

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, July 20, 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 6:30 p.m.

ATTENDANCE:

Present: Deanna Crofts Scott Phister  
Jim Matson Joe Megeath  
Dennis Christensen Caroline Mills  
Dallas Myers

Administration: Jo Anne McFarland Mohammed Waheed  
J.D. Rottweiler Jay Nielson

Attorney: Frank Watkins

Recorder: Linda Bender

Guests: Martha Davey Annie Fleetwood  
Richard Fleetwood Regina Barton  
Lance Goede Retha Reinke  
Carolyn Aanestad Kami Jo Barnes  
Ron Hammer Steve Edwards  
Cory Daly Wendy Finch  
Margaret Peart Lindy Paskett  
Kyle Nicholoff Bob Spain  
Jackie Dorothy Jason Harris

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.

APPROVAL OF

Dr. McFarland indicated that in addition to item X.E. Board Responsibility

AGENDA:

for WPTV Foundation under New Business, the board attorney has four additional legal updates for the board which she would like addressed at that point.

Mr. Myers moved to approve the agenda as amended with the addition of four legal updates under New Business, Item X.E. Board Responsibility for WPTV Foundation. Mr. Phister 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

Ms. Kami Barnes, President of the Student Senate, indicated that she had nothing to add to her written report which included information on Student Senate events, Student Senate actions, and upcoming events.

Classified Staff  
Association

Ms. Retha Reinke, President of the Classified Staff Association, indicated that she had nothing to add to her written report which included information on activities of the members of the classified staff. Dr. McFarland pointed out that Ms. Reinke and Ms. Judy Florence are the organizing chairs for CWC's float for the Fremont County Fair Parade to be held on July 30 at 3 p.m.

The Faculty

Mr. Steve Edwards, President Pro Tem of The Faculty, stated that in regard to the letter from Annie Fleetwood which was included in his report, that some progress has been made in terms of starting a dialogue to resolve the issues addressed in the letter. The letter described the physical challenges in accessing campus facilities which face disabled CWC students, faculty, staff, and visitors.

Mr. Christensen noted that these issues are quite extensive and asked if they have been addressed. Dr. McFarland replied that this came to her attention within the last month, and some of the appropriate accommodations are much more time-consuming and involve more resources than the college currently has available. These issues are taken very seriously. Without knowing the detail of what changes need to be made it would be impossible to accommodate these needs. Ron Hammer, Grounds Supervisor, has done some of the work.

Mr. Christensen stated that the college has to be in ADA compliance, but the problems need to be brought to the college's attention. Mr. Hammer indicated that the problem became apparent during the installation of the fire suppression system in housing. The sidewalk which Ms. Fleetwood uses was cut for a week to ten days which created a problem with access to her apartment. When the sidewalk was repaired, it was not done correctly

which resulted in humps. Five sections of concrete were also broken. A new contractor has been hired to fix the sidewalks properly.

Ms. Crofts noted that the board will be doing facilities planning during its upcoming retreat. She asked if this facilities planning study will examine ADA compliance campuswide. Dr. McFarland replied that the consultants will look extensively at ADA issues. This was also done in conjunction with the 1992 expansion and remodeling. Any comments from students who encounter difficulties are appreciated. The college is trying to identify other areas where improvements are necessary. Ms. Annie Fleetwood stated that she encouraged discussion of these issues and asked that she be included in these discussions. Dr. McFarland asked that Mr. Nielson get the Handicap Access Committee together again and include these students. This committee should meet with the consultants when they are on campus.

Professional  
Personnel  
Association

Mr. Jason Harris, President of the Professional Personnel Association, indicated that he had nothing to add to his written report which included information on the activities of the members of the Professional Personnel Association.

Wyoming Public  
Television Update

Mr. Dan Schiedel, General Manager of Wyoming Public Television, submitted a written report which included information on programming, engineering, development, and administration.

CWC Foundation

Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, submitted a written report which included information on activities of the CWC Foundation. Mr. Matson reported that the Foundation had a retreat on July 14, during which he learned a lot about the history of the Foundation. The Brunton building in the CWC Business Park is in full swing. Raffle tickets for Oktoberfest are being sold. Real estate and leases in the Business Park were discussed during the retreat. The Foundation recommended that the CWC Board Chair appoint one or two board members to be part of a committee to discuss issues on leases in the business park. Dr. McFarland and Mr. Nielson should be included as well. Ms. Crofts asked if there was a written request. Dr. McFarland stated that it is the desire of the Foundation to have a couple of trustees join Mr. Matson. Mr. Matson asked that the Board Chair appoint two trustees to this committee, which will most likely meet during the day. Ms. Crofts indicated that she would join Mr. Matson on this committee.

Higher Learning  
Commission Self-  
Study Update

Ms. Martha Davey, Self-Study Director, presented a report to the board on the engagement and service aspect of the self-study, which is addressed in Criterion Three. Accomplishments in this area of the self-study included many beneficial partnerships, the Board of Cooperative Higher Educational Services (BOCHES), community respect and integrity, community dialogue structure, and being extremely connected. Opportunities include the expansion of distance learning offerings. Challenges include the need to strive for more ethnic diversity of staff.

