

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, September 19, 2007, in SC 103 of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Roger Gose	Scott Phister
	Dallas Myers	Jim Matson
	Dennis Christensen	Charlie Krebs
	Caroline Mills	
<u>Administration:</u>	Jo Anne McFarland	J.D. Rottweiler
	Dane Graham	
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Charlotte Donelson	John Wood
	Sandy Eisenman	Wayne Montgomery
	Sterling Hall	Keith Domke
	Carolyn Aanestad	Kay Keen
	Ruby Calvert	Bridget Taylor
	Lindy Paskett	Wendy Davis
	Jacque Burns	Martha Davey
	Jeremy Hughes	Mark Nordeen
	Doug Bott	

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:33 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 noted that Dr. Mohammed Waheed was out of town on a family matter and that Mr. Jay Nielson was also out of town. Both were excused from the meeting.

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 its last regular meeting on July 18 and in compliance with Wyoming Public Meetings law. Topics included personnel, potential litigation, and potential real estate acquisition.

EXECUTIVE SESSION: An executive session was not conducted 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.

Ms. Jacque Burns, Director of Financial Aid, introduced Ms. Sandy Eisenman, Register, to the board. Ms. Eisenman comes from Sheridan College and is experienced in Datatel. She graduated from the University of Montana and is working on a Master's degree in adult education at UW. Ms. Burns also introduced Ms. Bridget Taylor, Student Recruiter, who graduated from CWC. She is involved with the new concept of electronic marketing. She majored in marketing at UW and has a Bachelor's degree in marketing from UW. Mr. Bryce Roberts, another Student Recruiter, was unable to attend the meeting because he was on the road recruiting students.

APPROVAL OF
AGENDA:

Dr. McFarland asked that Item D under New Business, Business Park Lease, be deleted. She also asked that the board place the Acceptance of the 07-08 Strategic Plan after the first item under New Business, rather than separately under Section IX: Acceptance of Monitoring Report.

ACTION:

Mr. Myers moved to approve the agenda as presented with the changes as requested. Mr. Matson seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING PUBLIC
TELEVISION, AND
CWC FOUNDATION
REPORTS:

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

Student Senate

Mr. Sterling Hall, President of the Student Senate, indicated that Convocation on September 11 was the best that he has seen. The keynote speaker was great, and a lot of students showed up and participated in the activities of the day. Senate members and Quality Leaders helped out with the new student orientation, which had 200 students, the highest number of students ever to participate in this event. An opening volleyball game and an ice cream social were held during this time. The Howdy Dance was standing room only, and noise complaints were received during the outdoor dance held during new student orientation.

Mr. Hall submitted a written report which included information that Senators Chris Greenwood and Deven Pitt both resigned during the last week of August. The elections for new senators were held September 5-6, and the new senators are Fei Li, Kolby Condos, Sami Sanders, Alea Propster, Reva Deveny, Darby Thomas, Nane Hokufonu, and Amara Fehring. Officers of the Senate are:

President – Sterling Hall
Vice President – Christine Chipala
Secretary – Reva Deveny
Treasurer – Fei Li

Classified Staff
Association

Ms. Kay Keen, Vice President of the Classified Staff Association, indicated that she had nothing to add to the written report submitted by Ms. Hernandez.

Ms. Barbette Hernandez, President of the Classified Staff Association, submitted a written report which included information that the Classified Staff will be selling raffle tickets for an Earland Thompson Custom Fishing Rod in order to raise money for the Foundation Endowment Fund. The float in the Lander 4th of July parade won second place, and CWC won the Sweepstakes Award at the Fremont County Fair parade on July 28. On August 11, a 4-member team from CWC joined more than 20,000 participants in Cheyenne to participate in Race for the Cure activities. The CWC Rustlers placed in the top 10 fundraising teams, and the Rustlers were awarded a trophy for Third Place School Team.

The Faculty

Mr. Wayne Montgomery, President of The Faculty, reported that the banners that have been placed on the lightposts along college driveways were designed by CWC Art Instructor Matt Flint. Mr. Montgomery brought examples of these banners to show the board. Dr. Rottweiler indicated that the design company that made the banners requested permission to put them on their website as a representation of what they could do. Mr. Montgomery also showed the poster designed by Lonnie Slack and RoJean Thayer for the theatre production of *Everyman*. In addition, the new volleyball posters, also designed by Lonnie Slack and RoJean Thayer, were distributed to the board. Twenty actors are rehearsing for the *Everyman* play, and fifty actors are needed for *A Christmas Carol*. Two of the Riverton police officers pictured on the front page of the September 9 *Riverton Ranger* during a mock shooting drill at Lincoln School are CWC graduates. Chemistry Professor Suki Smaglik reports that CWC graduate Sage McCann has received the first

Wyoming Community College/University of Wyoming INBRE Transition Scholarship, which is a biomedical research scholarship.

