

faculty member. Professor Smith has taken retirement due to health concerns. He played a critical role in the development of the broadcasting program and also taught a wide range of courses beyond broadcasting including World Religions, Introduction to Religion, and History of Islam. He was a guest lecturer in philosophy classes and an ongoing assistant with community theatre as an actor and a dialect coach. He played some very memorable roles in CWC theatrical and musical productions. Dr. McFarland indicated that she will ask the board for final approval on Professor Smith's release from continuing contract.

Ms. Beth Gray, President of The Faculty, stated that Professor Smith is a friend, educator, and mentor. He has worked in a lot of roles at the college and has had a big impact on this institution. It is her fervent hope that Professor Smith's knowledge and humor will continue to be called upon at this college.

Ms. Amanda Nicholoff, Television Broadcasting/Communications Instructor, was one of Professor Smith's former students. He is her mentor. He allowed her to make mistakes and to learn from them. He is dedicated to the college and the students he taught. Mr. John Gabrielsen, Television Broadcasting/Communications Instructor, was also one of Professor Smith's former students. Mr. Gabrielsen got a job at KVOW/KTAK radio as a direct result of his work here at the KCWC-FM radio station.

Ms. Ruby Calvert, Wyoming PBS General Manager, stated that there isn't a broadcasting person in the county who has the respect that Professor Smith does. He has students all over this state. She thanked him for everything he has done over the years. Ms. ReGina Barton, CWC Student, has known Professor Smith since 2004. She originally was not a broadcasting major, but she gave it a try and owes a lot to him.

Professor Smith stated that it has been a marvelous 24 years. He thanked everyone and indicated that he wants to stay involved with the college as much as he can. Ms. Gray stated that the faculty will have a going away party for Professor Smith on October 9 at 3:30 p.m. in the Fremont Room, to which everyone is invited. Board Chair Phister thanked Professor Smith for being here and told him that he will be missed and fondly remembered.

APPROVAL OF
AGENDA:

Dr. McFarland asked to add "Approval of Agreement for Recreational Services" as the third item under New Business.

ACTION:

Mr. Matson moved to approve the agenda with the addition as noted. Mr. Krebs seconded the motion. Motion carried.

EXECUTIVE
SESSION:

ACTION:

At 6:54 p.m., Mr. Christensen moved to recess into executive session to discuss a new Business Park Tenant, personnel, and other items which are confidential as required by law. Ms. Mills seconded the motion. Motion carried.

ACTION:

At 7:16 p.m., Mr. Christensen moved to reconvene the public meeting. Mr. Matson seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
AND WYOMING
PBS REPORTS:
Student Senate

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

Mr. Curt Galitz, President of the Student Senate, reported that approximately 140-150 people attended the September 11 Howdy Dance. Elections were held on September 15-16, and there are six new senators. Video recordings of the candidates were played at various places around campus to give people a better sense of the students for whom they were voting.

Mr. Galitz provided a written report which included information that the Student Senate is working an Orange Couch Contest. A large couch will be placed in the stands, and the winner is given free drinks and pizza for that home volleyball game. Future events include Monday Night Football parties, t-shirt giveaways, and half-time prizes for home volleyball and basketball games.

Classified Staff
Association

Ms. Sonja Fairfield, President of the Classified Staff Association, indicated that she had nothing to add to her written report which included information that a 12-member CWC team participated in the August 9 Race for the Cure in Cheyenne. The total amount raised was \$1,755. CWC won first place in the Float and Theme Division of the Fremont

County Fair Parade on July 26. A suicide intervention strategies training was held on August 14-15 which Classified Staff member Diana Clark attended. Retha Reinke and Pamela Cowling worked at Day in the Park on July 12. Judy Hubbard and Jennifer Jahnke attended a Time Management Workshop on August 7. The Classified Staff is holding a 50/50 raffle to help raise funds for the Classified Staff Endowment. Pamela Cowling and Kenna Kline attended the 2008 College NET User Conference in Portland July 28-30.

The Faculty

Ms. Beth Gray, President of The Faculty, reported that she had nothing to add to her written report which included information that 62 students are enrolled in Henry Cittone's Hospitality Program for Fall 2008. A Mentorship Program for the hospitality students has been created. Matt Flint recently accepted an offer to be a represented artist with Soho Myriad Art Consulting. Suki Smaglik and CWC geology students joined the ConocoPhillips/UW Rocky Mountain Annual Field Trip August 28-September 1. Suki Smaglik and Valerie Harris developed a Navigation Unit for a workshop on teaching Introductory Geoscience courses at St. Olaf's College in Minnesota July 11-17. Dudley Cole reports that the National Center for Construction Education and Research (NCCER) accreditation was passed with flying colors. Bill Hitt has been appointed to the Wyoming Firefighters Certification Committee. Lonnie Slack once again has put together the volleyball poster for this year. Ms. Gray brought a copy of the poster to show the board.

Steve Traylor directed the Hot Notes, Cool Nights summer band in June, taught at a jazz camp and performed a concert tour in France with the Park Hill Brass Quintet in July, and performed at various concert events throughout the month of August. His Dixieland jazz group, Fat City Mardi Gras Band, was commissioned to perform at the Grand Opening Ceremonies of the Youth Riders International competition for the United States Equestrian Foundation. They also performed for the Wednesday Night Live series at the Nicolaysen Art Museum in Casper, and Mr. Traylor was the tubist for the Denver Municipal Band.

