

A study session of the Central Wyoming College Board of Trustees was held on Wednesday, April 18, 2007, in Room PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. NO ACTION WAS TAKEN. Board Chair Scott Phister began the study session at 6 p.m.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Jim Matson Scott Phister	Dallas Myers Caroline Mills Charlie Krebs
<u>Absent:</u>	Roger Gose	
<u>Administration:</u>	J.D. Rottweiler Mohammed Waheed	Dane Graham Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Keith Domke Sue Thompson Wendy Davis Camie Dewey Mark Nordeen	John Wood Chontelle Gray Serol Stauffenberg Matt Flint

WELCOME AND INTRODUCTION OF GUESTS: Board Chair Phister welcomed the guests present and stated that no action would be taken at the study session. He asked for a moment of silence in respect for the victims of the tragedy which occurred this week at Virginia Tech University.

PROPOSED FY 08 BUDGET: Dr. Rottweiler stated that the study session was the board's time to ask questions about budget details. If necessary, adjustments to the budget can be made before it is approved at the April 25 board meeting. Mr. Nielson proceeded to make a presentation which outlined the budget information included in the study session packet. Board members were invited to ask questions during this presentation.

Mr. Nielson stated that the college has been working under policy governance and strategic planning for several years. The strategic priorities tie everything together. The budget is put together to help get

the college to where it needs to go and is connected to the strategic priorities.

Mr. Nielson presented each strategic priority and listed the activities which fulfilled each of them. The strategic priorities are learning/collegiate environment, growth/enrollment management, institutional advancement, human resources, and facilities.

Mr. Krebs asked about hiring a women's basketball coach. Dr. Rottweiler stated that the college's existing staff will be considered for this position. Mr. Graham gave an update on the Director of Marketing position and indicated that someone should be in place in June or July. Mr. Nielson stated that the new positions were advertised at the end of December and early January and upon approval of the budget on April 25, the hiring process will be finalized for these positions. It has been helpful to begin the advertising process earlier.

In regard to the development of the tribal liaison partnership, Mr. Graham reported that Scott Ratliff has been hired as the Special Assistant for Tribal Relations. He will help identify and procure external funding for the Intertribal Center and will work to build rapport with the tribes.

In regard to the transfer of non-state funds to the CWC Foundation, Mr. Graham explained that the endowment will help the college pull through the hard times and not cut athletics. Mr. Nielson indicated that the endowment will help the college grow and expand in certain areas. Ms. Mills asked how these funds had been used in the past. Mr. Nielson explained that the large grants were allowed an administrative allowance, and these funds were set aside in a quasi-endowment fund. In a few cases, staff members were hired with this money, but the amount that wasn't spent was put in the quasi endowment. Most of the funds were from the Star Schools grant and from other grants as well. They are considered expended in the federal grant program every year. Mr. Nielson is comfortable with transferring these funds to the CWC Foundation. The Foundation carries the money as a liability, and the college is required to account for that money as an asset. The money is given to the Foundation for investment purposes, but the college retains ownership of the funds. When the money is transferred, it is put into a permanent endowment. A reserve that large to support the Star Schools system isn't needed anymore.

Mr. Graham stated that the transfer qualifies for the state match. Board Attorney Frank Watkins indicated that he has looked at the transfer of these funds to the Foundation. The transfer is to carry out a purpose of the college. The 5 percent income stream will come back to the college for college use. The funds will be used for a public purpose to assist the college. Dr. Rottweiler indicated that statute says the money must be non-state funds and must go into a permanently established endowment.

In regard to facilities, Mr. Myers asked if there has been any discussion at the state level concerning an annual reprioritization of community college capital facilities requests. Mr. Nielson indicated that it has been discussed quite a bit in the formula discussions, and it is a major issue for the blue ribbon panel. Quite a bit of work still needs to be done with this process and with the legislature.

Mr. Nielson stated that the focus of the major maintenance fund will be to totally renovate college buildings. The college had \$1.7 million for this biennium, and a little over \$1 million was spent to renovate the Residence Hall. The emphasis this summer will be the Student Center. It is hoped that the Arts Center or Classroom Wing can be renovated next year. The major maintenance money needs to be maintained.

Mr. Nielson reviewed the Summary of Proposed College Budget for Fiscal Year 2008, All Funds. He indicated that two major changes in the financial environment have influenced the FY 08 budget. The first change is the radical fluctuation in the assessed valuation. The Wyoming Supreme Court's ruling decreased Fremont County's tax valuation by \$244 million. Combined with the decrease in the market price of natural gas, next year's assessed valuation is projected at \$850 million, which is a 38.2 percent decrease. The second change is that this budget will be used to develop the funding request for next year based on a new funding formula. The new formula is expenditure-based, not revenue-based as past budgets have been. The new formula will use FY 07 actual revenues and expenditures as well as FY 08 budgeted revenues and expenditures. Cash carry forward will also be brought into the budget to support and increase expenditures. Mr. Nielson conservatively estimated that recapture/ redistribution funds to be received in August will help to support expenditures.

The proposed FY 08 budget for Wyoming Public Television is significantly less due to the completion of the digital build out. In addition, the last payment on the college's general obligation bond will be

made on July 1, 2007. Mr. Nielson pointed out that the college's budget is larger than some other schools with the same enrollment, but enrollment is not the only indicator of what colleges do and how they should be funded. The focus should not be solely on FTE.

Mr. Nielson reviewed the FY 08 Proposed Revenue and Expense Summary. In regard to resource distribution, 77.9 percent of the budget is allocated to salary and benefits, and 22.1 percent is allocated to operational expenses. The health insurance reimbursement is a big issue because the state doesn't have a deficit pool, and this means the college will have to absorb additional premiums until the next biennium. A reserve of \$350,000 has been set aside for this purpose.

The rate of pay for adjunct faculty needs to be increased because CWC is way below the rest of the colleges. The proposal is to increase it from \$500 to \$600. Mr. Christensen asked what the percentage is of adjunct faculty to full-time faculty in the state. Ms. Davis replied that it varies by college. At CWC, adjunct faculty are at two-thirds of full-time faculty. She will provide information on the other colleges at the April 25 board meeting.

Of the \$1.2 million in compensation adjustments for benefited employees for FY 08, \$1.1 million was received from the state. In order to provide the raises as originally intended, CWC added \$100,000. Student employment will increase from \$6.25 per hour to \$7.50 per hour. Dr. Rottweiler reviewed the positions for instructional faculty and staff which included Instructor Business; Instructor Nursing Jackson (second position); Instructor Nursing Jackson (9 months to 12 months); Instructor Outdoor Leadership and Recreation; Instructor Rural Health and Safety; Construction Supervisor (temporary appointment); and a sabbatical place holder. New Jackson staffing included an Associate Dean Jackson Campus and a Biology Lab Assistant (part-time, non-benefited). Positions for the institutional advancement realignment included Director of Marketing; Associate Director of Public Information (11.5 months to 12 months); Publications Coordinator (11 months to 12 months); and Admissions/Marketing Office Assistant (11 months to 12 months). Positions associated with athletics included a Director of Athletics; Men's Basketball Coach/Fitness Center Supervisor; and a Women's Coaching Stipend.

Dr. Rottweiler stated that the administration believes that the budget presented at this meeting meets all of the executive limitations set by the

board in policy governance. The board should look at each of these to make sure the budget meets the board's expectations.

STAFF RESPONSE:

Student Senate

Ms. Camie Dewey, President of the Student Senate, indicated that the budget looks good, but she is worried about the Student Senate's support of activities because of cuts in their budget due to decreasing enrollment. She wants to ensure they are able to provide the activities that students want. Dr. Rottweiler responded that the students assess themselves a fee, and as enrollment goes down, the fees have gone down. This has caused the Student Senate to have to reevaluate their plans because there is less money. Ms. Dewey stated that the decrease in enrollment cost them \$30,000. Dr. Rottweiler indicated that the proposed budget is based on flat enrollment.

The Faculty

Mr. Matt Flint, President of The Faculty, stated that the work done by the Compensation Committee, which included representation from the three associations, human resources, and the administration, was very successful. The process was inclusive and smooth, and the administration did an excellent job of sharing information openly and honestly. The faculty would like the Compensation Committee to become a permanent committee. The Faculty are very appreciative of the raises and adjustments made to the salary model. The Faculty supports the budget for the continued growth of programs, positions, and infrastructure. The ability to search for positions earlier this year has resulted in a larger candidate pool than in the past. The emphasis on student life and the collegiate experience, including athletics, is widely supported by The Faculty.

Classified Staff Association

Ms. Sue Thompson, President of the Classified Staff Association, indicated that the Classified Staff is very positive about the budget. She asked if the Foundation is paying for the liaison position to be occupied by Scott Ratliff and if there is an Arapahoe liaison. Mr. Graham replied that the position will be paid from the college budget. Dr. Rottweiler indicated that one position will be for both tribes. It is not a benefited position and is not considered to be a position. Mr. Ratliff will be a contracted employee with a professional services contract. He will be paid a flat fee and will not have office space. He will represent the college on the reservation.

Professional  
Personnel  
Association

Ms. Chontelle Gray, President of the Professional Personnel Association, indicated that the Compensation Task Force was positive. The Professional Personnel Association was very appreciative of moving the base from Level 3 to Level 5 for professional staff salaries. The association strongly supports the budget.

Other Comments

Dr. Rottweiler indicated that any questions on the budget should be directed to the administration. He reminded board members to bring their budget packets with them to the April 25 board meeting.

Board Chair Phister asked about the timeline on hiring a basketball coach. Mr. Stauffenberg indicated that the screening committee met today. Over 60 applications have been received, and there are some very good candidates.

ADJOURNMENT: There being no further discussion, the study session was adjourned at 7:41 p.m.