Mr. Montgomery's written report included information that Margaret Peart and Donna Olsen attended the Shelly-Cashman Summer Institute in July regarding in-depth coverage of Microsoft Office 2007. This summer a state of the art virtual Fire Arms Training System (FATS) was installed at CWC. Faculty and staff were trained to be instructors for the Virtual Firearms Training courses. This summer Jim Thurman finished his second Master's degree in Humanities with a History major from California State University. Matt Flint has a solo art show in Casper entitled *In the Distance*. Mike Myers volunteered eight hours of acting and directing instruction for the Jackson Community Theatre in July. Twenty faculty members and administrators met in Jackson the second weekend in September for the second in a series of three retreats intended to facilitate dialogue between the faculty and the administration. The series is entirely funded by an anonymous donor.

Professional
Personnel
Association

Mr. Jeremy Hughes, President of the Professional Personnel Association, reported that the Professional Staff endorses the strategic plan for the new academic year. Over 200 people attended the Wyoming Authors Showcase on September 7.

Mr. Montgomery noted that he appreciated participating in the Leadership Team retreats where the strategic plan was created. It was enjoyable for him to see how the business of the college gets done.

Mr. Hughes' written report contained information that Carol Deering attended a Wyoming Library Directors Retreat August 9-10. Coralina Daly attended the National College Testing Association Conference July 31-August 3. Patty Trautman reported that the Lander staff sponsored a CWC contribution to the yearly Chokecherry Festival on August 25 in Lander. Lance Goede volunteered to be a member of Fremont County Counseling's SPF-SIG Grant for Alcohol Education and Prevention efforts in Fremont County. Kellie Webb attended the Wind River Native American Conference August 7-9. Eric Heiser reported that the Workforce and Community Education Department was given verbal approval for FY 08 Workforce Training Grants in the amount of \$286,000. Joanna Slingerland organized a training for GEAR UP/ETS and Upward Bound academic coaches. Paula Hartbank and Jason Harris had approximately 177 students and 45 parents for New Student Orientation.

Wyoming Public
Television

Ms. Ruby Calvert, General Manager for Wyoming Public Television, reported that the Ken Burns series *The War* will be aired starting on Sunday night, September 23. Ms. Calvert thanked CWC staff and board members who sent cards to her and who made gifts to the Foundation after the death of her husband. She thanked everyone for all of their support.

The variance for the microwave tower on the Northwest College campus has been approved. It now must be approved by the county commission in October. The bids for a 3/4 ton pickup for engineering were opened, and the bid was awarded to Greiner Ford for \$30,000.

The guests for the *Wyoming Perspectives* show on Thursday, September 20, are Dr. Jo Anne McFarland, Dr. Jim Rose, Dr. Tex Boggs, and Mr. Ed Mosher, a WEA representative and professor from LCCC. The show will be preceded by a showing of *Discounted Dreams*. The guests on the *Wyoming Perspectives* show will discuss *Discounted Dreams* and the findings of the Governor's Blue Ribbon Task Force.

Dr. Gose noted that Kyle Nicholoff will be going to Austin, Texas, to train with the *Austin City Limits* production. Ms. Calvert explained that the trip will give him more experience in musical productions. This is something the station needs in order to improve their live music productions. Wyoming Public Television is committed to professional development.

Ms. Calvert submitted a written report which included information on administration, production, programming/education services, promotion, engineering, and development activities at Wyoming Public Television.

CWC Foundation

Mr. Dane Graham, Vice President for Institutional Advancement, reported that some generous gifts and pledges have been made since the last board meeting. Mr. Graham publicly thanked Dr. Roger Gose and his wife Barbara for making a significant gift to the college to create the Gose Health Sciences Scholarship Endowment. Oktoberfest will be held on Friday, October 5, beginning at 6 p.m. at the Armory. This is the big fundraiser for the Foundation. The annual scholarship reception was held last week. The scholarship donors met their recipients at this reception. Board Chair Phister asked if the students at the scholarship reception could be introduced briefly or possibly list them in the program and announce the names. Mr. Graham indicated that approximately 30-60 students were invited to the reception. He agreed to explore ways to have each student's name, picture, and name of the scholarship projected for next year's reception.

Mr. Graham reported that the first attempt to hire a director of marketing was unsuccessful. The plan is to re-open the position toward the end of the year. Interact Communications, a firm which specializes in community colleges, has been hired to assess CWC and to create a strategic marketing plan for the college for use by the new marketing director.