Ms. Davey indicated that at the September board meeting, she would go over the schedule of the on-site meetings with the HLC team and what the team will expect from the trustees when they meet with them. A copy of the self-study will probably be included in the September board packet.

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.

Mr. Myers reported that he participated in a meeting which used Microsoft live meeting software. The sessions included topics on measuring teacher quality and leadership and leadership in small government, most of which applies to what is being done at the college.

Ms. Mills reported that she attended the WCCC meeting in Rock Springs June 16-17.

Board Chair Crofts reported that she attended the Shoshoni School Board meeting on June 20, the Upward Bound Awards night on June 30, and the State Board of Education conference call on June 23 at which the CWC BOCHES agreement was approved.

Mr. Christensen indicated that he attended the Brunton groundbreaking on July 8.

Dr. McFarland stated that Ms. Mills participated in a humanities panel that was broadcast on WPTV and Wyoming Public Radio on June 30. Dr. McFarland and Dr. Megeath attended this event which was held at the same time as the Upward Bound awards ceremony.

ACCEPTANCE OF  
MONITORING  
REPORT:

Student Profile

Dr. Waheed presented the highlights of the student profile monitoring report. He reviewed student demographics, enrollment figures, and students by age breakdown. The average age of the college's students is between 28 and 29. The decline in average age can be attributed, in part, to dual enrollment. Senior citizens' ages also throw off the average. Dual credit enrollments were reviewed. Last year \$4.8 million in student financial aid was disbursed in grants, loans, and scholarships. The high school graduate scholarship program is producing better results with an increase in the rate of student persistence. The number of First Class Stipend recipients returning in subsequent semesters has increased. Because of student loan counseling, the default rate has gone from 15.6 percent in 2003 to 8.8 percent in 2004.

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

Mr. Christensen moved to accept the student profile monitoring report as presented. Dr. Megeath seconded the motion. Motion carried.

Board members were asked to complete the monitoring report evaluation form.

CONSENT  
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the June 15, 2005, regular meeting; the acceptance of bills; and the board travel budget.

Mr. Myers moved to approve the consent agenda items including the approval of minutes from the June 15, 2005, regular meeting; the acceptance of bills; and the board travel budget. 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 \$971,032.01 for the month of June 2005: Operations in the amount of \$1,535,494.66; Student Grants and Loans in the amount of \$37,908.43; and Bank Transfers in the amount of \$611,107.50 for a grand total of all payments in the amount of \$2,184,510.59.

EXECUTIVE  
SESSION:

Board Chair Crofts indicated that an executive session was not necessary.

UNFINISHED  
BUSINESS:

Public Hearing -  
One-Half Mill Levy  
For Cooperative  
Postsecondary  
Educational  
Services through  
FY 07 and  
Approval of One-  
Half Mill Levy for  
Cooperative  
Postsecondary  
Educational Services  
through FY 07

Board Chair Crofts stated that at the June 15 board meeting, the board formally indicated its intent to levy the one-half mill levy for cooperative postsecondary educational services, at which time the public hearing was set to take place at the July 20 board meeting. Ms. Crofts called for a public hearing to hear any comments from the public on this proposed action. She asked twice if there were any comments. No comments were made. She asked if there was any discussion.

Mr. Christensen indicated that in light of the proposed valuation of this county that about \$125,000 more will be drawn in for the half mill levy than was projected in this budget. The board should possibly review this mill levy the following year so there isn't an excess amount of carryover funding. He doesn't want the CWC BOCHES board to have a lot of excess funding. Dr. Megeath indicated that estimates are being made right now. The board could adjust the amount in the second year if necessary. Mr. Myers stated that the amount can't be amended once it is passed. Dr. McFarland agreed and stated that the board is bound to whatever action is taken.

Mr. Myers thought that there may not be an excess since there has been growth in the number of dual enrollment students. Mr. Phister stated that the mill levy can't be adjusted, but the budget could be adjusted. Dr. McFarland agreed, saying that the budget could be far short of the mark if enrollment grows more than expected. In addition, tuition has gone up 4 percent. Dr. Rottweiler noted that the increase in textbooks was also not accounted for in the budget. Dr. McFarland stated that in establishing a new organization, there are start-up costs that may not be needed in later years. She is recommending the full one-half mill for the two-year maximum because it is important for the college to develop and communicate a commitment to the new organization and to show stability. She recommended that the board approve the one-half mill to support cooperative postsecondary educational services.

Ms. Mills noted that having extra money is good for the CWC BOCHES since very good enrollment is expected. Mr. Matson commented that until the CWC BOCHES has some history, the college needs to take advantage

of the full half mill. There may be a surplus, but it isn't known at this point what will happen. Board Chair Crofts stated that if the half mill is levied, it should be remembered that it will go to services for students.