Professional Personnel Association

Ms. Carol Deering, President of the Professional Personnel Association, congratulated Ms. Ruby Calvert on her election to the national PBS board. Ms. Deering submitted a written report which included information that Lance Goede, Gary Downs, Susana Lawson, Steve Barlow, and Lisa Appelhans were trained in suicide intervention strategies August 14-15. Jeremy Hughes and Bridget Taylor attended the Rocky Mountain

Association of Collegiate Registrars and Admissions Officers (RMACRAO) conference in Laramie July 16-18. Jeremy Hughes attended the CollegeNet user conference in Portland July 27-31. RoJean Thayer was selected by the Fremont County Commissioners to serve on the Fremont County Historical Preservation Commission. Jennifer Amend, Ruby Calvert, and Steve Biando of Wyoming PBS, along with their 25th anniversary committee members and local member volunteers, sponsored an event at the National Historic Trails Interpretive Center in Casper on August 5. Steve Barlow attended the Defensive Driver Instructor training in Cheyenne earlier this month.

Wyoming PBS

Ms. Ruby Calvert, General Manager for Wyoming PBS, thanked everyone for coming in to visit with Paula Kerger, President of PBS.

Ms. Calvert submitted a written report which included information on administrative, programming and local content, promotion, development, and engineering activities at Wyoming PBS. A WPBS Advisory Council meeting was held on July 18 in Casper. The WPBS supplemental budget request for \$479,000 was submitted to the WCCC at their meeting on August 18. This request was approved by the CWC Board of Trustees on August 20. Ruby Calvert and Dr. Gens Johnson wrote, submitted, and received a grant for Wyoming PBS to become a CPB STEM Pilot Station. This is a grant designed to increase public broadcasting's significance and contributions to science, technology, engineering, and math learning. Paula Kerger, President of PBS, visited the campus on September 12. General election debates are scheduled for October 26-28 in the Little Theatre. Wyoming PBS will be broadcasting the Region IX community college volleyball tournament in Cheyenne. Current Wyoming PBS membership is 4,091.

Ms. Calvert indicated that in regard to her election to the national PBS board, all meetings are in Washington and are face-to-face. Committee meetings are by teleconference. Mr. Matson asked where WPBS is with HD and digital. Ms. Calvert explained that WPBS has two remote HD cameras, and in the budget request they are asking for cameras that would go in the truck. They also recently purchased an HD recorder-player.

CONSENT
AGENDA:

Board Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the July 16, 2008, regular meeting and the August 20, 2008, special meeting; the acceptance of bills for July and August 2008; and the board travel budget.

ACTION:

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

Acceptance of Bills The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,451,289.82 for the month of July 2008: Operations in the amount of \$1,743,335.68; Student Grants and Loans in the amount of \$41,363.11; and Bank Transfers in the amount of \$856,535.96 for a grand total of all payments in the amount of \$2,641,234.75.

The acceptance of bills also includes payment of the following bills which includes salaries and benefits in the amount of \$1,239,640.49 for the month of August 2008: Operations in the amount of \$830,543.53; Student Grants and Loans in the amount of \$14,840.39; and Bank Transfers in the amount of \$706,189.45 for a grand total of all payments in the amount of \$1,551,573.37.

UNFINISHED
BUSINESS:

Board Attorney
Update on Tax
Protest

Board Attorney Frank Watkins reported that this afternoon he received an opinion from the State Board of Equalization which upheld the assessment of CWC Business Park commercial properties. The State Board of Equalization indicated there is no specific exemption for community colleges or political subdivisions. They agreed that CWC is a school, but indicated that when CWC as owner of the Business Park enters into leases or has tenants who have for-profit commercial interests, then it must be taxed as for-profit. They upheld the decision of the Fremont County Board of Equalization. Mr. Watkins noted that the board has 30 days to appeal this decision, if it wishes to do so.

One of the interesting things about the decision is that the State Board of Equalization recommended that the Department of Revenue look at their regulations as they apply to schools because of a lack of clarity. It was also recommended that the legislature look at state statutes as they apply to schools. Mr. Watkins recommended that if the board decides to appeal to the district court that it also be ready to go to the Wyoming Supreme Court. It may take two years to get a decision from the Wyoming Supreme Court, but there may be some appealable issues.

Chair Phister asked what there is to lose by appealing. Mr. Watkins replied that attorney fees would be very costly for an appeal which could go either way. Since he just received the opinion this afternoon, he has only read it once. His recommendation is for the board to approve an appeal, and he will do further research and advise the board by the October 15 meeting. The appeal must be filed within 30 days or the opportunity will be lost. It can be withdrawn later if necessary. Mr. Watkins estimated that the appeal would take approximately 100 hours to prepare.