Mr. Graham submitted a written report which included information that donations of \$50,913 have been received since the last board report. The current State Endowment Match total is \$1,970,784. Endowed scholarships awarded for the first time this year include the Andrew Boulette Scholarship Endowment, the Heather Lynn Paul Memorial Scholarship Endowment, the Tonia Burnette Memorial Scholarship Endowment, the CWC Nursing Scholarship Endowment, and the Joseph and Bette Geraud Scholarship Endowment. A portion of the distribution from the Buckner Student Life Endowment was used to purchase a big screen television and a Nintendo Wii video game system for the student center.

**CONSENT
AGENDA:**

Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the July 18, 2007, regular meeting; the acceptance of bills for July and August 2007; and the board travel budget.

ACTION:

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

Acceptance of Bills The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,170,955.99 for the month of July 2007: Operations in the amount of \$970,489.26; Student Grants and Loans in the amount of \$37,814.67; and Bank Transfers in the amount of \$685,936.41 for a grand total of all payments in the amount of \$1,694,240.34.

The acceptance of bills also includes payment of the following bills which includes salaries and benefits in the amount of \$1,162,731.29 for the month of August 2007: Operations in the amount of \$2,220,564.51; Student Grants and Loans in the amount of \$425,353.28; and Bank Transfers in the amount of \$680,482.66 for a grand total of all payments in the amount of \$3,326,400.45.

UNFINISHED

BUSINESS:

February 2008
Board Meeting
Date

Dr. McFarland explained that at its meeting of July 18, the board postponed to this meeting the decision to change the date of the February 2008 board meeting so that other possibilities could be explored. The original date set for the February 2008 board meeting is Wednesday, February 20, which takes place the evening before the February 21-22 Wyoming Community College Conference, WACCT legislative Reception, and College Commission meeting in Cheyenne. The meeting cannot be held the week before because of the National Legislative Summit. It also cannot be held the following Wednesday because of the CWC BOCHES meeting. The most favorable date would still be Tuesday, February 19. If not, then the board could consider the following Thursday, February 28, or keep the original date of Wednesday, February 20.

Dr. McFarland recommended that the board change the February board meeting from Wednesday, February 20, to Tuesday, February 19, for the reasons as stated.

ACTION:

Mr. Krebs moved to change the February board meeting from Wednesday, February 20, to Tuesday, February 19, for the reasons stated by Dr. McFarland. Ms. Mills seconded the motion. Motion carried with Mr. Christensen voting no.

Board Attorney
Update on Tax
Protest

Board Attorney Frank Watkins indicated that the tax protest hearing is set for October 9 at 3 p.m. in the Fremont County Commissioners Chambers in Lander. He does not expect this hearing to be continued. Support from the board will be greatly appreciated. Mr. Matson asked if witnesses will be called and if the college is trying to overwhelm them with information. Mr. Watkins indicated that he was not sure how much time the college will have to present information. He expects the witnesses to be the most powerful evidence that will be presented, so it must be presented carefully.

Mr. Watkins met with Mr. Joe Geraud, CWC Foundation President; Eileen Oakley, County Assessor; and the assistant deputy county attorney to discuss the county's position and the college's position. The county's position is that the ownership and the use is what determines if property is assessed. They looked at a recent lease and looked at assessing personal

property and realized they hadn't been doing this in the past. They believe it should have been going on all along, but they are not interested in retroactive allocations. It was pointed out that there are instances within Fremont County that appear are not being carried out across the board. Mr. Watkins brought this up at their meeting, but Ms. Oakley has not gotten back to him yet. From a strategic standpoint, the more people who attend the hearing in support of the protest the better.

NEW BUSINESS:

07-08 Institutional
Strategic Priorities

Dr. McFarland presented the 07-08 Annual Strategic Priorities, which she indicated provide the means to meet board-determined ends. In looking back at the 06-07 priorities, the outcomes of the Learning/Collegiate Environment strategic priority included that the importance of learning as everyone's responsibility was emphasized, an Assistant Dean for Student Learning was hired, assessment templates were created, activities to engage students and staff were created, and the Student Center was "spiffed up." In Growth/Enrollment Management, a Retention Task Force was created, new academic programs were developed, two new recruiters were hired, dual enrollment was expanded, and online registration was streamlined.

In Institutional Advancement, \$1.9 million was raised toward the Endowment Challenge Match, a marketing firm was hired to develop a marketing strategy, federal funds for the Intertribal Center were applied for, and a Student Life Endowment was created. In Human Resources, a legislative salary adjustment was received, a "comprehensive community college philosophy" was required of job applicants, staff positions were advertised for earlier in the year, a full-time Director of the Jackson Campus and a full-time instructor for Jackson were hired, staff for basketball reintroduction were hired, and on-line staff development was expanded. Facilities changes included the Student Center renovations, new signage, broadcasting renovation, Little Theatre renovation, off-campus facilities community focus groups, and increased capacity of housing.