Dr. McFarland recommended that the board approve the one-half mill under Wyoming statute 21-20-110 (h) from July 1, 2005, through June 30, 2007, to support cooperative postsecondary educational services through the CWC Board of Cooperative Higher Educational Services duly established under Wyoming Statute 21-20-104.

Dr. Megeath moved to approve the one-half mill under Wyoming statute 21-20-110 (h) from July 1, 2005, through June 30, 2007, to support cooperative postsecondary educational services through the CWC Board of Cooperative Higher Educational Services duly established under Wyoming Statute 21-20-104. Mr. Matson seconded the motion.

Mr. Christensen stated that he would support the board's decision, but he will vote against it. In his opinion, the CWC BOCHES is not allowed to carry an excess. Mr. Phister asked what should be done since the college does not have the ability to know if there will be an excess or not. Interim Board Attorney Frank Watkins stated the attorney general has said that an excess can be carried but it must be used for postsecondary educational services. An evaluation of the levy should be done if there is an excess.

Mr. Myers agreed that it really isn't known what this will cost. If there is an excess, the people involved can look at enhancing the program and providing other opportunities in the program. He trusts the administration to spend the money wisely and to provide opportunities that are not there now. Mr. Phister stated that it is the board's responsibility to make the adjustments discussed if necessary and to use the money wisely. Mr. Matson stated that a shortfall was anticipated in the beginning, but now the potential exists to pay it all. The budget can always be adjusted.

Mr. Christensen moved to call for the question. Mr. Myers seconded the motion. Motion carried.

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

Public Hearing -  
FY 06 Budget and  
Approval of FY 06  
Budget

Mr. Nielson stated that there are no changes from the budget that was presented to the board in April. A significant change is going on with assessed valuation due to an expected increase in revenues. More will be known in August or September, and a request to increase revenues will be brought to the board at that time.

Mr. Nielson reported that the college's budget has increased to \$30,584,366 in FY 06, which is a 12.06 percent increase. The largest increase in the budget includes the physical expansion and digitization of WPTV, state-funded health insurance, and additional operating funds from state appropriations and local taxes. For FY 06, CWC budgeted an additional \$664,441 in continuing funds. Funding sources included \$67,750 from a 4 percent tuition increase, \$526,881 from a state appropriation, and \$72,810 from early retirement savings. One-time funding of \$526,881 was budgeted from a state appropriation, and \$2,740,859 was received from the state for a fire suppression system in campus housing, a building addition for Wyoming Public Television (WPTV), and the completion of the digitization process for WPTV. Nearly all of the new continuing funds were allocated toward salary and benefits for current employees and to hire new employees. All three salary models were significantly changed to better align with external employment markets and more equitable allocation among similar positions at the college. Average salaries increased 8.85 percent for faculty, 5.53 percent for management/professional, and 5.77 percent for classified staff.

Board Chair Crofts stated that the FY 06 Budget Hearing had been duly advertised to occur at this time and place and that the board would now hold a public hearing on the FY 06 budget. She asked if anyone present wished to comment on the proposed budget. There were no comments. Board Chair Crofts asked for the president's recommendation. Dr. McFarland recommended that the board adopt the proposed FY 06 Budget and Resolutions and asked that these resolutions be entered into the minutes.

Mr. Phister moved to adopt the FY 06 budget as advertised in the "Notice of Hearing on College Budget" on July 12, 2005, in the *Riverton Ranger* as noted in the budget booklet and according to resolutions published in the budget document and that the budget resolutions be entered into the minutes. Mr. Myers seconded the motion. Motion carried.

The resolutions are as follows:

EXPENDITURE AUTHORITY RESOLUTION

WHEREAS, on the 20th day of July 2005, the budget making authority prepared and submitted to the Board of Trustees of Fremont County Community College District, a budget for the fiscal year ending June 30, 2006; and

WHEREAS, such a budget was duly entered at large upon the records of this board and a copy thereof was available for public inspection at the college business office; and

WHEREAS, notice of a public hearing on such budget, together with the summary of said budget, was published in the *Riverton Ranger*, a legal newspaper published and of general circulation in the county on the 12th day of July 2005; and

WHEREAS, a public hearing was held on such budget at the time and place specified in said notice, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, following such public hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appears in the minutes of this board.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fremont County Community College District that the budget as so revised and altered, be adopted as the official college budget for the fiscal year ending June 30, 2006.

BE IT FURTHER RESOLVED, that the following appropriations be made for the 2006 fiscal year ending June 30, 2006, and that the expenditures be limited to the amount appropriated herein.

Dated this 20th day of July 2005.