As a new board member, Dr. Crane asked for an update on this issue. Mr. Watkins explained that the assessor taxed some of the properties in the CWC Business Park for the first time ever. CWC thought this was unfair and asked for a hearing from the Fremont County Board of Equalization, and this board upheld the assessor's action. Chair Phister noted that this was the first time in more than forty years that this had happened. Dr. McFarland explained that the protested taxes apply to the leased land and not to the business operations itself. It is the real property that is being taxed. It is the college's contention that the leased real property should not be taxed because it is owned by the college, and proceeds from those leases are used to support the college which is a public institution. The taxes were not assessed consistently with other school properties in the county. Chair Phister pointed out that the college is a public entity, and taxpayers already pay for a public entity. Dr. McFarland indicated that the assessed value of the property was valued as if that land were readily available in the market. This is property held by the college for long-term future use of the college.

ACTION:

Mr. Krebs moved to have Board Attorney Watkins prepare an appeal of the decision made by the State Board of Equalization on the tax protest to the district court and to the Wyoming Supreme Court and to gather more information for the next meeting. Dr. Gose seconded the motion. Motion carried.

NEW BUSINESS:

08-09 Institutional
Strategic Priorities

Dr. McFarland presented the 08-09 Annual Strategic Priorities which provide the means to meet board-determined ends. In looking back at the 07-08 priorities, the outcomes of the Learning/Collegiate Engagement strategic priority included that the importance of actual engagement vs. environment was emphasized; CWC scored high in the nation and state in student engagement (CCSSE); 100 percent of full-time faculty were

engaged in retention activities; the full-time Student Learning position was filled; and student and housing activities increased. In Growth/Enrollment Management, enrollment hit an all-time historical high; increased retention was evident; recruitment activities increased; demand for campus housing increased; web services were expanded; enrollment was strengthened in new programs; a Diversity Faculty/Coordinator was hired for 08-09; \$1 million was raised toward the Endowment Challenge match; \$900K was received in federal funds for Virtual Medical Skills and Rural Criminal Justice training; and several new scholarship endowments were created.

The outcomes of the Facilities strategic priority for 07-08 included that the Long-Range Educational Programming and Facilities Plan was developed; community input was sought on priorities; a partnership with communities for a 1% temporary sales tax was formed; an additional \$2.8 million was raised for the Intertribal Center and architects were hired; and plans for additional remodeling to the Student Center were developed.

The 2008-2009 Annual Strategic Priorities are Learning/Collegiate Engagement, Growth/Enrollment Management, Facilities, and Community Engagement. In Learning/Collegiate Engagement, the focus will be to increase engagement beyond current staff and students by strengthening relationships among students, faculty and staff plus alumni, retired employees, and professors emeriti; increasing student involvement in learning and learning assessment; and implementing the student portal and Active Admissions. In Growth/Enrollment Management, the focus will be to develop strategies to target and manage growth by expanding recruitment of broad student populations; identifying needed human and financial resources to manage increased enrollment; adequately supporting academic programs; developing programs and training to meet industry needs; and expanding articulation with four-year universities.

In Facilities, the focus will be on securing funding for Phase I of the Allied Health & Trades project and the Lander expansion; finalizing plans for the Lander expansion; participating in the legislative process for requesting state matching funds for Phase II of the Allied Health & Trades project; beginning construction of the Intertribal Center; and identifying and implementing strategy for additional campus housing. In Community Engagement, the focus will be on improving the image of the college in the community; actively engaging in community development; engaging students and staff in community service, volunteerism, and internships; better informing community members about college services and

programming; providing a year-round presence in off-campus centers; and increasing community attendance at college events.

What was done right for the 07-08 strategic priorities was that the importance of engagement versus environment was recognized; it was demonstrated that everyone is here for the students; more students were encouraged to participate in student activities and to utilize the Student Center; CWC was made an active, “happening” place; enrollment was increased, and retention was improved; Student Orientation was improved; a marketing survey to get the “pulse” of the community was conducted; a better job of monitoring progress on a monthly basis was done; and the fact that increased students and activities bring problems and challenges was accepted.

What was done wrong in the process was that adequate plans were not in place to deal with growing pains; the reorganization of housing and activities caused some confusion; and environmental data was not sufficiently utilized. What will be done in the future included fine-tuning operational plans for reorganization; better managing increased enrollment; making better use of both internal and external environmental data on a continuing basis; better communicating strategic priorities to the college as a whole; and improving strategic implementation at the grassroots levels of the college.

Dr. McFarland recommended that the board accept the Planning and Institutional Effectiveness monitoring report as presented.

ACTION:

Mr. Matson moved to accept the Planning and Institutional Effectiveness monitoring report as presented. Mr. Krebs seconded the motion. Motion carried.

Chair Phister asked board members to complete the monitoring report evaluation which had been included in the board folders.

CWC-Community
Partnership Update

Dr. McFarland provided an update on the status of the CWC-Community Partnership 1% sales tax initiative. On August 12, 2008, the Fremont County Commission approved placing the CWC-Community Partnership initiative on the November 4 General Ballot as Proposition #2. CWC has recently mailed a newsletter to update Fremont County voters by addressing concerns voiced; describing how the college responded to

citizen input about its proposed building projects; and explaining why the college decided to enter into partnership with communities to seek a specific purpose sales tax versus seeking a property tax.

