

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, March 16, 2005, in Room PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Deanna Crofts called the meeting to order at 6:31 p.m.

ATTENDANCE:

<u>Present:</u>	Deanna Crofts	Scott Phister
	Jim Matson	Joe Megeath
	Dennis Christensen	Caroline Mills
<u>Absent:</u>	Dallas Myers	
<u>Administration:</u>	Jo Anne McFarland	Mohammed Waheed
	J.D. Rottweiler	Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	John Kindle	Dan Schiedel
	Robbalee Oleson	Charlotte Donelson
	Carolyn Aanestad	Frank Berch
	Bruce Bynum	Wendy Finch
	Lisa Cunningham	John Wood
	Sandy Barton	Ben Evans
	Jackie Dorothy	Don Meza
	Cory Daly	Lindy Paskett
	Dennis Pince	Jeff Hosking

WELCOME AND INTRODUCTION OF GUESTS: Board Chair Crofts 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. She indicated that Trustee Dallas Myers had a work-related obligation and may join the meeting later.

APPROVAL OF AGENDA: Mr. Phister moved to approve the agenda as presented. Ms. Mills seconded the motion. Motion carried.

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

Student Senate      The written report from Ms. Robbalee Oleson, President of the Student Senate, included information on the spring blood drive, the student marshal for commencement, and approved student clubs for the spring semester. Upcoming events include many Spring Fling activities scheduled for March 18-23.

Classified Staff Association      The written report from Ms. Lisa Cunningham, President of the Classified Staff Association, included information on the activities of the members of the Classified Staff and a report on the raffle to benefit the Classified Staff Development Fund.

The Faculty      The written report from Mr. Ben Evans, President of The Faculty, included information on the activities of Faculty members.

Professional Personnel Association      The written report from Mr. Jeff Hosking, President of the Professional Personnel Association, included information on the activities of the Professional Personnel staff members.

Wyoming Public Television Update      The written report from Mr. Dan Schiedel, General Manager of Wyoming Public Television, included information on development, programming/educational services/production, and administration.

CWC Foundation      The written report from Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, included information on fund raising efforts for the Intertribal Education and Community Center and the state endowment challenge match.

Higher Learning Commission Self-Study Update      The written report from Ms. Martha Davey, Self-Study Director, included information on the review and the revision of the college's self-study report.

COLLEGE  
ADVANCEMENT  
IN THE  
COMMUNITY:

This agenda item is included so that each trustee can report on the specific ways he or she has advanced the college in the community over the past month.

Ms. Mills indicated that she enjoyed the faculty reception at Dr. McFarland's home on February 25. She has spoken to two tribal members about the Wage Disparity Grant program to train women to become Information Technology Support Specialists. She noticed that no one from the reservation was at the community dialogue dinner in February, even though several were invited. She would like to invite them herself next year.

Board Chair Crofts stated that she attended the robing ceremony for former Board Attorney Wes Roberts on February 18 and the Rustler Rodeo banquet on February 19. On February 23 she participated in the Chit-Chat and Coffeetime radio shows, and on February 24 she attended the Fremont County BOCES meeting.

ACCEPTANCE OF  
MONITORING  
REPORT:

Staff Profile and  
Salary Study  
Monitoring Report

Ms. Wendy Finch presented the Staff Profile and Salary Study Monitoring Report. In regard to turnover and recruiting, the total percent of turnover is 10.93 percent, which is down from 14.61 percent from last year. The national average is 9 percent. Fund 10 employee turnover is 9.86 percent. These numbers indicate a stable faculty and staff on campus. In FY 04, 35 searches were done for benefited positions with an average cost of \$624. The national average is \$648 per search. The average days a position is open is 38 versus 89 days for the national average.

Reasons for separation included personal reasons, end of fixed term contract, employer initiated separation, retirement, out of state relocation, other local employment, and death. The college used to lose employees to other local employers because of salary, but this is not the case anymore. Only two resigned for other local employment, and in both cases their positions at the college had been funded with soft money or grant money. A lot of training has been conducted throughout the year. A full-day staff developing training day was instituted this year, and one is held each semester.

In regard to the salary study, the college has made great strides. Classified staff are now at 97.42 percent of average. Professional staff are at 101.48 percent of average, and administration is at 97.68 percent of average. Dr. McFarland pointed out that these percentages are of average. Faculty base salary is at 97.07 percent of average, and faculty average salary is 92.71 percent of average.

Ms. Finch indicated that a conclusion that can be drawn is that the college has a stable work force. The mission is easily grasped. Employees can definitely find a lot to be happy for at the college. Ms. Finch is looking to increase training next year, and she would like to focus on a bigger picture.