EXPENDITURE AUTHORITY

CURRENT FUNDS	\$28,061,094
PLANT FUNDS	<u>1,648,737</u>

TOTAL EXPENDITURES                   \$29,709,831  
  
DEBT SERVICE (G.O. BONDS)         \$   874,505

By:  
Ms. Deanna Crofts  
CWC Board of Trustees Chair

Attest:  
Jim Matson  
CWC Board of Trustees Treasurer

RESOLUTION TO PROVIDE INCOME

WHEREAS, on the 20th day of July 2005, this Board adopted a college budget for the 2006 fiscal year ending June 30, 2005, calling for the following appropriations:

Current Funds                           \$28,061,094  
Plant Funds                              1,648,737  
  
Total Appropriations                   \$29,709,831  
  
Debt Service (G.O. Bonds)           \$   874,505

AND WHEREAS, after deducting all other cash and estimated revenue, it is necessary that the following amounts be raised by general taxation and in order to raise such sums of money, it is necessary that levies be made for the fiscal year ending June 30, 2006, as shown opposite each fund, amounts to be raised by taxes:

Amounts to be Raised

Current Funds:  
Operating Fund                         \$2,597,065     4.00 Mills plus other taxes  
Optional Mill Levy Fund               \$781,141     1.00 Mills plus other taxes  
CWC BOCHES                             \$383,000     .50 Mills plus other taxes  
Debt Service (G.O. Bonds)             \$874,505     1.105 Mills\* plus other taxes

\*Estimated by Fremont County Treasurer's Office

NOW, BE IT RESOLVED by the Board of Trustees of Central Wyoming College that the foregoing levies be made for the fiscal year ending June 30, 2006.

Dated this 20th day of July 2005.

By:  
Ms. Deanna Crofts  
CWC Board of Trustees Chair

Attest:  
Jim Matson  
CWC Board of Trustees Treasurer

Board Chair Crofts thanked Dr. McFarland for her service to the college and asked her to pass along to staff and employees that the board believes that the community is improved as a result of the college being here.

NEW BUSINESS:

Wyoming Public  
Television  
WPTV Capital  
Expansion  
Design-Build  
Project

Dr. McFarland reported that the 2005 Wyoming legislature appropriated \$650,000 for a 3,500 square foot expansion to the Student Center for Wyoming Public Television use. Because the project must be built strictly within the allotted state funding, requests were issued for design-build proposals. Dr. McFarland concurred with Mr. Nielson's recommendation to award the WPTV Capital Expansion Design-Build project to the low proposal submitted by SDI and Quinn & Company with a guaranteed maximum cost of \$550,000.

Dr. Megeath moved to award the WPTV Capital Expansion Design-Build project to the low proposal submitted by SKI and Quinn & Company with a guaranteed maximum cost of \$550,000. Ms. Mills seconded the motion.

Board Chair Crofts asked for clarification on the dollar amount of the two proposals. Mr. Nielson indicated that the project cost for JGA was \$626,350, and the project cost for SDI was \$550,000. Both teams were interviewed extensively. The primary contractor for SDI will be Mid-Valley Construction. The guaranteed maximum defined in the RFP document was \$550,000, leaving \$100,000 to hire a construction manager and to provide for construction contingencies. A large contingency may be necessary because of the complicated infrastructure in the ground under

and around this building site. The Pro Tech wing was built very successfully with this type of design-build construction method.

Mr. Nielson explained where the building will be located and how close it will be to the Student Center and the Administrative Wing. Mr. Myers asked if both projects were bid as design-builds. Mr. Nielson replied that the project was advertised as a design-build with a guaranteed maximum contract. The roof material and color as well the architecture will be matched as closely as possible to the existing buildings.

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

WPTV Casper  
Mountain Project

Dr. McFarland explained that the WPTV Casper Mountain project is funded through a \$4 million state grant. She concurred with Mr. Nielson's recommendation that the board award the WPTV Casper Mountain Tower Extension Project to the low proposal from Sabre Communications Corporation of Sioux City, Iowa, in the amount of \$108,035.

Mr. Myers moved to award the WPTV Casper Mountain Tower Extension Project to the low proposal from Sabre Communications Corporation of Sioux City, Iowa, in the amount of \$108,035. Dr. Megeath seconded the motion. Motion carried.

WPTV Sole  
Source Vendor for  
Limestone  
Mountain  
Transmitter

Dr. McFarland recommended that the board award the WPTV Limestone Mountain Transmitter project to HSE Communications, Inc., of Littleton, Colorado, for option #2 in the amount of \$24,327.00 as a sole source vendor for the reasons cited by Dean of Administrative Services Jay Nielson.

Dr. Megeath moved to award the WPTV Limestone Mountain Transmitter project to HSE Communications, Inc., of Littleton, Colorado, for option #2 in the amount of \$24,327.00 as a sole source vendor. Mr. Christensen seconded the motion.

Dr. McFarland indicated that this project was brought to the board because current bid procedure requires that all sole source vendor awards over \$10,000 be approved by the Board of Trustees.

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

WPTV Digital  
Video Microwave  
System in  
Southwest  
Wyoming

Dr. McFarland recommended that the board award the proposal for a WPTV digital video microwave system in Southwest Wyoming to the only complete proposal, that from HSE Communications, Inc., in the revised amount of \$566,038.87. Funding for this contract will come from the \$4 million state grant.