CWC-Community partners are jointly launching an information campaign by setting up public meetings throughout Fremont County between now and the November 4 General Election to inform voters and to answer questions about the details and benefits of the proposed specific purpose 1% sales tax to fund CWC and community projects over a 4-year period. Since CWC and the City of Riverton substantially scaled back their projects, renderings and floor plans for these scaled back projects are being revised to provide necessary project details for Fremont County citizens. CWC-Community partners will meet on a weekly basis between now and the November 4 General Election to ensure that information is shared among partners. A Political Action Committee (PAC) named "Partnership for a Penny" has been formed to provide private funding for purchase of advertising associated with the initiative.

Dr. McFarland emphasized that the proposed 1% sales tax is temporary. The current 5th cent sales tax will expire at the end of September. Approval of the initiative would mean that the sales tax would be no higher than it is currently. Should the fairgrounds tax also pass, both would run concurrently. The college could not seek a sales tax on its own because the law requires a formal partnership or sponsorship with either municipalities or the county.

The partnership is currently in the process of developing all of the details of the reduced scope projects. All of the details will be provided so that Fremont County voters will be informed. Dr. McFarland pointed out that the PAC has been formed, and private funds will support those promotional activities that should not utilize public funding.

Dr. Gose asked how Phase II of the Allied Health & Science Center will integrate with Phase I. Dr. McFarland stated that the direction to the architects is that the 15,000 square feet for Phase II is to be designed up front so it will be integrated into the building to be aesthetically and functionally pleasing. The community college task force has released proposed legislation that, if approved, will provide the statutory mechanism for requesting state matching funds. It is important to have specific statutory provision that the state has an interest in providing funding for community college facilities.

Mr. Krebs indicated that he has heard in the community that the Fair Board had a rec center in their plans at one time, and it was taken out. Dr. Rottweiler responded that a rec center was never a part of the Fair Board's plan. The city's original plan included a convention center, but this has been taken off. Mr. Carter Napier, Riverton City Administrator, stated that the City of Riverton is hoping to work out a partnership with the Fair Board for the convention center should their proposal pass. The City of Riverton Rec Center as it is being proposed will include a walking track. The largest space they are trying to design is a gym that will seat 1600-2000 people. It will be used primarily for large gatherings that are sporting related. There will be cross-sport space for tournaments, and they are looking at a fitness center concept, an activity room, office space, a conference room, restroom facilities, game room space, and food concession space. It will be an appropriate space for large community activities, including CWC's commencement. No swimming pool will be included in the rec center.

Dr. McFarland stated that at the August 20 special board meeting, the board approved a draft agreement that relates to construction of the rec center should it be built on the CWC campus. That agreement covers scheduling priorities, shared parking, and all of the issues that relate to the operation of the proposed rec center. Mr. Napier stated that the project cost for the fairgrounds project is \$37 million. The city's portion of the initiative for the rec center is \$8.4 million. Dr. McFarland indicated that if both proposals pass, they will run concurrently, and the tax will be two cents. Chair Phister pointed out that this would be only one cent higher than what is being paid currently.

Mr. Frank Welty, CWC board candidate, stated that in terms of the sales tax versus a facilities construction tax, if the sales tax is passed two times it then becomes a permanent increase in the sales tax. Mr. Christensen explained that this is not a sales tax. It is a specific purpose tax which is sunsetted after the project is completed. It is not a 1% optional tax.

Approval of
Agreement for
Recreational
Services

Dr. Rottweiler reported that the City of Riverton and Central Wyoming College propose to enter into an agreement for CWC to provide recreational services for local residents. This is a contracted service and is consistent with other offerings the college provides in community education. The City of Riverton approached CWC to request assistance in providing recreational services when the city's Director of Recreation

position became open due to a sudden resignation. The request is within the established goals of the college to provide an environment for cultural, economic, and lifelong enrichment and to serve as a proactive community leader.

The agreement will run from October 1, 2008, to June 30, 2009, and CWC agrees to supervise, organize, and manage the Recreation for Riverton program. It is the college's intent to coordinate these offerings in conjunction with current CWC offerings in community education. The college already offers adult educational and recreational programming in Riverton, and the grant programs provide recreational activities for children during the summer. The college has partnered with the Dubois school district, town, and the recreation board to provide these services. Many of the contract requirements are services currently offered including program development, oversight of staff and facilities, marketing, registration and records, a walk-in service center, and dissemination of information related to recreational and educational offerings. The Workforce and Community Education Division has reviewed and discussed the allocated resources and believes they can provide a quality program that is expanded and robust.

The board attorney has reviewed the agreement which has appropriate termination clauses and protections should the city or college not find the relationship mutually beneficial. Appropriate termination clauses provide limited financial risk to the college. The program would run similar to the college's current non-credit program with fees and other revenues used to offset programming expenses. The intent is to offer the program with limited new staffing. Current employees will be utilized by expanding job duties, expanding employment terms, or using other temporary or part-time employment.