Mr. Christensen asked how the classified staff compare to the community, since the comparison shown is to Mountain States. Ms. Finch replied that she does not have any hard data on this, but turnover is a good indicator. Classified staff are not leaving for local positions. They are leaving because of relocations or the pursuit of a higher education. Dr. Megeath asked why the college has such a young faculty in terms of years on the job as compared to other Wyoming colleges. Ms. Finch replied that CWC had a large number of faculty leave when the early retirement policy was changed.

Dr. Megeath asked how medical benefits are covered when comparing salaries. Ms. Finch indicated that medical benefits are not part of base salaries. Medical benefits are shown as a percent of benefits on the Mountain States salary survey. CWC is number one in total benefits that employees receive. Dr. Megeath stated that the college has such good benefits that it puts a question mark on what those numbers mean. Ms. Finch stated that a number of faculty and staff are staying because of benefits. A significant number of employees are nearing retirement but are choosing to stay.

Dr. McFarland asked about the Western Wyoming Community College Classified Staff Salary Survey. Ms. Finch indicated this survey was done by Western Wyoming Community College, and it only looks at classified staff at community colleges. The Mountain States report includes a few classified staff positions. Dr. McFarland asked from what area classified staff are drawn. Ms. Finch responded that the majority are from the local Fremont County area.

Board Chair Crofts noted that the college is losing people because of educational purposes, even though the college is an educational institution. Ms. Finch indicated that this was only one instance where the person left to move to another state to pursue a bachelor's degree program that was not offered at the University of Wyoming.

Board Chair Crofts asked Mr. Evans, President of the Faculty Association, if the information in this monitoring report helped address the concerns of the faculty. Mr. Evans replied that the information has been helpful but he is still confused about the process. In another meeting, it was mentioned that there was information being distributed about faculty salaries that did not originate from the administration. There was some question as to which numbers are the valid numbers. He still has trust in the other information from the other sources. When compared to a few years ago, it is obvious that the base has been addressed. The next item is the steps, and this is being effectively addressed. He asked what data are being used, how it is reported, and how many schools are used in the comparison. Dr. McFarland responded that it is an ongoing dialogue and the concerns raised by the faculty last year have not been fully and completely debated and won't be until the FY 06 faculty compensation recommendation is presented. The board will not have this information until the April 20 board study session.

Mr. Christensen moved to approve the staff profile and salary study monitoring report as presented. Mr. Matson seconded the motion. Motion carried.

Board Chair Crofts asked board members to complete the monitoring report evaluation.

CONSENT  
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the February 17, 2005, regular meeting and the March 9, 2005, special meeting; the acceptance of bills; the board travel budget, Perkins grant authorization; Adjunct Faculty Appreciation Week Proclamation; Community College Month Proclamation; and CWC Business Park Third Addition. Mr. Christensen asked that CWC Business Park Third Addition be pulled from the consent agenda for further clarification.

Mr. Christensen moved to approve the consent agenda items including the approval of minutes from the February 17, 2005, regular meeting and the

March 9, 2005, special meeting; the acceptance of bills; the board travel budget; Perkins grant authorization; Adjunct Faculty Appreciation Week Proclamation; and Community College Month Proclamation. Dr. Megeath 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 \$925,853.95 for the month of February 2005: Operations in the amount of \$641,580.09; Student Grants and Loans in the amount of \$466,702.97; and Bank Transfers in the amount of \$569,831.31 for a grand total of all payments in the amount of \$1,678,114.37.

Perkins Grant Authorization Perkins grant authorization is required to proceed with grant applications for the FY 05-06 projects. Under the Carl Perkins grant, CWC plans to apply for a Vocational Technology grant to serve eligible students enrolled in technology related and allied health programs.

Adjunct Faculty Appreciation Week Proclamation The board approved the document proclaiming the last full week in April 2005 as Central Wyoming College "Adjunct Faculty Appreciation Week."

Community College Month Proclamation Each year the Association of Community College Trustees and the American Association of Community Colleges proclaim April as Community College Month on behalf of the over 1300 community colleges across the nation. Colleges are encouraged to follow their lead and to use this distinction as an opportunity to let citizens know of the value and benefit of community colleges. The board approved reading the Community College Month Proclamation into the minutes, thereby naming April 2005 as "Community College Month."

The proclamation is as follows:

WYOMING'S COMMUNITY COLLEGES play a vital role in meeting student, community, employer/employee needs. They are student-centered, open-access institutions dedicated to providing high quality, low cost education. Each year, more than 40,000 Wyoming citizens are served by the community colleges.

PROVIDING economic development assistance, workforce training, adult and continuing education, and recreational and cultural opportunities, the community colleges are valuable resources for their communities and the state.