The 2007-2008 Annual Strategic Priorities are Learning/Collegiate Engagement, Growth/Enrollment Management, and Facilities. In Learning/Collegiate Engagement, the important focus will be to strengthen relationships between and among students, faculty, and staff and to improve student learning and involvement, both inside and outside the classroom. In Growth/Enrollment Management, the focus will be on dual enrollment students, workforce development, new and expanded academic

programs, Native American students, alternative course scheduling, and competitive scholarship package. In Facilities, the focus will be to implement the Long-Range Facilities Plan, to identify off-campus needs, and to secure state, local, and other funding for Allied Health & Trades, Phase I – Equine Center, expanded presence in Lander, the Intertribal Center, and 72-bed student housing.

What was done right for the 06-07 strategic priorities was that the importance of the collegiate learning environment was recognized, attractive and high-demand new academic programs were developed and others were strengthened, top-level responsibility for planning was focused, progress was measured on a continuing basis, everyone remained poised and flexible to seize emerging opportunities, and the need for a professional marketing plan was identified. What was done wrong in the process was that there were too many strategic “priorities,” too large a group was used to check on operational implementation, a large group was not used for the “big picture” ideas, new members were not adequately prepared for the initial planning retreat, and an environmental scan was not used effectively.

For the future, the overall number of priorities will be reduced, “carry over” for introducing new members to the process will be developed, a Strategic Implementation Team will be created for checking on the progress of implementation, and the Leadership Team will be charged with “big” picture and environmental scans.

Acceptance of the
07-08 Institutional
Strategic Plan

Dr. McFarland recommended that the board accept the Planning and Institutional Effectiveness Monitoring Report as presented.

ACTION:

Dr. Gose moved to accept the Planning and Institutional Effectiveness Monitoring Report as presented. Mr. Matson seconded the motion. Motion carried.

Board Chair Phister reminded board members to complete the monitoring report evaluation form which was included in the board folders.

Property and
Liability Insurance

Mr. Doug Bott, CWC’s insurance agent with Wyoming Financial, was present to answer questions regarding the proposal for commercial insurance for the college for the period October 1, 2007, to September 30, 2008. Mr. Nielson indicated in his written recommendation that last year the replacement value of buildings increased dramatically resulting in a

\$20,000 increase in the premium for property. Although the premium is less this year, the value of property for Wyoming Public Television increased from \$4 million to \$8.5 million, and the number of tower sites increased from 23 to 41. Mr. Bott noted that the 16 percent decrease was due to no claims being made.

Board Chair Phister asked what happens when someone falls down and is injured while walking on the sidewalk. Mr. Bott replied that there has to be evidence of neglect. Neglect would be found if there were uneven slabs of concrete or if the sidewalks were not shoveled.

Mr. Bott is looking into health insurance options for students. Travelers Insurance declined to quote on the \$5 million umbrella policy because of the issue with students driving the 15 passenger vans. He indicated that the college will see an increase in insurance next year because of the basketball program starting next year. Dr. Rottweiler stated that the college continues to look at athletics on campus, culinary arts, welding, and other programs as to whether they should have insurance. Athletes are covered if they are playing in the gym. Dr. McFarland noted that the college has immunity somewhat for equine because of state statutes. In addition, the rodeo athletes have to purchase their insurance through the National Intercollegiate Rodeo Association (NIRA) when they join.

Dr. McFarland recommended that the college continue to work with the same companies used last year to provide similar property and liability insurance coverage for the period of October 1, 2007, through September 30, 2008, at an estimated cost of \$208,955 as follows:

- Diamond States Insurance to provide property coverage an estimated cost of \$106,969.
- EMC Insurance Companies to provide crime, employee benefits liability, commercial general liability, umbrella liability, commercial auto, and garagekeepers liability at an estimated cost of \$55,805.
- Scottsdale Insurance Company to provide broadcasters liability coverage at an estimated cost of \$4,800.
- United Educators Insurance to provide educators legal liability coverage at an estimated cost of \$25,701.
- Granite State Insurance Company to provide nursing professional coverage at an estimated cost of \$2,552.
- Mutual of Omaha to provide a student accident policy for intramurals, volleyball, and rodeo at a cost of \$13,128.