Chair Phister asked Riverton City Administrator Carter Napier if this has legal ramifications for the city and also asked him to explain the city's motivation. Mr. Napier explained that the city's motivation is the opportunity to take the funding for recreation to leverage additional services and to take it to a level of delivery that has not been experienced in the past. He is not aware of any legal ramifications for the city. The city has similar relationships with other out-sourcing partners in the community. He cited as an example that the city contracts with the Chamber of Commerce for visitor center services. They are not required to put this out for bid every year. Cities and towns are allowed to search

for professional services in an abbreviated way. This is similar to what is being asked of the college.

Board Attorney Frank Watkins indicated that the agreement is binding on both parties with liberal termination clauses for both parties to terminate the agreement. CWC is empowered by statute to contract with the city and can enter into this contract to provide the services. Mr. Napier believes the college is uniquely positioned to help the city with this partnership. He doesn't believe there is another partner in the community who can do this.

Dr. Gose stated that another entity may have made a proposal that could have provided the services for less money. It may have made more sense to go with them. Mr. Napier replied that in order for the community to experience the level of recreational services they want, the college and the city have to combine forces to make that happen. He doesn't believe there is another entity that can provide what the college can provide if people want to see a higher level of services in the community.

Ms. Lynne McAuliffe, Assistant Dean for Workforce and Community Education, indicated that she had numerous discussions with the city about the college's ability to provide recreational services. The college can provide more programming, a higher level of programming, and quality programming. Cultural activities can be provided in addition to athletic activities. Dr. Rottweiler stated that the college would become the clearinghouse for educational and recreational activities in the Riverton area. The agreement is separate and apart from the draft agreement approved by CWC in August regarding the proposed Riverton Recreation Center to be built on the CWC campus if the sales tax initiative is passed. The city will still maintain its responsibilities over the afterschool program that is held in a facility in downtown Riverton and which is not affiliated with this agreement.

Dr. McFarland recommended that the board enter into the proposed "City Recreation Services Agreement" and authorize the board chair to sign the agreement on behalf of the board.

ACTION:

Mr. Krebs moved to enter into the proposed "City Recreation Services Agreement" and to authorize the board chair to sign the agreement on behalf of the board. Mr. Matson seconded the motion. Motion carried.

Property and
Liability Insurance

Dr. McFarland indicated that the board normally approves property and liability insurance in September for coverage effective October 1. Because of the complexities of obtaining insurance, it has been decided to extend the current property and liability insurance through October because current coverage would normally expire September 30. A recommendation for property and liability insurance coverage will be brought to the board at the October 15 board meeting for the upcoming annual period beginning November 1.

A Request for Qualifications for an insurance agent was issued on August 13, 2008. Out of the four agencies that submitted qualifications, HUB International Mountain States Limited of Cheyenne, Wyoming, was selected to represent CWC next year. The Cheyenne office focuses on commercial accounts with a particular focus on public entities and provides insurance services for Casper College and Laramie County Community College.

Mr. Matson noted that there were concerns after the last task force meeting because the insured value of CWC was less than half of any of the other colleges. Eastern Wyoming College was valued at almost double that of CWC. If the college's insured value is too low, it should be resolved. Ms. Lindy Paskett, Director of Finance, indicated that the insurance company is working on bringing the value of the property up to present day.

Chair Phister asked what he should say to people who call to ask why the college is not using a local agent. Ms. Paskett indicated that each agent was interviewed by Mr. Nielson, and the final decision was made on the agent's experience plus scope of services. Dr. McFarland stated that she will ask Mr. Nielson to address this at the October 15 meeting.

Student Center
Construction
Manager at Risk

Mr. Wayne Robinson, Director of Physical Plant, explained that the college has been working with Mike Quinn at Quinn & Company PC for nearly six months to renovate the locker room and restroom facilities in the Student Center. The purpose of this work is to improve ADA accessibility, to replace worn finishes and fixtures, and to provide needed facilities to support activities in the Student Center. The initial projected cost was nearly \$1.3 million, which included renovation of the basement for the Criminal Justice program. As the complexity of the project became apparent, the college and Quinn & Company agreed that moving forward with a construction manager was in the best interest of the college. Wadman Corporation of Ogden, Utah, was hired for pre-construction

services to assist in defining building materials and processes with the project architect. On August 3, 2008, the college advertised for sub-contractor bids on the various components of the project. This process was coordinated by Wadman Corporation with the college and Mike Quinn. Bids were opened on August 21, 2008.

On September 11, the college was notified by Wadman Corporation that the HVAC contractor, Envision Mechanical, did not bid on either of the specified heat recovery ventilation units for the project. Possible solutions to the non-conforming bid were sought, and it was decided that due to the electrical, plumbing, and design costs embedded within the project bids, it would not have been in the best interests of the college to eliminate the ventilation system from the project or to install a ventilation unit that did not meet the design specifications. The non-conforming bid submitted by Envision Mechanical was rejected, and the lowest responsible plumbing and HVAC bidders were contacted. The total estimated cost for the project is \$751,471.51 plus \$45,500 for the cost of architectural services. It is recommended that the project be awarded to Wadman Corporation up to the guaranteed maximum of \$751,471.51 which includes a contingency of \$68,315.59.

Mr. Robinson explained that the role of the construction manager at risk is to coordinate the project, to make sure that the budget is not exceeded, and to make sure that the project is completed on time. The project was revised because the mechanical engineer specified two options for ventilation, and the HVAC contractor did not bid the specified product.