THE COMMUNITY COLLEGES continually strive to improve service and provide new educational opportunities in response to the changing needs of Wyoming people, businesses, and industries. Working in cooperation with other higher education institutions, they are providing new opportunities for advanced education throughout the state, including expanded distance education.

A UNIQUE COMPONENT OF HIGHER EDUCATION, the community college system is dedicated to facilitating the transfer of their graduates to four-year institutions and to preparing students for successful employment. Program offerings range from traditional academic classes to occupation education and training, including auto mechanics, nursing, and assistive technology.

WYOMING'S COMMUNITY COLLEGES play a critical role in the development of seamless education in Wyoming and in serving the lifelong learning needs of Wyoming citizens.

FOR THESE SIGNIFICANT REASONS, the Central Wyoming College Board of Trustees does hereby proclaim April 2005 as Community College Month and encourages all citizens to support their state's community colleges.

CWC Business Park Third Addition to the City of Riverton Mr. Christensen asked for clarification on the numbers in the Subdivision Agreement for the street right of way. Interim Board Attorney Frank Watkins indicated that the agreement specifies a 60 foot right of way which previously was at 50 feet. The board is granting another 10 feet to the city.

Mr. Christensen moved to approve the change to the CWC Business Park Third Addition to the City of Riverton by signing the plat and the Subdivision Agreement which describes this addition. Mr. Phister seconded the motion. Motion carried.

EXECUTIVE  
SESSION:

Board Chair Crofts indicated that an executive session was necessary to discuss personnel matters and potential litigation.

At 7:14 p.m., Mr. Matson moved to recess into executive session. Mr. Phister seconded the motion. Motion carried.

At 8:42 p.m., Mr. Matson moved to reconvene the meeting. Mr. Phister seconded the motion. Motion carried.

Board Chair Crofts indicated that in addition to potential litigation and personnel matters, the contract for the president was discussed in executive session. The board hopes to finish this process at the May meeting.

Board Chair Crofts asked that an agenda item entitled Board Attorney Selection Process be added as the last item of New Business.

Mr. Phister moved to add Board Attorney Selection Process to the agenda as the last item of New Business. Mr. Matson seconded the motion. Motion carried.

UNFINISHED  
BUSINESS:

BOCES/BOCHES

Board Chair Crofts indicated that the board had a special meeting on March 9 devoted to BOCES/BOCHES and this board's concerns with the current agreement. Dr. McFarland stated that the inventory the board requested that Fremont County BOCES provide by the close of business on Thursday, March 10, was received at 5:02 p.m. that day. An itemized, comprehensive inventory was requested, and that three-page inventory has been forwarded to the board.

Mr. Matson indicated that the college has been agonizing over issues of legality, and it is becoming more confusing and demanding. The college needs to be focusing on students and dual credit students for post-secondary education and also needs to concentrate more on the important issues for the college. He is becoming weary over agonizing over this. He keeps getting more and more paper, and the problem is not being solved. Mr. Phister stated that the college's president has spent a significant amount of time and energy on this, but he doesn't see significant progress. It is the board's obligation to levy the money in a way that they see is appropriate for dual credit and post-secondary education.

In regard to the inventory, Ms. Mills asked why BOCES spent \$18,000 on desks. She asked if the college knows where these desks are located. She thought this money could have been better used to benefit students. Mr. Phister asked how many dollars are spent for costs of this current program versus how many dollars are going to the students. Dr. McFarland

indicated that fees for dual enrollment courses are between 10 and 20 percent of the CWC 1/2 mill. The rest is associated with administrative overhead and operating costs. Mr. Nielson agreed that 10-20 percent is being spent on direct support of post-secondary educational services. He indicated that about \$50,000 was received over the last year and a half, which is about 13 percent of the CWC 1/2 mill. Mr. Matson stated that \$4 was being spent to administrate \$1.

Mr. Christensen stated that the focus has been lost on whom the college is trying to benefit. The board needs to continue to look at this issue in terms of fiduciary responsibility. His personal opinion is that more should be directed to those students whom the college is trying to benefit. The instructors have to meet certain accreditation criteria, and it must all coordinate through CWC. The college is responsible for the content of the classes being offered. Mr. Christensen has only three months experience on the BOCES board, and it is a hostile group when he attends the meetings. Focus on the students has been lost. The college needs detail on every dollar levied by this board that has been spent by BOCES. It would be much better if it was all focused through the college. He is not sure that the partnership is the best bet for the college in terms of post-secondary education.

Ms. Mills moved to continue the pursuit of a way to provide higher educational opportunities to all Fremont County students equally rather than retain membership in the Fremont County BOCES. Mr. Phister seconded the motion.