ACTION:

Mr. Christensen moved that the college continue to work with the same companies used last year to provide similar property and liability insurance coverage for the period of October 1, 2007, through September 30, 2008, at an estimated cost of \$208,955 as detailed in the president's recommendation. Ms. Mills seconded the motion. Motion carried.

ACCT Annual
Congress Voting
Delegate

The board is required to designate its official voting delegate, plus an alternate, for the September 26-29, 2007, ACCT Annual Community College Leadership Congress. Board Chair Phister and Trustees Christensen, Mills, Matson, Krebs, and Gose are planning to attend. Mr. Christensen indicated that the official voting delegate only has two obligations which occur during the regional caucuses on Thursday and the senate meeting on Friday.

ACTION:

Mr. Myers moved that Dennis Christensen be designated as the CWC Board's official voting delegate for the September 26-29, 2007, ACCT Annual Community College Leadership Congress, with Scott Phister as the alternate. Ms. Mills seconded the motion. Motion carried.

Wyoming Public
Television/
Wyoming PBS
Acceptance of
Proposal

WPTV released and advertised a "Request for Proposals" to provide network signal routing to Eastern Wyoming College as part of the digital expansion of the WPTV system, funding for which was approved by the Wyoming Legislature in the last biennium. The sole proposal was within budget and met all requirements. Ms. Ruby Calvert, WPTV General Manager, indicated that the funding for this project is from the \$1.7 million state appropriation which was received last biennium.

Dr. McFarland recommended that the board accept the proposal from Superior Access Solutions for Wyoming Public Television to provide network signal routing to Eastern Wyoming College in the amount of \$176,439.

ACTION:

Dr. Gose moved to accept the proposal from Superior Access Solutions for Wyoming Public Television to provide network signal routing to Eastern Wyoming College in the amount of \$176,439. Ms. Mills seconded the motion.

Mr. Christensen asked if this will cover the eastern part of the state. Ms. Calvert said yes, that it provides the link to Chugwater.

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

Wyoming Public
Broadcasting
Service Editorial
Mission Policy

Wyoming Public Television/Wyoming PBS is in need of an editorial policy to guide handling of sensitive program content and to ensure fairness to various points of view. An editorial policy has been developed over the past year which draws upon other editorial policies across the nation. The Wyoming Public Television Advisory Council, a statewide body established by Wyoming statute, approved the proposed editorial policy at its August 23, 2007, meeting.

Ms. Ruby Calvert indicated that it has been apparent that it is not clear how much influence people should have on a program. The distinction needed to be made to set apart contract productions. WPTV wants its producers to be held to high standards. The policy was consolidated from a number of different editorial policies available from other stations and deals with what is produced locally.

Dr. McFarland recommended that the board approve the proposed Wyoming PBS "Editorial Mission" policy statement for inclusion in the *CWC Board of Trustees Policy Governance Manual* as Policy IV.D.5 (under Chapter IV: Governing Process; Title: Governing Style/Ethics) on first reading. She indicated that when the board is being asked to approve a policy it is important that the policy be embodied in the policy governance manual. Otherwise, it is difficult to determine if the board adopted this as a policy. Generally board policies go through two readings.

ACTION:

Mr. Matson moved to approve the proposed Wyoming PBS "Editorial Mission" policy statement for inclusion in the *CWC Board of Trustees Policy Governance Manual* as Policy IV.D.5 (under Chapter IV: Governing Process; Title: Governing Style/Ethics) on first reading. Ms. Mills seconded the motion. Motion carried.

Resolution for
Statewide Satellite
Carriage of

U.S. Representative Barbara Cubin has agreed to sponsor a bill in Congress to classify statewide broadcasting systems, such as WPTV, as "local" for carriage via satellite locally. The WPTV Advisory Council

Wyoming PBS

has approved a resolution that will be proposed to the Wyoming Legislature in support of this federal legislation.

Dr. McFarland recommended that the board endorse the “Resolution Endowing State Satellite Carriage of Wyoming PBS.”

ACTION:

Mr. Krebs moved to endorse the “Resolution Endowing State Satellite Carriage of Wyoming PBS.” Dr. Gose seconded the motion. Motion carried.

Personnel

Human Resources Board Report

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

ACTION:

Mr. Matson moved that the monthly Human Resources Board Report be entered into the official board minutes. Ms. Mills seconded the motion. Motion carried.

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

Rustler Salute Nominees included Kay Keen, Human Resources; and Suzie Koehn and Rita Duty, Bookstore.

Searches in progress/pending included Instructor Nursing; Director of Marketing; Student Support Services Education Coordinator; Web Developer; WPTV Network Operations Technician; WPTV Director of Content and Education Services; and Facilities Attendant.