Dr. McFarland recommended that the board award the construction manager at risk for the Student Center remodeling of the locker rooms to Wadman Corporation for a guaranteed maximum cost of \$751,471.51, including a contingency fee of \$68,315.69. The epoxy flooring option was a possible cost-saving mechanism, but the guaranteed maximum will allow the college to use the easier to maintain and durable tile flooring.

ACTION:

Mr. Matson moved to award the construction manager at risk for the Student Center remodeling of the locker rooms to Wadman Corporation for a guaranteed maximum cost of \$751,471.51, including a contingency fee of \$68,315.69. Mr. Christensen seconded the motion.

Mr. Christensen asked why this person is called a construction manager at risk rather than a construction manager. Mr. Robinson replied that once a contract is signed, the construction manager is at risk. The construction manager at risk functions as the general manager. Board Attorney Frank Watkins explained that the contractor has nothing to gain financially for change orders or things that may happen in the project because their fee is set. The contractor who is not at risk will do change orders and will benefit from the change orders. Dr. McFarland stated that payment of the construction manager at risk is dependent upon satisfactory completion of the project within the specified cost.

Mr. Christensen asked for the location of TSC since they had the third highest bid. Mr. Robinson indicated that their bid was higher because they included installation. They are from Utah.

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

Approval of
Business Park
Tenant

Dr. McFarland stated that she had a recommendation from the Real Estate & Permanent Holdings Committee of the CWC Foundation which gave approval of BRS Engineering of Riverton as a new tenant in the CWC Business Park. The committee asked that the CWC Board of Trustees review and approve this action. The specific terms of the lease agreement will be approved at a later date. The board attorney has indicated that this item can and should be discussed in public session.

Dr. McFarland recommended that the board approve the proposed new tenant, BRS Engineering, for the CWC Business Park.

ACTION:

Mr. Christensen moved to approve the proposed new tenant, BRS Engineering, for the CWC Business Park. Dr. Gose seconded the motion. Motion carried.

Dr. McFarland noted that placement of the new tenant will be just south of Strathmore Minerals.

Personnel
Human Resources
Board Report

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

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

Rustler Salute nominees included Jody Goodrich, Human Resources; Pam Roberts, Human Resources; and Nico Homburg, Information Technologies.

Searches in progress/pending included Instructor Spanish; Instructor Nursing; Institutional Researcher; Lifelong Learning Coordinator Jackson; Workforce Training Coordinator; WPBS Web Developer/Graphics Designer; Administrative Assistant CWC Foundation; and Payroll/Benefits Specialist.

Resignations/terminations/retirements/requests for release from contract included Gary Heusler, Custodian.

New Hires/Appointments/Internal Transfers included Eric Heiser, Instructor Computer Technology; Robert Cole, WPBS Microwave Technician; Scott Pope, Athletic Trainer/Instructor Exercise Science; John Wood, Associate Dean Jackson; Brittany Yeates, Activities Coordinator; Damian Cordova, Facilities Coordinator; Gary Heusler, Custodian; Alfred Lara, Grounds Assistant; and Douglas Swenson, Custodian.

Request for
Release from
Continuing
Contract

Dr. McFarland indicated that she had received a request for release from continuing contract from Professor Dale Smith for medical reasons. She accepted this request on August 22 contingent upon final board approval at this meeting. She recommended that the board accept this request for release from continuing contract.

ACTION:

Mr. Matson moved to accept the request for release from continuing contract from Professor Dale Smith with regret. Mr. Krebs seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos
 - a. The student and employee reports at the beginning of the meeting provide ample cause for celebration for outstanding involvement and notable achievements on the part of the college's students,

- faculty, and staff. CWC is indeed fortunate to have such motivated and high-achieving students, faculty, and staff.
- b. Special attention is called to the phenomenal achievement of Ruby Calvert, WPBS General Manager, in being elected to the Public Broadcasting Service Board of Directors, unseating an incumbent for a three-year term on this prestigious national board.
 - c. Congratulations to Thompson Coles, WPBS Senior Videographer/Editor, on two regional Emmy Award nominations.
 - d. The number of Culinary Arts students in Jackson is growing, and a couple of photos which demonstrate their culinary talent were included in the board packet. CWC now offers a full range of Hospitality Programs in Jackson, under the direction of Henry Cittone, including Hotel and Restaurant Management. Sixty-four (64) students are currently enrolled in Hospitality programs in Jackson, with outstanding support from the hospitality industry in Jackson.
2. Grants
 - a. Congratulations to Marilu Duncan, Student Support Services Director, for successfully obtaining a Trio grant in the amount of \$1.2 million for 09-10 and 10-11. This grant allows the college to provide a full range of student support services, including tutoring and transfer support.
 - b. Congratulations, also, to Dr. Mohammed Waheed for obtaining a Perkins grant totaling \$206,373, for Career and Technical Education.
 3. Community Involvement
 - a. Special thanks to Retha Reinke and Judy Hubbard for heading up the Fremont County Fair CWC Float Committee, with the CWC float garnering First Place for the third time in a row. Photos were included in the board meeting packet.
 - b. Community and workforce training continues throughout Fremont County, as evidenced by the September 22-23 special workshop for educators entitled, "Developing Leadership Potential in the Classroom," taught by Lori Ridgway, CWC Community Development Coordinator.
 - c. Special thanks to Pamela Cowling and Kathryn DeWitt for their work in organizing a CWC team for the August 9 cancer benefit, "Race for the Cure," in Cheyenne.
 4. State Level Activities
 - a. At its August 18 meeting in Saratoga, the Wyoming Community College Commission agreed to include in their Legislative

Supplemental Budget Request \$754,750 for FY09 and \$930,399 for FY10 to help colleges defray skyrocketing utilities costs. The WCCC declined to include a request for capital construction state matching funds.