Mr. Christensen stated that the college's administration was directed in January to proceed on a parallel course to accomplish two options and to work with legal counsel to develop a separate BOCHES as well as to amend the current BOCES to include a BOCHES wing. The two options were (1) that the board approve the proposed BOCHES draft agreement and direct the administration to seek one or more Fremont County School district partners and (2) that the board consider creation of a BOCHES as a separate wing of the current Fremont County BOCES and direct the administration to send the proposed amendments to the Fremont County BOCES. At the March 9 special meeting of the CWC board, board direction to the CWC administration was expanded to include the pursuit of all feasible opportunities to continue higher educational support and dual credit offerings equally throughout Fremont County. Dr. McFarland stated that the motion currently on the floor would take off the table the

option to address issues with the Fremont County BOCES and would turn attention to a BOCHES or other post-secondary education structures.

Mr. Christensen stated that the CWC board has given a one-year notice already. Interim Board Attorney Frank Watkins indicated that both notice of intent to withdraw from membership and notice of intent to withdraw from funding were given in June 2004. Mr. Phister asked if the board is withdrawing from membership and funding. Board members agreed that at end of this fiscal year, membership and funding in the Fremont County BOCES would be withdrawn.

Mr. Phister asked if the inventory was going to be accepted. Board Chair Crofts indicated that if any partner withdraws from membership in the Fremont County BOCES that interest in the inventory is forfeited. Dr. McFarland did not believe that any school district monies purchased any of the equipment in the BOCES wing. CWC has paid the whole tab up to now. All equipment, all operating expenses, all salaries, and all benefits have been paid by the CWC 1/2 mill levy.

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

NEW BUSINESS:

05-06 CWC  
Community  
Dialogues and  
Board Retreat

Dr. McFarland stated that the board approved its 05-06 CWC Board Meetings and Work Sessions Calendar at the February 17, 2005, board meeting, but the approved calendar did not include community dialogues. The proposed community dialogues are included on the calendar along with the original July 22-23 board summer retreat and two proposed alternate dates for the summer retreat. Dr. McFarland has a personal scheduling conflict with the July 22-23 board retreat date and requested that the board consider one of the two proposed alternate dates for the summer retreat.

The board was not able to come to a consensus on either of the two proposed alternate dates for the summer board retreat, so Dr. McFarland withdrew her request. The board summer retreat will be held on July 22-23.

Mr. Matson moved to approve the proposed 05-06 community dialogues for inclusion in the 05-06 Board Calendar. Mr. Phister seconded the motion. Motion carried.

Beverage/Vending  
Acceptance of  
Proposal

Dr. McFarland stated that the college administration has been seeking ways to maximize its vending revenues to benefit the college and its activities. The college currently has both beverage and vending machines on campus from different providers. Off-campus locations, including the CWC Lander Center and the Sinks Canyon Center, could also accommodate vending machines to better serve students and community members and also to increase revenues to the college. Two separate proposals for candy vending and two separate proposals for soft drink vending were received.

Mr. Nielson explained that the vending proposals were due at 10:30 a.m. on February 24. The Coca-Cola soft drink proposal was delivered at 10:35 a.m., but the representative did call to notify the college that he would be late due to vehicle problems. Per the RFP document process instructions, this late proposal was not opened, but at the same time was not returned until the administration had an opportunity to discuss the situation. The RFP process specifies that "proposals received after the time and date specified will not be considered and will be returned unopened to the firm." The RFP process also specifies that "the college reserves the right to reject any and all proposals and to waive any irregularities, formalities, or informalities in the proposal process, and to award a contract as may be in the best interest of the college." The situation was discussed with the college attorney. The administration decided to accept the Coca-Cola proposal because their representative had been working with college officials to prepare a reasonable proposal, and he did call to notify the college that he would be late due to vehicle problems. Since there were only two potential players in the soft drink vending business, it was felt that it was in the college's best interest to open the second proposal and to review an additional option.

All three companies that presented proposals have a good working relationship with the college. Mr. Nielson recommended that for both the candy and soft drink vending that the college enter into a contract with Fremont Beverage, Inc. For candy vending, this company proposed a 7-year exclusive agreement, 15 percent commission, and at least 6 new vending machines on the Riverton campus. For soft drink vending, Fremont Beverage offered a 7-year exclusive, 42 percent commission, and four \$500 scholarships each year. They will pay \$25,000 at the signing of the contract to be subtracted against commissions. The commission to be received by the college is 3 percent greater for candy vending than the other proposal. The 7-year exclusive offered by Pepsi is better financially

each year for the college since the 3 percent commission differential is more than offset by the \$2,000 in scholarships. This analysis is based on current projected volumes. Revenues are expected to increase with additional vending machines and support for targeted events.