Resignations/terminations/retirements/requests for release from contract included Erin Arnold, Curriculum Coordinator WY Gear Up; Gail Chrisp, Instructor Nursing; Ty Frohbieter, Student Recruiter; Britt Ready, Activities and Intramurals Assistant; and Duane VanSlike, Assistant Food Services Manager.

New Hires/Appointments/Internal Transfers included Amy Clarke, Instructor Nursing; Rosie Hughes, Instructor Nursing; Ruthanne Taylor, Instructor Nursing; Ty Frohbieter, Housing Manager; Britt Ready, Activities Coordinator; Bryce Roberts, Student Recruiter; Bridget Taylor, Student Recruiter; Duane VanSlike, Food Services Manager; Carlie

Herrick, Library Assistant Circulation and Testing Services; Brian Sprague, Chef/Cook; and Patricia Streeter, Line Server/Food Services Assistant.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Staff Kudos
 - a. Many of the usual "staff kudos" were included in association president reports, which chronicle the extensive community involvement of faculty, students, and staff, as well as their significant professional achievements.
 - b. Thanks to CWC Physical Plant for a super job of preparing the campus for hosting the Balloon Rally and Car & Bike Show in July.
 - c. Special appreciation is extended to Dr. Mike Tomlin, new Associate Dean of our Jackson Campus, for his participation in Jackson's Saturday, September 8, community-wide fundraising event called "Old Bill's Fun Run," which generates scholarship funding for CWC students in Jackson and which involved over 5,000 people.
 - d. The CWC Library hosted a well-attended Authors Showcase on September 7 for Wyoming authors.
 - e. A nice thank you was recently received from the Fremont County Fair Board for hosting the Fremont County Fair Horse Show at the CWC Equine Center, when the fairgrounds were flooded.
 - f. A Colorado librarian recently referred a patron to CWC's own Martha Davey, who produced "the best [self-study] report I've ever seen!"
2. Workforce Development - A top state priority relates to workforce development to address Wyoming's critical need for a skilled workforce. CWC is front and center in this effort.

Lynne McAuliffe, Assistant Dean for Workforce & Community Education, has obtained Department of Workforce Services/TANF grant awards for workforce development offerings as follows:

- Construction Trades \$143,166
- Information Technology \$46,336
- Dental Assistant \$54,132
- Bookkeeping Assistant \$42,640
- Two CNA courses \$57,800
- TOTAL 07-08 \$344,074

(NOTE: Funding to Oct. 1, 2007, through Sept. 30, 2008)

3. Academic Partnerships
 - a. CWC has recently partnered with the McMurray Training Center to offer CDL (Commercial Driver's License) training to area citizens.
 - b. CWC has also partnered with the Wyoming Catholic College in Lander, which is sending 30 students to CWC for equine classes this fall.
 - c. CWC has partnered with Four Seasons Resort in Jackson to offer Culinary Arts. A photo of CWC's Culinary Arts students in Jackson was included in the board packet.
 - d. CWC is partnering with UW on various programming and facilities needs. UW President Dr. Tom Buchanan has requested a spot on the November 14, 2007, board agenda to address the CWC Board on this issue. Discussions with Dr. Buchanan were held on campus on Monday, September 17. One of the efforts being encouraged with UW is to establish a four-year broadcasting program on the CWC campus.
4. Staff and Student Engagement - A top priority to strengthen engagement of students and staff in the college community has been established. A renewed energy and spirit at the college is already being seen.
 - a. September 11 Convocation was a huge success, with students, staff, and the community attending both the formal convocation in the Arts Center Theatre and the informal barbecue and games afterwards in record numbers. Mr. Christensen noted that he

attended Convocation and felt that the speaker was an excellent choice. Board Chair Phister thought that the students responded to the speaker very well, as he had an excellent message.

- b. The Student Howdy Dance was standing room only.
 - c. The New Student Orientation was the largest ever.
5. The donated artwork from Hal Herron has been displayed on the west side of the Arts Center.
6. State Level Issues/Activities
- a. P-16 Council - Governor Freudenthal recently created a 15-member Wyoming P-16 Education Council to study how to improve the quality of education and smooth the transition between educational levels. The Council includes representatives from the business community and all levels of education from preschool through college. Information regarding this was included in the board packet.
 - b. Community College Study Commission - The Community College Study Commission met on August 28 in Rock Springs to finalize recommendations to the Governor and Legislature. The committee generally agreed to recommend:
 - (1) Funding
 - (a) \$15 million annually be made available to community colleges for start up, equipment, and facilities needs to provide workforce training to meet statewide workforce training priorities in “high wage” and “high demand” areas.