- b. The Community College Task Force held its last meeting on August 25-26 on the CWC campus. The letter of thanks to CWC from the Legislative Services office for hosting these legislative meetings was included in the board packet.

Attention focused on drafting proposed legislation for requesting state matching funds for community college capital construction projects. Revised draft legislation will be considered at the upcoming September 29-30 meeting in Casper, at which college presidents will have an opportunity to respond to proposed legislation. Included in the board's folders is information about the upcoming WCCC meeting on September 25 and the upcoming Community College Task Force meeting on September 29-30 in Casper.

The Community College Task Force is looking at issues relating to the colleges. Some of the changes are very optimistic and others are very concerning to the colleges. They have developed legislation related to college funding, college governance, statewide strategic planning, and capital construction. Proposed funding for community colleges will be specifically tied to the state's strategic plan which is tied to the WCCC's strategic plan. The strategic planning process for the WCCC has not been collaborative so far. A concern is that the WCCC strategic plan will not involve the community colleges meaningfully and could affect programs, funding, and services. The WCCC's ability to terminate academic programs in the revised legislation would eliminate any programs offered by the colleges that are not consistent with the state's strategic plan. They can also eliminate funding for those programs. Some concerns relate to capital construction. The only projects that would be approved are those that are consistent with the state's strategic plan and a detailed process for submitting the requests. More of the colleges' services appear to be coming under the control of the WCCC. They are to "develop and maintain a statewide college system strategic plan for the development of educational programs in Wyoming." The

WCCC is an appointed coordinating body. They do not deliver programs.

The WCCC will have a conference call meeting to make their recommendation with regard to the proposed legislation on September 25 at 8 a.m. Dr. McFarland will make an oral presentation at the September 29-30 Community College Task Force meeting. The Presidents Council is working on a common statement. These issues will affect the ability of local boards to uniquely tailor the programs offered in this particular service area.

Ms. Mills, Mr. Matson, and Mr. Christensen will attend the September 29-30 Community College Task Force meeting in Casper.

An article describing Ohio's means of revamping its state higher education system was included in the board packet.

- c. The latest presidential hire among the Wyoming community colleges is Dr. Tom Armstrong of Eastern Wyoming College. Additional information was included in the board meeting packet.
- 5. Federal Level
Information about the new Higher Education Authorization law was included in the board meeting packet.
- 6. Selected External Meetings attended since the last regular board meeting include:
 - a. Thurs., July 17 - KVOW "Chit Chat" radio show
 - b. Fri., July 18 - WPBS Advisory Council (Casper)
 - c. Mon., July 21 - Meeting with Keith Domke
 - d. Tues., July 22 - WCCC Phone Conference Meeting
 - e. Tues., July 22 - CWC-Community Partnership Conference Call
 - f. Wed., July 23 - Presidents Council meeting (Casper)
 - g. Thurs.-Fri., July 24-25 - Community College Task Force meeting (Casper)
 - h. Wed., July 30 - Executive Council Conference Call
 - i. Tues., August 12 - Fremont County Commission meeting (Lander)
 - j. Wed., August 13 - Devon Grand Opening
 - k. Thurs., August 21 - KTRZ Radio Show (Riverton)
 - l. Mon.-Tues., August 25-26 - Community College Task Force (CWC)

- m. Thurs., August 28 - Presentation to Legislative Joint Tribal Relations Committee (Riverton)
 - n. Thurs., August 28 - Meeting with Wyoming Department of Education officials (Riverton)
 - o. Thurs., August 28 - Meeting with Foundation officials
 - p. Tues., September 2 - Riverton Rotary
 - q. Wed., September 3 - CWC-Community Partnership Conference Call
 - r. Fri., September 5 - Meeting with donor (Jackson)
 - s. Mon., September 10 - Professional Teaching Standards Board meeting
 - t. Wed., September 10 - Meeting with Wyoming Student Loan Corporation officials
 - u. Thurs., September 11 - Meeting with donor
 - v. Thurs., September 11 - CWC Foundation meeting
 - w. Thurs., September 11 - CWC Foundation Scholarship Reception
7. Articles of special interest. National articles of special interest to CWC were included in this section on topics as follows:
- a. Dual enrollment
 - b. Athletics

Additional articles from sister colleges statewide and nationally were included under separate cover.