Mr. Nielson indicated that his recommendation is based on a 7-year agreement. The advantage is that the college will have a predictable revenue stream. For candy vending, the Fremont Beverage proposal was 3 percent higher in commission than the D & B Vending proposal. Even though the 45 percent commission from Coca-Cola was higher than the 42 percent commission from Fremont Beverage, the difference is more than offset by the \$2,000 in scholarships. One of the complicating issues is Sodexo, the college's food service company. They must honor their contracts because they are national.

Dr. Megeath asked if the scholarships were volunteered or if the college asked for them. Mr. Nielson indicated that this was left open. This company negotiates a lot of contracts with educational institutions, but CWC did not specifically ask for any of this type of support.

Mr. Matson moved to accept the recommendation to enter into an exclusive 7-year contract with Fremont Beverage, Inc., for both candy and soft drink vending for the college with a 15 percent commission on candy vending with at least 6 new vending machines on the Riverton campus and a 42 percent commission on soft drink vending with four \$500 scholarships and \$25,000 at the signing of the contract to be subtracted against commissions. Dr. Megeath seconded the motion.

Dr. Megeath asked why a motion was needed to accept this recommendation. Board Chair Crofts indicated that it is a recommendation from the president and that it is a multi year contract.

Mr. Don Meza, District Sales Manager for Coca-Cola, indicated that he has been involved in many agreements at the secondary and post-secondary level. His concern with this RFP was the lack of information provided. Mr. Nielson did not seem to know what the needs were for CWC. Mr. Meza asked if he could offer a 1-year agreement, since there was no history here. He believes that CWC is selling itself short by accepting a 7-year agreement.

Mr. Phister asked Mr. Meza if he really believed that CWC was selling itself short why he didn't reflect this in his bid. Mr. Meza replied that he could not because there was no history for the college and no volume history for Sodexo. Mr. Phister asked why he didn't take a risk and reflect this in the bid. Mr. Meza replied that this would be a bad business move on their part. Mr. Phister asked if this contract limits the college from pursuing business from other vending sources. Mr. Nielson replied that if there is a special event, they will step up. Mr. Phister asked if this limits the college from having conversations with other companies. Mr. Nielson indicated that he didn't know if this is a big issue or not. The other vendor is bringing forward a lot of equipment. The service worked out with this company will continue to change based on the college's needs and facilities. The college's future needs are hard to predict.

Mr. Meza again stated that he firmly believed that the college is selling itself short. Without a trackable confirmed history, his company could not go more than one year. Dr. Megeath asked what the dollar volume per year would be. Mr. Nielson replied that the commission for soft drinks would be about \$22,000 which is based on current volume. Board Chair Crofts asked if there were two separate RFPs. Mr. Nielson replied that there were two separate RFPs and that the companies could propose on one or the other or both. At the current time, Coca-Cola has about one-quarter of the college's soft drinking vending business.

Board Chair Crofts thought that 7 years is a long period of time, and this was a concern to her. Mr. Nielson indicated that there is a significant investment in equipment. He feels it is a good, competitive deal.

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

Educational  
Programming/  
Facilities Planning  
Update

Dr. McFarland reported that a firm has been selected for the educational programming/facilities planning project. Board action is not required for contracted services under the \$100,000 threshold, but the board should be involved since this project is related to planning. In conjunction with the July 22-23 retreat, the board will be able to work with the consultants on this issue.

Mr. Nielson reported that the college interviewed two firms that submitted proposals to provide the services outlined in an RFP issued by the college. The two firms were JGA Architects with offices in Riverton and Billings,

Montana, and HGA of Minneapolis, Minnesota. The committee felt that HGA had a stronger team to meet the needs of the college. The initial proposal from JGA was between \$91,400 and \$99,800. The initial proposal from HGA was \$229,000, but the college has since received a revised proposal from HGA that is substantially below the \$100,000 board approval threshold.

Mr. Phister asked why HGA went from \$229,000 to below \$100,000. Mr. Nielson indicated that the second cost estimate was based on their better understanding of the college. After discussions with the college, HGA found that they would not have as much assessment work to do as they first thought. They will be working with the college community and the community at large. Dr. McFarland noted that the overriding factor was that HGA has substantial higher education experience, and their experience in educational programming was stronger. HGA had far greater relevant experience for the college's needs. This is not the same as hiring an architect to design a facility. In terms of master and long range planning, the HGA firm was the solid choice.

Mr. Christensen asked about the re-proposal from HGA. Dr. McFarland explained that this is the reason the college went with a proposal for this project and not a bid. Both teams had the same options. JGA's re-proposal came in at \$60,000.

Board Chair Crofts stated that she appreciates that this was brought forward to the board. She asked the board to keep in mind what a reasonable amount is when the board's policies are revisited.

Natural Gas  
Supplier

Mr. Nielson reported that the college has been purchasing natural gas for four years under the Choice Gas program and has worked with Midwest United Energy the past three years as the college's natural gas supplier. The market is unpredictable and to be making purchase decisions at the end of April is not necessarily a good time in the market. He recommended that the college continue to purchase from Midwest United Energy under the same terms as were accepted last year. The purchase arrangement would be an adder of .449/term added to either the first of month posted index or at a fixed price based on future. This will allow the college the flexibility to track market changes and prices and to select a mix to meet college needs.

Dr. Megeath moved to continue to purchase natural gas from Midwest United Energy under the same terms that were accepted last year. Mr. Christensen seconded the motion. Motion carried.

Termination/  
Transfer of Surgical  
Technology  
Program

Vice President Rottweiler reported that because of circumstances beyond the college's control, the Surgical Technology Program was temporarily suspended in December 2004. This suspension delayed the admittance of a new class of students. During this time a comprehensive analysis and program review was conducted. All students currently enrolled in the formal Surgical Technology courses are being accommodated and are scheduled to graduate in May. The formal Surgical Technology Program is three semesters in length with new students entering in the spring semester.

The Surgical Technology Program at CWC is the only program in the state, and it is crucial in meeting the medical community's demand for trained surgical technologists. The program was initiated in 1993, with the first class entering the program during the 1994-95 school year. However, during the ten years of the program only 51 students have graduated. This was due to inherent barriers in the program which made completion of the program difficult. With the current high demand for surgical technologists and this being the only program in the state, the numbers of graduates and current students are disappointingly low.

The barriers in the program are related to the clinical aspect of hospitals. In the second year of the program, students are required to attend two days of on-campus instruction/skills lab and three days of clinical rotation each week. On surgical load, local hospitals can only handle 3-4 students per semester. Other students must then go to clinical sites all across the state. Many cannot afford the cost of maintaining multiple residences. Fremont County does not have enough surgical clientele to support all of the students in the program. LCCC and Casper College have expressed interest in starting their own programs, and they would have enough clinical sites.

The cost of the program is another issue that must be taken into consideration. When the program began, the funding formula for the community colleges reimbursed high cost programs such as Surgical Technology at a high level. Under the current formula, the college is compared to a comparator group based on cost per FTE, and no

adjustment is made for whether that FTE is generated in Surgical Technology, Nursing, or English.

Vice President Rottweiler has had extensive discussions with LCCC, and they have shown great interest in accommodating CWC's Surgical Technology Program and its future students. They have the clinical opportunities necessary to facilitate a quality program at less expense and burden to students.

Vice President Rottweiler recommended that the Surgical Technology Program be terminated at the conclusion of this academic year and be transferred to Laramie County Community College. Dr. McFarland concurred with this recommendation with regret.

Dr. Megeath moved to terminate the CWC Surgical Technology Program, effective the end of the current 04-05 academic year, and that the administration be directed to pursue a transfer of the program to Laramie County Community College in Cheyenne to meet the state demand for trained surgical technologists and to provide an opportunity to students who are interested in pursuing this course of study. Mr. Phister seconded the motion.

Mr. Christensen stated that in light of this information with an average of five students per year and current class of two, it is apparent that the board needs to look at where the money is being spent. Board Chair Crofts asked who students should be referred to as a contact person. Vice President Rottweiler indicated that students should contact his office. A formal letter will be sent to the students affected. He does not believe there will be any surprises for any of the students. There is no one currently in the program at the college who has not visited with him, Charlotte Donelson, or Billie Dutcher.

Vice President Rottweiler indicated that the college is pursuing other allied health programs such as a two-year physician's assistant program, CNA, and LPN, although the clinical site problem is still an issue.

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

Human Resources  
Board Report

The Human Resources Board Report for March included the following Information:

Searches in progress/pending included Nursing Instructor, Academic Advising Coordinator, Chief Information Officer, Director of Nursing, MHCOP Advisor, Facilities Attendant, and Human Resources Assistant.

Resignations/terminations/retirements/requests for release from contract included Billie Dutcher, Director of Nursing; and Jody Ray, Human Resources Assistant.

There were no New Hires/Appointments/Internal Transfers.

Dr. McFarland noted the impending retirement of Billie Dutcher, Director of Nursing, who has been with the college for twenty years. She recently guided the nursing department through a successful re-accreditation for a period of eight years. She is completing the final year of a three-year contract. Dr. McFarland wished her well and expressed appreciation for her long and tireless service to the college.