Dr. Megeath moved to award the proposal for a WPTV digital video microwave system in Southwest Wyoming to HSE Communications, Inc., in the revised amount of \$566,038.87. Mr. Matson seconded the motion.

Board Chair Crofts asked if someone is keeping track of the \$4 million state grant and how much is left of this grant. Dr. McFarland indicated that it has been difficult to do this. In FY 06, WPTV will fund another position in the business office to help do a better job of tracking this money. Mr. Nielson indicated that in addition to the \$4 million state grant, the \$3 million RUS (Rural Utilities Services) grant, and \$3 million from PTFP (Public Telecommunications Facilities Program) are also being tracked. A Clerk of the Works is being interviewed as well. The focus will be on tracking these four or five huge projects.

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

Election of CWC  
BOCHES  
Representatives

Board Chair Crofts indicated that the CWC BOCHES agreement requires the board to elect two representatives to serve on the CWC BOCHES board. Dr. McFarland has been notified that the Fort Washakie school district has elected Carla Mann to the CWC BOCHES board. Dr. McFarland had sent a letter to school board chairs and superintendents to advise them that the participating districts needed to elect one representative from their respective boards to sit on the BOCHES board and also to formally adopt the proposed FY 06 BOCHES budget and financial plan. August 24 has been proposed for the organizational meeting, and it is expected that the CWC BOCHES board will not need to meet more than quarterly. The administrative responsibility for the CWC BOCHES board will be given to Dr. Rottweiler.

Board Chair Crofts indicated that the CWC BOCHES board will consist of a minimum of five members, but no more than nine which could eventually include the eight county school districts and CWC.

Dr. Megeath nominated Mr. Christensen, and Mr. Christensen accepted. Mr. Phister nominated Ms. Mills, and Ms. Mills accepted. Mr. Myers moved that nominations cease. Dr. Megeath seconded the motion. Motion carried.

Mr. Matson moved to dispense with voting and to elect Mr. Christensen and Ms. Mills to the CWC BOCHES board by affirmation. Mr. Myers seconded the motion. Motion carried.

Ms. Mills stated that if the all the county school districts join the CWC BOCHES that she would like Mr. Christensen to continue as the CWC representative on this board.

Acceptance of  
August 24 Date  
For CWC BOCHES  
Organizational  
Meeting

Dr. McFarland recommended that the board formally accept the proposed August 24, 2005, date for the CWC BOCHES organizational meeting.

Mr. Myers moved to accept the proposed August 24, 2005, date for the CWC BOCHES organizational meeting. Ms. Mills seconded the motion. Motion carried.

Dr. McFarland asked that the CWC board attorney attend the CWC BOCHES organizational meeting in order to assist. Mr. Watkins indicated that he would be willing to do that.

Approval of CWC  
BOCHES  
Membership for  
Fremont County  
School District #14  
(Wyoming Indian)

Dr. McFarland recommended that the board formally approve inclusion of Fremont County School District #14 in the CWC BOCHES and that the board authorize the college president to forward a letter stating this action to District #14, the CWC BOCHES board, and other current participating members. All the other participating members have been asked to act on inclusion of the additional member as well. The agreement will have to be amended if everyone agrees to include District #14.

Mr. Matson moved to approve the inclusion of Fremont County School District #14 in the CWC BOCHES and that the board authorize the college president to forward a letter stating this action to District #14, the CWC BOCHES board, and other current participating members. Ms. Mills seconded the motion. Motion carried.

Board  
Responsibility for  
WPTV Foundation  
Plus Additional  
Four Legal Updates

At the June 15 board meeting, Board Chair Crofts asked the board attorney to look into whether the CWC board has a legal responsibility for the WPTV Foundation. Interim Board Attorney Frank Watkins explained that the CWC board is not legally or financially responsible for the WPTV Foundation. The board's duties are defined by Wyoming statute. The CWC board's responsibility is to oversee the operations of WPTV and to assist WPTV in fulfilling its mission. The WPTV Foundation raises funds for WPTV and was established for fund-raising. The foundation's articles of incorporation do not mention CWC. The 1997 agreement between CWC and WPTV expressly distanced that relationship. Donations made to the WPTV Foundation for the benefit of WPTV are private funds, not state funds or monies to maintain the community college.

The CWC auditors determined that Governmental Accounting Standards Board (GASB) 39 required inclusion of the WPTV Foundation as a component unit of the CWC audit. GASB 39 requires reporting of a separate organization that raises and holds economic resources for the direct benefit of a governmental unit or its component unit. The purpose of the reporting is to provide more consistent, complete, and reliable information for the needs of financial report users. There are component units where there is no control, and this is the case with the WPTV Foundation. GASB 39 indicates that the relationship with this separate entity can be acknowledged in the "note disclosure," where it can be stated how much control the college has and whether the college can take money out of this entity.