Executive Vice
President for
Academic Services

Dr. Rottweiler reported that CWC is enjoying record enrollments for the Fall 2008 semester. As of the 12 percent date, headcount was up 1 percent and FTE was up 7 percent. These numbers are prior to dual/concurrent enrollments. To break the record, 310 more students and 105 more FTE are needed. The college went from a 4-day schedule to a 5-day schedule, and classes are at capacity. Class times were adjusted to start at 8:30 a.m. General Biology, Human Anatomy, American and Wyoming Government, General Psychology, and Public Speaking are filled to capacity. This includes all sections—day, night, and on-line. Program numbers continue to be at or near capacity in Nursing, Automotive Technology, and Welding.

Capacity in housing has changed. Approximately 230 students are currently in campus housing. Last year at this same time, approximately 180 students were living in housing. Double up rules have been enforced on students who had in the past been provided private accommodation.

Over 200 students and nearly 60 parents participated in this year's New Student Orientation program.

Dr. Rottweiler reported that on September 6, students from Mote Hall had to be put up at the Holiday Inn because the sprinkler system went off when clothes were hung on it. The sprinkler system had to be shut down, so students were moved the first night to the Holiday Inn. The damage was fairly minimal.

Vice President for
Student Services

Dr. Waheed reported that the college is doing all it can to retain students. CWC created a Retention Committee which realized that one of the main keys to success in the classroom is student engagement. All full-time faculty were asked to report back to the group on student engagement within the first two weeks of the semester. The students who were not engaged were contacted by advisors and the Student Support Services staff who encouraged them and offered appropriate referrals, advice, and assistance. Faculty participation was 100 percent in this process which involved taking attendance, monitoring student participation in completing assignments, and involving students in discussions.

Dr. Mark Nordeen, Dean for Arts and Sciences, made a presentation to the board on retention. He indicated that the Retention Committee was formed two years ago and is made up primarily of faculty members. The work of the committee hinges on faculty participation. The results of their efforts are an increased persistence rate and a decreased number of students purged.

Vice President for
Institutional
Advancement

Vice President for Institutional Advancement Dane Graham indicated that the Foundation is holding the Oktoberfest scholarship fund raiser on October 3 at the Riverton Armory. Tickets are available from the Foundation or Central Bank & Trust. The annual scholarship reception was held on September 11. Long-time CWC donor and nursing program supporter Mabel Chisholm Blakely was not there, as she passed away on September 5, 2008. In her eulogy, everyone mentioned her support of CWC and the nursing students. She helped 35 students in completing their educational goals.

Mr. Graham submitted a written report which included information that donations received by the Central Wyoming College Foundation in the months of July and August total \$11,907.53. Notable gifts received/pending include \$5,000 for an endowment fund in accountancy;

\$3,000 to the Bebout Family Scholarship; \$1,200 to the George & Margaret Reynolds Scholarship Endowment; and \$2,500 to create an annual scholarship fund for Culinary Arts students.

NEXT REGULAR MEETING/ The next regular meeting will be held on Wednesday, October 15, 2008, beginning at 6:30 p.m. in SC 103 in the Student Center.

SUGGESTED

AGENDA ITEMS/ Agenda items for the regular meeting include:

ADDITIONAL

TRUSTEE

1. Physical Plant/Facilities Monitoring Report

COMMENTS AND/ 2. Academic Profile Monitoring Report

OR REPORTS ON 3. Property and Liability Insurance

ADVANCEMENT

IN THE

ACTION:

COMMUNITY:

Mr. Krebs moved to hold an executive session on Wednesday, October 15, 2008, in the Student Center Conference Room #SC 100, to discuss litigation, personnel, and real estate. Mr. Christensen seconded the motion. Motion carried.

CWC Foundation

The Foundation met on September 11 and also held a CWC Foundation Scholarship Reception that evening.

The CWC trustees will meet with the CWC Foundation for their annual joint meeting on Thursday, October 16, at 6 p.m. at The Bull Restaurant.

The next meeting of the CWC Foundation is scheduled for Thursday, December 11, at 11 a.m. at the CWC Lander Center.

Association of
Community
College Trustees

The next ACCT event is the Annual Congress to be held October 29-November 1 in New York City. Board Chair Phister, Dr. Crane, Mr. Krebs, Dr. Gose, Ms. Mills, and Mr. Christensen have indicated their plans to attend.

Wyoming
Association of
Community
College Trustees

The WACCT is scheduled to meet during the next regular meeting of the WCCC which will be held October 23-24 at Northwest College. Ms. Mills and Mr. Krebs will be attending this meeting.

Wyoming
Community College
Commission

The WCCC will hold a teleconference meeting on September 25 at 8 a.m. and a face-to-face meeting October 23-24 at Northwest College.

Community College Task Force The Community College Task Force met August 25-26 on the CWC campus. The next meeting of the Community College Task Force is scheduled for September 29-30 at the UW Outreach Center in Casper. Ms. Mills, Mr. Matson, and Mr. Christensen will attend this meeting.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for 7 p.m. on Thursday, February 26, 2009.

Teton County BOCES The Teton County BOCES met on August 20.

The next meeting of the Teton County BOCES will be held on Tuesday, November 18, 3:30 p.m. via the ICN.

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

EVALUATION
OF MEETING:

Board Chair Phister adjourned the meeting at 10:07 p.m.

Secretary

APPROVAL:

Chair