05-06 Faculty/  
Professional  
Letters of Intent  
for Continuing  
Employees

Dr. McFarland indicated that FY 06 contract recommendations were provided to the board for the purpose of issuing letters of intent. The board is acting on initial continuing contract employees and on subsequent continuing contract employees. She recommended that the board approve these contract recommendations for the purpose of issuing letters of intent.

Mr. Matson moved to accept the president's recommendation to offer initial continuing contracts to Matthew Flint, Jeffrey Hosking, and Mark Nordeen. Dr. Megeath seconded the motion. Motion carried.

Mr. Matson moved to accept the president's recommendation to offer subsequent continuing contracts to Helsha Acuna, Carol Cooper, Nita Kehoe, Michael Myers, Carol Rardin, Suzanne Smaglik, Dale Smith, Patricia Stalley, Chestine Brohm, Chontelle Gray, and Avelinda Paskett. Mr. Christensen seconded the motion. Motion carried.

05-06 Remaining  
Administrative  
Contracts

Mr. Matson moved to accept the president's recommendation to offer an additional administrative contract to J.D. Rottweiler, Vice President for Academic Services, that would run July 1, 2005, through June 30, 2006, conditional on completion of all requirements for a Ph.D. by June 30, 2005, unless extended in writing by his supervisor for a period not to exceed three months. Mr. Phister seconded the motion. Motion carried.

Mr. Phister moved to accept the president's recommendation to offer an additional one-year administrative contract to Dan Schiedel, WPTV General Manager, that would run July 1, 2005, through June 30, 2006, with salary and benefits to be paid through the separate Wyoming Public Television budget and not through college current funds. Mr. Matson seconded the motion. Motion carried.

Mr. Christensen moved to accept the president's recommendation to offer jointly with the CWC Foundation a one-year administrative contract to Bruce Bynum, Chief Operating and Development Officer of the CWC Foundation, that would run July 1, 2005, through June 30, 2006, with salary and benefits from both the college and the CWC Foundation to be determined at a later date. Ms. Mills seconded the motion. Motion carried.

Board Attorney  
Selection Process

Board Chair Crofts indicated that in January the board invited proposals for contracted professional services for the position of Board Attorney. Dr. McFarland stated that a schedule was outlined and published which indicated that formal proposals were due to the president's office no later than March 1, 2005. The letter to interested candidates indicated that the board expected to conduct interviews at a special meeting on April 20 with final selection and appointment expected to take place no later than the board's regular meeting on either April 27 or May 18.

By the March 1 deadline, two proposals and one inquiry were received. Dr. McFarland asked the board to suspend the search for a board attorney at this time. She recommended that the board request the Interim Board Attorney, Frank Watkins, to remain on as Interim Board Attorney through December 2005, and to not reactivate the selection process until late next fall. The timing is really terrible to be changing attorneys at the end of the academic year when a number of legal issues are pending. If Mr. Watkins is willing to stay, it would better serve the college.

Board Chair Crofts asked Mr. Watkins if he would continue as Interim Board Attorney through December 2005. Mr. Watkins replied that he would be happy to serve at the board's pleasure.

Mr. Phister moved to suspend the search for a board attorney at this time and to invite additional proposals at a later time. Mr. Matson seconded the motion.

Dr. McFarland indicated that the intent is not only to invite additional proposals, but that proposals already received should be considered as well. Board Chair Crofts asked that Dr. McFarland follow up on the proposals that have been submitted and let them know that the board is having a timing issue. They will be invited to update their information at a later date.

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

REPORTS:

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

1. Community College Supplemental Budget Allocation

The Wyoming Legislature approved the community college FY 06 Supplemental Budget at the original requested \$8.2 million level, but the state budget office has so far NOT interpreted that funding to be "biennialized," even though that was the legislative intent of the amendment sponsors. Unless this interpretation is changed, CWC will have to treat one-half of its FY 06 \$1 million share of this legislative appropriation as "one-time" money. Such an interpretation will limit CWC's flexibility in planning its FY 06 budget. Nevertheless, the college is grateful to the Fremont County legislative delegation for introducing the amendment that increased the total FY 06 supplemental aid to the colleges from \$6 million to \$8.2 million, resulting in \$250,000 more in CWC's FY 06 state aid allocation than would have been the case without the amendment. Please see the College Commission proposed distribution in the board packet, expected to be finalized at the March 18 College Commission meeting in Torrington.

2. Kudos to CWC Staff for Endowment Challenge Fundraising Efforts.

The CWC employee associations (Classified Staff, Professional Staff, and Faculty) have been very active and creative in raising funds for the Endowment Challenge Match. The Faculty as a whole reached the highest level of participation (88%) as a group in terms of personal donations to Endowment Challenge Match. The Classified Staff have now completed their second raffle to raise funds for the Endowment

Challenge Match. The Professional Staff sponsored the recent all-staff “Chili Cookoff” to raise funds for this effort as well.

3. Congratulations also to the Equine Science Club for Raising \$10,000 in matching money.

The Equine Science Club recently raised \$10,000 toward the Equine Science Endowment, which will be matched dollar-for-dollar through the Endowment Challenge Grant. Their most recent effort included their Saturday, March 5, final Rodeo Jack Pot, which featured three unnamed administrators on stick horses, battling it out for first place in a fun rendition of “barrel racing!”

4. Requested Pell Grant Information for Board Information.

Information on CWC Pell Grant students is included in the board meeting packet as requested at the last Board meeting.

5. Follow Up on FY 04 College Audit.

Both the CWC Foundation and the Wyoming Public Television Foundation are working to complete their FY 04 audits for inclusion in CWC’s FY 03-04 audit to fully comply with new GASB requirements and to remove the limited “qualification” on CWC’s FY 04 Audit. In the meantime, please note how the status of college audits is being reported by the Wyoming Community College Commission.

6. Appointment to the Professional Teaching Standards Board.

Superintendent of Public Instruction, Dr. Trent Blankenship, has appointed Dr. McFarland to a four-year term on the Professional Teaching Standards Board.

Board Chair Crofts congratulated Dr. McFarland on this appointment.

7. College presidents and administrative deans plan a series of meetings to “tweak” the state community college funding model.

Beginning on March 18 in Torrington, college presidents and administrative deans will be holding a series of meetings to “tweak” the community college state funding model and to develop the FY 07-

08 Biennial Budget Request, which must be approved by the College Commission and submitted in Summer 2005.

8. Articles about CWC and other colleges. All articles were provided with the board packet under separate cover.

#### Administrative Reports

Student Services Dr. Mohammed Waheed, Dean of Student Services, provided a written report which was included in the board packet.

CWC Foundation Mr. Matson reported that the March 10 meeting of the CWC Foundation was mostly an informational meeting for new members.

ACCT The next major ACCT conference is the ACCT Annual Congress September 7-10, 2005, in Seattle, Washington. Board Chair Crofts, Mr. Phister, Mr. Christensen, and Dr. Megeath indicated that they plan to attend.

WACCT The next meeting of the WACCT will be on Thursday, March 17, at 11 a.m. in Torrington. Board Chair Crofts, Dr. Megeath, Ms. Mills, and Mr. Christensen will be attending this meeting.

CWC Fremont County BOCES Mr. Christensen indicated that Fremont County BOCES Executive Director Sandy Barton had asked to set up an orientation meeting to address the college's concerns at this point in time. Mr. Christensen, Dr. McFarland, Mr. Nielson, and Mr. Rottweiler plan to attend this meeting which is scheduled for Monday, March 21, at 1 p.m. This may be a moot point right now. Concerns will be aired administrator to administrator. Other board members are welcome to attend.

Board Chair Crofts thought that it was not appropriate for an executive director to give an orientation to a board member. This should come from the board itself. There is protection in singling out a certain individual. Mr. Christensen has requested that BOCES meeting packets be sent to the college president and that financial information be sent to Mr. Nielson. The college is still a member of the Fremont County BOCES until July 1.

CWC Teton County BOCES Mr. Phister reported that the next CWC Teton County BOCES meeting will be on Tuesday, April 12, at 4 p.m.

NEXT REGULAR MEETING/  
SUGGESTED AGENDA ITEMS: The next regular meeting of the CWC Board of Trustees will be on Wednesday, April 27, 2005, at 6:30 p.m. in Pro Tech #115/121.  
Agenda items for the regular meeting include:

1. Adoption of FY 06 Preliminary Budget
2. 06-07 Scholarship Package
3. Budget Monitoring Report

In light of board action, there is no need for a special meeting on April 20 to appoint a board attorney. Board Chair Crofts indicated that she would like an executive session on April 20 to discuss the contract of the president. The executive session would be scheduled from 5:30 to 6:30 p.m., and the study session on the FY 06 budget would be from 6:30 to 8:30 p.m. No action will be taken.

BOARD SELF-EVALUATION OF MEETING: Board members were to asked to complete an evaluation of the meeting and to turn them in before leaving.

ADJOURNMENT: At 10:40 p.m., Mr. Matson moved to adjourn the meeting. Mr. Phister seconded the motion. Motion carried.

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Secretary

APPROVAL:

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Chair