\$40,000 per college per year is expected to be recommended for workforce scholarships for non-traditional and part-time students.
 - (b) \$60 million in matching funds be allocated to colleges for student housing;
 - (2) Governance - That the College Commission:

- (a) Remain a 7-member coordinating board appointed by the Governor.
 - (b) Be authorized to terminate college programs. (The College Commission is already authorized to approve new college programs.)
 - (c) Be authorized to conduct financial audits of the colleges.
 - (d) Be provided a new staff person to conduct enrollment audits of the colleges.
 - (e) Be authorized to coordinate a response from a county commission to change the service area of a college.
 - (f) Be required to provide individual (in addition to aggregate) college reports on college performance.
- (3) Creation and funding of new community colleges. A measure to define what constitutes a community college and how that college must be funded was originally passed and then defeated. This interesting proposal was included in the board packet.

Copies of the final recommendations were included in the board's folders.

c. Community college presidencies in transition.

- (1) Eastern Wyoming College has recently appointed a new president, Dr. Shari Olson (currently Vice President for Planning and Administrative Services at Northland Community and Technical College in Thief River Falls and East Grand Forks, Minnesota), who will begin her duties on December 15, 2007.
- (2) Western Wyoming College is currently seeking candidates for the vacancy that will be created when long-time President Tex Boggs retires June 30, 2008. The position announcement was included in the board packet.

(3) Northwest College is also currently seeking applicants for its presidency, which will become vacant when current president, Dr. Miles LaRowe, retires the end of June.

7. Presidential Community/External Involvement

- a. Tues., July 17 - Attendance at Riverton Memorial Hospital groundbreaking for RMH facility expansion and dedication of new medical clinic
- b. Thurs.-Fri., July 19-20 - Travel to Estes Park, CO, to bring Riverton Rotary students back from Rotary Youth Leadership Camp
- c. Riverton Rotary Board and membership meetings
 - (1) Coordinator of Riverton Rotary Read-to-Me Program
 - (2) Coordinator of Youth Leadership Program
- d. Wed., July 25 - Attendance at Community College Study Commission meeting in Powell
- e. Thurs., July 26 - Attendance at Riverton Community Development Association meeting
- f. Mon., July 30 - Executive Council meeting in Casper and Presidents Council meeting (with UW President in attendance)
- g. Tues., July 31 - Professional Teaching Standards Board Meeting
- h. Thurs., Aug. 16 - New Employee Reception (President's home)
- i. Tues., Aug. 21 - Presentation on Intertribal Center to Joint Tribal Relations Committee (Ft. Washakie)
- j. Wed., Aug. 22 - Riverton Community Assessment Planning Committee Meeting
- k. Thurs., Aug. 23 - Meeting with a college commissioner in Casper relating to CWC cap con requests

- l. Mon., Aug. 27 - Meetings with two college commissioners relating to CWC cap con requests
 - m. Tues., Aug. 28 - Community College Study Commission meeting (Rock Springs)
 - n. Wed., Aug. 29 - College Commission and related meetings (Rock Springs)
 - o. Thurs., Aug. 30 - Professional Standards Teaching Board meeting
 - p. Thurs., Sept. 6 - Riverwalk Steering Committee meeting (City Hall)
 - q. Thurs., Sept. 6 - Riverton Chamber Membership meeting (Riverton Library)
 - r. Fri., Sept. 7 - Authors Showcase (CWC Library)
 - s. Wed., Sept. 12 - Riverton Community Assessment Steering Committee Meeting
 - t. Wed., Sept. 12 - Presidents Council Conference Call
 - u. Thurs., Sept. 13 - CWC Foundation meeting and Scholarship Reception
8. Recent losses of friends of the college
- a. Ruby Calvert's husband, Ed Calvert, died August 28, 2007. His funeral services were held on August 31. Deep condolences to Ruby and her family.
 - b. CWC Professor Emeritus Ralph Schaefer died August 26, 2007. His funeral services were September 1, 2007.
9. Articles about sister colleges were included separately in the board packet.

The upcoming biennial budget session of the legislature is scheduled for February 11 through March 7. The WACCT has asked that two trustees

join two presidents at the legislative session during that entire time. Each college president will be at the legislature for seven days. Dr. McFarland asked if any CWC trustees were interested in coming to the legislature. She has asked to be scheduled for the week of February 25 and for March 6-7. She asked trustees to check their calendars to see if anyone could attend during that time.

Dr. McFarland indicated that major maintenance is likely to be a big issue for the college in the upcoming legislative session. Last year the capital facilities commission agreed to recommend that 2 1/2 percent of the replacement value of state facilities be allocated to the colleges. It appears that the 2 1/2 percent was not permanent and was only one time. The amount tied to the current biennium budget will be 1 1/2 percent which would be substantially less for community colleges. This could cause CWC to dip further into operating funds.