Mr. Watkins' conclusions were that the CWC board is not legally or financially responsible for the WPTV Foundation; that the CWC board's responsibility is to control monies to maintain the college, and the WPTV Foundation resources do not maintain the college; that the CWC board is also responsible to oversee and assist WPTV and its programming, and the WPTV Foundation is not involved; and that GASB 39 recognized concerns with including foundations. The GASB remedy was note disclosure in the audit to allow CWC to clearly describe its relationship to the WPTV Foundation.

Accounting of  
CWC Half Mill  
Funds from  
Fremont County  
BOCES

In regard to the letter to Fremont County BOCES, Mr. Watkins stated that he requested an accounting for the BOCES expenditures made out of the CWC half mill levy, and he requested a response by July 17. He received no response. Mr. Watkins called the BOCES board attorney, but he was out of town all week.

Dr. Megeath stated that BOCES should be given more time and that no action should be taken at this point. It is not unrealistic for them to take longer. Board Chair Crofts indicated that if there is a surplus of funds, the CWC board has an obligation to make sure that it is clearly known for what purpose those funds have been spent. Mr. Watkins stated that he will follow up on this. It is less than 30 days, but it was a reasonable amount of time. Mr. Phister asked that another written reminder be sent.

Letter to Fremont  
County BOCES

Mr. Watkins stated that apparently Fremont County BOCES is offering postsecondary programs that they intend to have paid out of the CWC BOCES half mill. These expenses could come out of the existing carryover that they may or may not have. Dr. McFarland has composed a letter for the board's consideration to send to the BOCES director in regard to this matter.

**BREAK IN  
MEETING:**

At 8:57 p.m., the board took a break in the meeting. The meeting was resumed at 9:04 p.m.

Dr. McFarland explained that the letter intends to clarify that the BOCHES half mill shall be used solely for support of maintaining programs offered by the board of cooperative higher educational services of which the district is a participant. The letter is to point out that both the half mill levy for BOCES and BOCHES are dedicated for postsecondary educational services. Any remaining carryover revenues derived from the CWC board levied half BOCES mill to support the Fremont County BOCES legally must be used to support postsecondary educational services. It was clear in the attorney general's opinion that the money must be used for postsecondary educational services. By law the CWC BOCHES can only provide dual enrollment reimbursement for courses offered by the board of cooperative educational services of which CWC is a member. This means that the CWC BOCHES cannot and will not reimburse the Fremont County BOCES for courses coordinated and offered through BOCES. CWC is no longer a participating member of the Fremont County BOCES. This clarifies ahead of time what might be an impression about how postsecondary dual enrollment courses can be

reimbursed. These courses can only be reimbursed by carryover from the CWC half mill or by courses offered by the CWC BOCHES. The board should clarify the legal position well in advance of any BOCES offerings in the fall, so CWC BOCHES doesn't receive invoices from BOCES expecting reimbursement.

Dr. Rottweiler stated that the programs must be coordinated through the CWC BOCHES, and this letter clarifies it. Dr. McFarland indicated that the class must flow through the cooperative and has to be registered under the auspices of a CWC BOCHES offering. If Fremont County BOCES were to ask Casper College to offer something such as a dual enrollment course in fire science through an understanding among the Wyoming community colleges, Casper College must contact whoever is in the service area to see if CWC has the ability offer the course. This is intended to respect designated service areas and the college in whose service area the course is to be offered. CWC BOCHES can pay for courses developed under the auspices of CWC BOCHES. It is a proactive measure to avoid possible future misunderstandings. Dr. McFarland proposed that the letter be sent to the executive director of the Fremont County BOCES and copied to superintendents, Fremont County BOCES members, the CWC board attorney, and also provided at the organizational meeting of BOCHES. The board indicated that this letter should be sent.

CWC Foundation Mr. Watkins reported that the CWC Foundation has proposed restated articles of incorporation. He suggested that these be discussed during a few minutes of the upcoming board retreat.

Public Meeting  
Law Changes Mr. Watkins stated that public meeting laws changed on July 1. The main change was the penalties for knowingly and willfully violating the law. There is now a personal fine for each individual board member, and it is a misdemeanor. This should be made known and included in the minutes.

Ms. Cory Daly of the *Lander Journal* stated that the board is also required to keep minutes of executive sessions. Dr. McFarland indicated that this is being done.

Personnel  
05-06 Continuing  
Contracts Dr. McFarland explained that two names were left off of the continuing contract recommendation that came to the board earlier in the spring. She recommended that Ruby Calvert and Robert Connelly be offered subsequent continuing contracts for FY 06.

Mr. Matson moved to offer subsequent continuing contracts to Ruby Calvert and Robert Connelly for FY 06. Mr. Myers seconded the motion. Motion carried.

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

In June, the college renegotiated its Long Term Disability Insurance contract at a savings of \$0.09 per \$100 of eligible salary. The new insurance carrier is Principal Life Insurance Company at a rate of \$0.41 per \$100 of eligible salary. Currently, 141 of 182 eligible employees are actively enrolled in the Long Term Disability program (77 percent).

There were no Rustler Salute Nominees this month. The next Rustler Spirit award will be in September.

Searches in progress/pending included Instructor Biology/Math; Instructor Human Relations/MHCOP Advisor; Instructor Nursing; Automotive Lab Supervisor; BOCHES Program Coordinator; Budget Analyst; Culinary Arts Program Developer; Director of Upward Bound; Distance Education Coordinator Jackson; Food Services Manager; Institutional Researcher; Instructional Technology Specialist; Sinks Canyon Center Coordinator; Administrative Assistant Administrative Services; CWC Foundation Office Assistant; Distance Education Assistant; Human Resources Assistant; Video Technician; and WPTV Clerk of the Works.

Resignations/terminations/retirements/requests for release from contract included Ross Johnson, Assistant Professor Microsoft/Director Enterprise Services; and Rodney Laird, Custodian.

New Hires/Appointments/Internal Transfers included Janet Harp, Director of Nursing; Lori Ridgway, Instructor Communication/Human Relations; Wayne Robinson, Instructor Construction Trades; Matt Herr, Director of Instructional Technology; Lynette Jeffres, CWC Foundation Assistant Manager; Ross Johnson, Director of IT Operations; and Pamela Cowling, Registration Technician.

REPORTS:

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

1. Kudos

- a. Special appreciation to the Fremont County Fair Float Committee organizers Retha Reinke and Judy Florence for spearheading the efforts to create a CWC float for the July 30 parade. Thanks also to their committee members:

Staff members

Denise Kimball  
Barbette Hernandez  
Sheri Wiechmann  
Lance Goede  
Kathleen Marinell

Students

Kami Barnes  
Monica Murdock  
Regina Barton

The Fremont County Fair Parade will be held on July 30 at 3 p.m.

- b. Special kudos, also, to Martha Davey, CWC Self Study Director, who has spent her summer (including evenings and weekends) in preparing the all-important self study document. Thanks, also, to administrators J.D. Rottweiler, Mohammed Waheed, and Jay Nielson for pitching in.
- c. A big hand, also, to Angie Flint, who stepped in to provide summer food services. The students of GEAR UP and Upward Bound, give her an A+.
- d. A round of applause for the strong college support of the 2005 Relay for Life, sponsored by the American Cancer Society. Special appreciation to Linda Becker, Jay Nielson, Alec Henderson, and David Adams.
- e. Congratulations, also, to CWC Music Professor Kelly Dehnert on having been inducted into the Lander Valley High School Hall of Fame.

2. Sinks Canyon Center Summer Classes

As of July 5, Distance Education and Lifelong Learning Division Chair Jeff Hosking reported that 48 students were enrolled in both credit and non-credit summer classes at the Sinks Canyon Center. These classes include a credit course in geology and non-credit courses in fly fishing and garden design. This is the college's first major effort to schedule summer classes at the Sinks Canyon Center and, while not overwhelmingly high, is a great start. Credit is given to Ken Colovich at the Sinks Canyon Center.

3. State Level Issues

- a. Biennial Budget Request. The Executive Council is working on strategic planning in preparation for the Biennial Budget Request that must be submitted by the end of August. Two meetings are scheduled to address these topics:
  - July 19 Executive Council meeting in Casper, during which research consultant Dr. Burke Grandjean presented the final results of the funding model review. Although preliminary numbers were used, the colleges have a fairly good idea of how they stand funding-wise for the upcoming 07-08 biennium.
  - August 19 Executive Council meeting Casper, during which the funding model and Biennial Budget Request will hopefully be finalized.
- b. State Funding for College Capital Construction? State officials have broached the possibility of state funding for community college capital construction. With very few exceptions, the state has not paid for any capital construction at the community colleges. The community college districts have been responsible for all capital construction, usually by means of general obligation property tax bonds. Should the state agree to take on this responsibility, in whole or in part, such a development will have monumental implications for the colleges.
- c. State Funding for Community College Salary Adjustments? Recently, Governor Freudenthal presented a proposal to the Legislative Management Council whereby the state would provide a 3 ½ % salary adjustment for each of the two years of

the upcoming biennium (FY 07 and FY 08) for state employees. Reportedly, the governor included the community colleges in this proposal. This is another possibility that offers great promise for the colleges that are struggling to recruit qualified staff from diminishing pools of applicants.

- d. Possible One-Time State Funding for College Equipment Needs. Discussion is ongoing about the possibility of including a one-time budget request, along with the Biennial Budget Request, to meet critical one-time needs for instructional and other equipment at the colleges, particularly for upgrading and updating existing programs and new program startup for workforce development.
- e. Hathaway Scholarship to Start Right Away? Yet another possibility is for the state endowed merit scholarships to begin as early as Fall 2006, if state revenues needed to establish the endowment can be identified.
- f. Eliminating Wyoming Diploma Mills? Discussion of possible legislation to quash the growing number of unaccredited diploma mills in Wyoming continues in legislative circles.

Mr. Christensen stated that he is opposed to allowing the state government to do the work of local boards. He wants to see the formula funded at a higher rate rather than abdicating responsibility for the funding formula, buildings, salaries, and equipment.

Dr. McFarland indicated that salary adjustments are included in the community college biennial budget request. She has some of the same fears about the state funding this request since no money comes without strings. In addition, the seven community college district counties have done more than their fair share of funding capital construction without assistance from the other sixteen counties who are served. The seven colleges serve the entire state, not just seven counties. She has urged support for one-time funding, since CWC can barely afford necessary instructional equipment upgrades. The community colleges are the only state entities that do not receive funding for capital construction.

4. Presidential Ventures. Dr. McFarland has attended the following meetings:
  - a. June 28-Wyoming Workforce Development Council Executive Committee Meeting
  - b. June 29-Lander LEADER economic development meeting
  - c. June 29-Riverton Rotary work project
  - d. June 30-HGA Facilities Planning Conference
  - e. July 11-HGA Facilities Planning Conference
  - f. July 11-Riverton Memorial Hospital Board Orientation
  - g. July 14-Riverton Memorial Hospital Board Meeting
  - h. July 14-CWC Foundation Retreat
5. Vacation. Dr. McFarland will be taking vacation July 25-August 12.
6. Articles about CWC and other colleges. All articles were provided with the board packet.

Dean of  
Administrative  
Services Report

Mr. Nielson suggested that bid procedures be expanded to allow the administration to negotiate change orders within 15 percent of the total project cost awarded as long as funding is available and the project is not significantly changed. This situation has only come up twice in the last four years and is not a significant issue, but it is one that should be addressed.

Mr. Nielson is working to prepare the budget for the next biennium which has to be submitted by August 19. The intent was to leave the model the same and to continue to work with the IPEDS data base. The key is that the base forward, comparator model, and exterior comparators to colleges across the nation would remain the same. LCCC and Sheridan could potentially be funded the best. In regard to the July 19 meeting on the formula, Mr. Nielson stated that the numbers received were preliminary. With the new IPEDS data, CWC is shown as underfunded. There is a parity need, and CWC can ask for it. It was agreed that work would continue on the major maintenance request and one-time equipment.

CWC Foundation

The next meeting of the CWC Foundation will be held on Thursday, September 15, from 3-5 p.m. in the CWC Food Court Dining Room. The CWC Foundation Scholarship Reception will be held at 7 p.m. at the Arts Center Gallery, also on September 15. The joint dinner meeting of the

CWC Foundation and the CWC Board will be held on Thursday, October 20.

ACCT

The next major ACCT conference is the ACCT Annual Congress September 7-10, 2005, in Seattle, Washington. Board Chair Crofts, Mr. Christensen, Dr. Megeath, Mr. Phister, Mr. Matson, and Dr. McFarland are planning to attend. Mr. Christensen reported that J. Noah Brown has been selected as the new director of the ACCT.

WACCT

Ms. Mills reported that trustees from four colleges attended the June meeting of the WACCT. Ryan Wright resigned as treasurer. Dr. Megeath gave an update on merit scholarships. In addition, it was learned that the WCCC will look into marketing to promote the community colleges, and the group talked about faculty salaries.

WCCC

A College Commission conference call will be held on Friday, August 26, 2005, to formally adopt rules changes relating to the funding model. The next regular meeting of the College Commission will take place October 27-28, 2005, at a location yet to be determined.

CWC BOCHES

The organizational dinner of the CWC BOCHES is tentatively set for Wednesday, August 24, 2005, at 5:30 p.m. in the CWC Professional Technical Center Rooms 115/121.

CWC Teton  
County BOCES

Mr. Myers reported that the next CWC Teton County BOCES meeting will be held on August 1.

NEXT REGULAR  
MEETING/  
SUGGESTED  
AGENDA ITEMS:

The next regular meeting of the CWC Board of Trustees will be on Wednesday, September 21, 2005, at 6:30 p.m. in Pro Tech #115/121.

Agenda items for the regular meeting include:

1. 05-06 Institutional Operational Goals
2. Planning and Institutional Effectiveness Monitoring Report
3. Academic Profile Monitoring Report

Dr. Megeath indicated that he had sent an e-mail to board members last week asking for ways to cut down meeting times. He didn't get any responses. Mr. Phister agreed that it is something that the board needs to look at and suggested that this be discussed during the retreat. Board Chair Crofts indicated that the board is going to go over its self-monitoring

report during the retreat, and this could include streamlining meetings. Ms. Mills thought that the comments from Dr. McFarland and the administration were lengthy tonight.

**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 10:05 p.m., Mr. Matson moved to adjourn the meeting. Mr. Myers seconded the motion. Motion carried.

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Secretary

**APPROVAL:**

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Chair