spence. Thanks also to those who helped with the picnic and who took the plunge in the "dunk tank" to raise money for the CWC Scholarship Endowment.

- d. Kudos to Jackson Outreach Coordinator Les Bishop for his part in bringing greater CWC visibility to the Jackson area as indicated on the front page feature of the August 25 edition of *Jackson Hole News & Guide*, an excerpt of which was included in the board packet.
2. CWC Computers Donated to Shoshone and Arapaho Head Start Program. CWC recently donated 15 computers to the Shoshone and Arapaho Head Start program to be used in their computer lab at the Great Plains Head Start Center.
3. Recent grants awarded to the college. Recent grants awarded to the college include the following:
 - a. A two-year grant in the amount of \$298,000 from the Department of Workforce Services has been awarded to CWC for a wage disparity program to train ten women to be IT support personnel. Kudos to Lynne McAuliffe for developing and submitting this successful proposal.

This grant will address the wage disparity between male and female workers. One of those areas is Information Technology. These students will graduate with a full associate's degree in an 18-month period. It will move forward at a much quicker pace, and participants must be TANF-eligible.

Vice President Rottweiler reported that ETSS (Employment Training for Self-Sufficiency) funding was awarded through the Fremont County Commissioners in the amount of \$176,000. This award is more than the initial request and will allow three sessions to be run and approximately 60 students to be trained in customer service skills.

- b. Lynne McAuliffe also received a business training grant to train employees at the Atlantic City Federal Credit Union.
- c. The college has received a Carl Perkins grant totaling \$174,581 for vocational technical training. Congratulations to Dr. Mohammed Waheed for writing and submitting this successful proposal.

- d. CWC's Adult Basic Education (ABE) program has received grant funding totaling \$99,731.75 from the Wyoming Department of Workforce Services.
4. FY 05 CWC Benefits Package. Included in board packet was a breakdown of CWC's FY 05 Employee Benefits Package.
5. Letter of Support for Catholic College Being Located in Lander. Towards the end of August, Dr. McFarland was asked by the Lander Chamber Director, Jackie Meeker, and the Lander Community Resource Coordinator, Sandi Thomas, to write a letter in support of their efforts to attract the developers of a new private Catholic college to locate in or near Lander. The letter was needed by the August 31-September 1 visit by the site selection team. Dr. McFarland believes that the proposed college does not directly compete with CWC, since it will attract a different student clientele. She also believes that supporting such a project is in keeping with the Board End: "Because of CWC's partnerships with the community, the economic/business climate in our service area will be significantly enhanced."

Although the CWC Board was copied in Dr. McFarland's support letter, another copy was provided in the board packet. If the Board believes that Dr. McFarland's interpretation of Board policy is not reasonable, she hopes that the Board will let her know. The Board may also want to consider requiring all letters of college support to be officially approved by the Board. Otherwise, Dr. McFarland will continue to exercise her best judgment in reasonably interpreting Board policy to guide her in these matters.

Ms. Swallow indicated that she had no objection to Dr. McFarland writing this letter of support.

6. CWC Officials Meet with PerTech Officials on July 21. Thanks to excellent advance work by Lynne McAuliffe, Dr. McFarland and other CWC officials met with CWC Business Park PerTech officials on July 21 to discuss possible partnerships between CWC and PerTech. Already, PerTech has requested business training from the college and has also asked that students who wish to work part-time in their accounting department contact them.

7. Upcoming Trips Off-Campus. Dr. McFarland will be off-campus on the following dates:
 - a. Fri., Sept. 17 - Executive Council Meeting (Casper)
 - b. Wed.-Sat., Oct. 6-9 - ACCT Conference (New Orleans)
 - c. Sat.-Wed., Oct. 16-20 - Chair of Higher Learning Commission Site Visit Team to college in Illinois
 - d. Tues.-Wed., Oct. 26-27 - College Commission Meeting (Sheridan)
8. Professional Staff Job Analysis and Salary Study Begins. At the request of the Professional Staff Association, a consultant has been hired to conduct a job analysis and salary study for professional staff employees. The study should be completed by January 1.
9. Articles about CWC
Articles about CWC were included in the Miscellaneous section of the board packet.

Administrative Reports

Academic Services J.D. Rottweiler, Vice President for Academic Services, referred to his written report which was included in the board packet. This report included information on in-service, Convocation, the Information Hub, the Academic Services restructure, and Leadership Fremont County. Vice President Rottweiler has been asked to participate in Leadership Fremont County, which is a local Fremont County Leadership Development program. CWC student Sean Slack has been recognized as a finalist in the 2004 *Best of College Photography*.

Student Services Dr. Mohammed Waheed, Dean of Student Services, referred to his written report which was included in the board packet. This report included information on summer enrollments, the enrollment trend, recruitment efforts, housing, Quality Leaders scholarship recipients, professional development, student activities, and the Information Fair.

Ms. Swallow asked about Perkins grants. Dr. Waheed explained that they are federal flow through grants which are distributed to different schools and colleges. Sixty-five percent of the funds are distributed to K-12, and thirty-five percent of the funds are distributed to post-secondary institutions for students enrolled in vocational programs. The grant provides assistance with textbooks, child care, and transportation costs.

Administrative Services

Mr. Jay Nielson, Dean of Administrative Services, referred to his written report which was included in the board packet. This report included information on the state funding formula review, the CWC Field Station upgrade, and the Robert A. Peck Arts Center roof replacement. Board Chair Christensen asked if the direction in the formula adjustment will be beneficial to the college or will it hurt the college. Mr. Nielson replied that one college that may be hurt will be LCCC. CWC will probably do about as well or better as this year. Board Chair Christensen asked if there is any movement to take grants off the formula, to which Mr. Nielson replied no. Board Chair Christensen asked if there is any action to look at leveling the playing field for total value of FTE. Mr. Nielson replied that it is still Burke Grandjean's call on the comparators.

CWC Foundation

Mr. Bruce Bynum, CWC Foundation Chief Operating and Development Officer, provided a written report which was included in the board packet. This report included information on new Foundation Board members, Foundation activities scheduled for September, the state endowment match challenge, and Oktoberfest.

Wyoming Public Television

Mr. Dan Schiedel, WPTV General Manager, provided a written report which was included in the board packet. This report included information on the RFP and Digital Build Out, the Public Telecommunications Facilities Program (PTFP) Grant, a general election debate, a town hall meeting, a Northwest College production, Wyoming Voices, WPTV personnel, and the expansion plan.

ACCT

The national ACCT conference will be held October 6-9, 2004, in New Orleans. Board Chair Christensen, Dr. Megeath, Ms. Grospiron, Mr. Phister, and Dr. McFarland have indicated their plans to attend this conference. Trustees are required to designate their voting delegate for the ACCT conference.

Ms. Grospiron moved to designate Board Chair Dennis Christensen as the voting delegate for the CWC Board at the ACCT conference. Mr. Phister seconded the motion. Motion carried.

WACCT

Ms. Grospiron reported that Bill Hambrick of Casper is the new secretary for the WACCT.

WCCC

The next regularly scheduled meeting of the College Commission will be held on October 26-27, 2004, in Sheridan. Board Chair Christensen and Ms. Grospiron indicated their plans to attend.

CWC Fremont
County BOCES

Ms. Crofts reported that at the August 12 BOCES meeting, BOCES members expressed appreciation for the ICN because their students don't have to go out on the road. Parents appreciate having that option. BOCES is looking for a place to rent. In regard to the on-going training available to instructors, they are seeing a decline in participation. Technology has out-paced the knowledge of the instructors. Instruction is needed for some to come up to speed.

Dr. McFarland invited board members to attend the next BOCES meeting which is scheduled for Thursday, September 16, at 7 p.m. in the BOCES wing multi-purpose room.

CWC Teton
County BOCES

The next CWC Teton County BOCES meeting will be held on September 30 in the ICN room at 11 a.m.

NEXT REGULAR
MEETING/
SUGGESTED
AGENDA ITEMS:

The next regular meeting will be held on Thursday, October 28, 2004, beginning at 6:30 p.m. in Pro Tech Room 115/121. The proposed agenda includes the following agenda items:

1. Physical Plant/Facilities Monitoring Report
2. Transfer to UW Monitoring Report
3. Keyless Entry and Surveillance System
4. Board Travel Budget – Overage in the In-State Meals/Lodging/
Transportation Account

BOARD SELF-
EVALUATION:

Board members were to complete an evaluation of the meeting and of the monitoring reports and to turn them in before leaving.

ADJOURNMENT:

There being no further business, Board Chair Christensen adjourned the meeting at 10:43 p.m.

Secretary

APPROVAL:

Chair