Another big issue is that related to the biennial salary appropriation. There is some question as to whether or not the colleges will get the full amount for the upcoming biennium. The salary appropriation was received just for this current year. The state budget office said the WCCC could not put it in as a standard request in the budget. The colleges would need to ask for new money in the amount of \$11 million. The \$11 million was computed by biennializing 60 percent of last year's salary appropriation.

The funding model selected by the WCCC at its August 29 meeting uses 07-08 costs and 04-05 enrollment to calculate cost per credit hour. It does not include FY 07 reserve, and the maximum loss is 2 percent of base for the change in enrollment from 04-05 to 07-08. Casper and Northwest would lose funding, but they would be made whole. The funding need to make these two colleges whole would not be taken from the other colleges.

Dr. McFarland reported that on Saturday, September 29, a Republican candidate forum will be held on the CWC campus. The Riverton community assessment listening forums will be held November 5-7. On Wednesday, November 7, listening sessions for college students and higher education stakeholders will be held on the CWC campus. The purpose is for the City of Riverton to identify assets, challenges, and needed projects over the next 2, 5, 10, and 20 years.

Vice President for Vice President for Administrative Services Jay Nielson provided a written

Administrative
Services Report

report which included information on 2009-2010 biennial funding and the activities bus purchase. The report on 2009-2010 biennial funding included information about capital construction, the biennial block grant, and the exception funding request. In regard to the activities bus purchase, Mr. Nielson reported that Colorado West Equipment, Inc., was the only company to bid on the bus. The college purchased a 32-passenger Startrans Tourliner in the amount of \$111,354, and it should be delivered within the next four months.

Vice President for
Student Services
Report

Vice President for Student Services Mohammed Waheed provided a written report which included information that summer session enrollment showed a 26 percent increase in FTEs and a 22 percent increase in headcount over the previous year. Renewal notifications were received for all grants in the Student Services area for a total of \$1,685,597 for the 2007-08 year.

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

The next regular meeting will be held on Wednesday, October 17, 2007, beginning at 6:30 p.m. in SC 103 in the Student Center.

Agenda items for the regular meeting include:

1. Physical Plant/Facilities Monitoring Report
2. Academic Profile Monitoring Report
3. Transfer to UW Monitoring Report

ACTION:

Mr. Matson moved to hold an executive session at 5:30 p.m. on Wednesday, October 17, 2007, in the Student Center Conference Room #SC 100, to discuss real estate property acquisition, personnel, and litigation. Mr. Myers seconded the motion. Motion carried.

CWC Foundation

The CWC Trustees will meet with the CWC Foundation Board for their annual joint meeting on Thursday, October 18, at 6 p.m. at The Bull Restaurant.

Association of
Community
College Trustees

The next ACCT event is the Annual Community College Leadership Congress to be held September 26-29 in San Diego, California. Chair Phister, Mr. Christensen, Ms. Mills, Mr. Matson, Dr. Gose, Mr. Krebs, and Dr. McFarland are planning to attend.

Mr. Christensen has been selected to be a member of the Joint Commission for Federal Relations. He needs feedback and information on

the DREAM Act which deals with undocumented students and feedback on international education programs. Dr. McFarland agreed to have Dr. Waheed provide information on these topics before Mr. Christensen leaves for the conference.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held in conjunction with the October 23-24 meeting of the Wyoming Community College Commission. Ms. Mills is planning to attend.

Ms. Mills reported that at the August 29 meeting of the WACCT, the job description for an executive director was discussed. Trustees were encouraged to attend the Joint Education Interim Committee meeting to be held October 10-11 in Casper.

Ms. Mills indicated that the WPTV silver anniversary committee is planning to present the logo to the board at the December board meeting.

Wyoming
Community
College
Commission

The next meeting of the WCCC will be held October 23-24 at Casper College.

CWC BOCHES

The next meeting of the CWC BOCHES is on Wednesday, February 27, 2008.

Teton County
BOCES

The Teton County BOCES met on August 21. The next meeting of the Teton County BOCES will be held on November 13, 2007. Mr. Myers reported that they increased the mill levy, and they paid some bills. Board Chair Phister indicated that BOCES members are seeing the value of CWC. Dr. Rottweiler commented that the Mr. Myers and Chair Phister's participation in this board has kept them in line. They realize it is more than just a school district initiative.

ADJOURNMENT -
BOARD
EVALUATION
OF MEETING:

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

ACTION:

At 8:40 p.m., Mr. Christensen moved to adjourn the meeting. Mr. Myers seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair