

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, April 26, 2006, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen	Scott Phister
	Deanna Crofts	Jim Matson
	Dallas Myers	Caroline Mills
<u>Absent:</u>	Joe Megeath	
<u>Administration:</u>	Jo Anne McFarland	Mohammed Waheed
	J.D. Rottweiler	Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Mike Bailey	Cheryl McCoul
	George Piplica	John Wood
	Retha Reinke	Dan Schiedel
	Charlotte Donelson	Carolyn Aanestad
	Susan Thompson	Bob Hussa
	Jason Harris	Jeremy Hughes
	Kami Barnes	Jim Wynn
	Lindy Paskett	Steve Barlow
	Martha Davey	Mark Nordeen
	Matt Flint	Jacque Burns
	Guy Brown	

CALL TO ORDER: Board Chair Crofts called the meeting to order at 6 p.m.

A roll call conducted by the board clerk indicated that Board Chair Crofts, Mr. Matson, Ms. Mills, Mr. Christensen, Mr. Phister, and Mr. Myers were present and that Dr. Megeath was absent. Board Chair Crofts announced that a quorum of the board was present. She indicated that Dr. Megeath would not be able to attend the meeting.

EXECUTIVE SESSION: At 6:02 p.m., Mr. Phister moved to recess into executive session to discuss presidential contract negotiations, continuing contracts, Business Park subleases, Professor Emeritus Distinction, and 06-07 administrative compensation. Mr. Phister seconded the motion. Motion carried.

At 7:21 p.m., Mr. Myers moved to reconvene the regular public meeting. Mr. Christensen seconded the motion. Motion carried.

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.

Board Chair Crofts recognized Board Clerk Linda Bender for Administrative Professionals Day and expressed appreciation for all the work she does for the board.

APPROVAL OF  
AGENDA:

Dr. McFarland indicated that if there were no objections, Mr. Nielson would present his monitoring report on the budget and then go directly to his presentation of the budget. Prior to making a recommendation on the budget, Dr. McFarland will ask for formal acceptance of the monitoring report. She felt this would make the best use of time, and it would not change the order of the agenda.

seconded

Mr. Myers moved to approve the agenda as presented. Ms. Mills  
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, thanked Board Member Caroline Mills for helping to pick up trash with the Senate on Saturday, April 22. Student Senators elected to serve through the summer and into the 2006-2007 academic year are:

Camie Dewey  
Katherine Skates  
Richard Fleetwood  
Olena Boroday  
Jean Vassilenko  
Julia Vavilova

Ms. Barnes submitted a written report which included information on new Student Activities Board and Student Club policies and procedures which will be implemented in the fall; the Adopt-A-Highway cleanup which was held on April 22; and the Senate elections for the summer which were held April 25-26. Five senators will usher for graduation. Student Senate actions included information that Naomi Cross submitted her resignation; the Senate is considering picking up the tab for the Phi Theta Kappa stoles for graduation; and the Senate has approved CAPS as a club for the spring semester with seed money as well as for the Equestrian Club and Phi Theta Kappa. Science Math and Engineering were approved without seed money. Recent events included Sexual Assault Awareness Week April 3-7; a hypnotist on April 5; a Self-Defense Workshop on April 11; Family Eggstravaganza on April 11; Advising Week April 17-21; CWC Showcase April 21-22; and Adopt-A-Highway Cleanup on April 22.

Classified Staff  
Association

Ms. Retha Reinke, President of the Classified Staff, reported that this is her last meeting. She announced that Susan Thompson is the new Classified Staff President. Ms. Reinke submitted a written report which included information on a Sage Software Conference attended by Jody Ray March 13-17; that Earland Thompson is teaching a non-credit fly casting class this semester; that Barbette Hernandez chaperoned six Riverton High School students to a Native American retreat at Creighton University in Omaha, Nebraska; that Barbette Hernandez and Pamela Cowling attended the Datatel Users Group (DUG) Conference March 19-22 in Washington, D.C.; and that Barb Rogers, Judy Florence, and Retha Reinke placed entries in the Honors Celebration of Creativity.

The Classified Staff Association held elections for the 2006-2007 year. New officers are:

President – Sue Thompson  
Vice President – Barbette Hernandez  
Secretary – Kelly Dempster  
Sunshine/Treasurer – Judy Florence

The Faculty

Mr. Matt Flint, President of The Faculty, reported that he is excited about the proposed new music recruiter position. He recognizes the importance of building academic programs. Ms. Margaret Peart, immediate past President of The Faculty, submitted a written report which included information on the new Faculty Association officers. They are:

President – Matt Flint  
President-Elect – Wayne Montgomery  
Secretary-Treasurer – Amy Hernandez

The report also included information that Valerie Harris and Suki Smaglik have received a \$10,000 grant to create a unit for a combined math-science summer course to be held in 2007 at the Sinks Canyon Center. Suki Smaglik has been awarded an EPSCoR undergraduate research grant and is currently writing another NASA grant. Ms. Smaglik has also been invited to help facilitate a Geological Society of America Penrose Conference to be held in Lander June 13-18. Janet Harp was in Cheyenne the week of April 10-14 for State Board of Nursing meetings. Donna Olsen attended the Wyoming Education Association's delegate assembly in Casper April 6-8. Rob Richards, Donna Olsen, and Margaret Peart attended a Smart Board workshop at the James H. Moore Career Center. Kelly Dehnert reported on many activities for the music department during the month of April.

Dr. Rottweiler reported that Mr. Flint was recognized as Honors Program Teacher of the Year.

Professional  
Personnel  
Association

Mr. Jason Harris, President of the Professional Personnel Association, introduced Mr. Jeremy Hughes, President-Elect of the Professional Personnel Association, who will represent the association for the next three months for Ms. Chontelle Gray. Mr. Harris indicated that he was excited by the recruiting positions that are being added to the Professional Staff. He hopes they will be an asset to curb declining enrollment. Mr. Harris submitted a written report which included information that Patty Trautman and the CWC Lander Office sponsored Big Band Night at El Toro and made \$2,500 for the Lander Endowment. Marilú Duncan and Student Support Services hosted the annual Family Night on April 20. Susana Lawson will attend the annual ASPIRE convention April 25-26. Tami Shultz, Chestine Brohm, Lindy Paskett, Jacque Burns, and Sam Schrinar attended the Datatel Users Group (DUG) Conference March 19-22. Lynette Jeffres attended a fundraising software user conference/training March 13-17. Alice Nicol attended the Casper College Wellness Conference March 30-31 where she made a presentation.

Wyoming Public  
Television

Mr. Dan Schiedel, General Manager for Wyoming Public Television, reported that this will be his second to the last board meeting. He indicated that he appreciates the board's support for everything they have done for WPTV and for the college. His written report included information on current membership and the Buffalo Bill Historical Center Event on May 5-6. WPTV will be added to the Greybull and Buffalo cable systems the first week of May. The report also included information on the First Lady Initiative live call-in show on April 6; the Wyoming Perspectives show on April 20; the Department of Family Services show on April 27; and the Love and Forgiveness Partnership.

CWC Foundation

Ms. Lynette Jeffres, Assistant Manager for the CWC Foundation, submitted a written report which included information on donations received since the last report and the search for the new Vice President of Institutional Advancement.

COLLEGE  
ADVANCEMENT  
IN THE  
COMMUNITY:

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

Ms. Mills reported that she attended the special meeting and study session last week. She also attended the April 20 gathering to hear the announcement about the donation from the Hirschfields and picked up trash with the Student Senate on April 22. There will be five GED graduates from the Fort Washakie Learning Center this year.

Mr. Myers indicated that he has been working with high school students. This time of year there are a lot of seniors looking at where they are going to go to school. He is working on a grant with Four Seasons to do some things with high school students. He also attended the special board meeting. He has talked to a lot of people since then about the music position who seem to be real favorable to the full-time music position and job description as changed.

Mr. Phister has fielded phone calls and tried to be informed about the issues. He has had about 15-20 conversations about the music position. A lot of people are misinformed about what the college will be doing.

Mr. Matson reported that recently he has spent a lot of time at the college. He went to the press conference with the Hirschfields. He has also fielded phone calls and made contact with people about the music position, both

before and after the meeting. He has attended two meetings of the Foundation Real Estate Committee, which is working on reevaluating leases in the business park and has reviewed the lease from Great Valley Child Care Center. He spent at least a couple of days going through the applications for the Vice President for Institutional Advancement. The committee met today to review references, and phone interviews will be held on May 2. He will attend the WCCC meeting April 27-28.

Board Chair Crofts reported that she attended Family Fun Night at The Armory on April 20. She read an e-mail from an individual who was in the audience at the board's study session on April 19 who thought the issue was given a fair hearing by the board.

Board Chair Crofts has received an invitation to attend the ACCT Governance Leadership Institute June 25-27 in Washington, D.C., which she would like to attend if there are no objections from board members. Board members did not have any objections. Mr. Phister may also attend.

Mr. Christensen stated that the WACCT should discuss the interim studies which are included on the WCCC meeting agenda. More authority is being allowed to the WCCC. Ten years ago this issue was addressed and parameters were set. Mr. Christensen would really be opposed to any eroding of trustees' authority. Dr. McFarland stated that the current statute which Mr. Christensen was instrumental in shaping requires that the WCCC only has authority specifically designated in statute and all other authority is assumed to rest with the individual college governing boards. The WCCC must seek more authority from the legislature if they want any more than what is specified. Mr. Christensen indicated that any authority they get must be given by the trustees. Members of the WCCC are appointed by the governor, but their responsibility rests with local boards, and he wants to keep it that way. This message should be conveyed to the trustee association.

CWC Foundation      The next meeting of the CWC Foundation is scheduled for Friday, June 16, in Jackson.

Association of  
Community College  
Trustees (ACCT)      The ACCT Annual Congress will be held October 11-14 in Orlando, Florida. All board members are planning to attend.

Wyoming Association of Community College Trustees (WACCT) The next WACCT meetings will be held on April 27-28, in conjunction with the next Wyoming Community College Commission meeting in Casper. Dr. Megeath and Mr. Matson will represent the board.

Wyoming Community College Commission Meeting The College Commission is scheduled to meet April 27-28 in Casper. CWC will host the June 22-23 College Commission meeting in Riverton.

CWC BOCHES The next CWC BOCHES meeting will be held on Wednesday, June 28, 2006, at 7 p.m. in CWC Pro Tech Rooms 115/121.

Teton County BOCES The next meeting of the Teton County BOCES has not yet been scheduled.

CONSENT AGENDA Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of the minutes from the March 22, 2006, regular meeting; the approval of the minutes from the April 19, 2006, special meeting; the acceptance of bills for March 2006; the Board travel budget; and Perkins grant authorization. The notes from the April 19, 2006, study session were provided for information only.

Regarding the notes of the April 19, 2006, study session, Board Chair Crofts asked that the spelling of Mr. Scott Harnsberger's name at the bottom of page 3 be corrected.

Mr. Christensen moved to approve the consent agenda as presented. Mr. Matson 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 \$1,007,504.10 for the month of March, 2006: Operations in the amount of \$1,605,342.89; Student Grants and Loans in the amount of \$137,468.84; and Bank Transfers in the amount of \$605,496.73 for a grand total of all payments in the amount of \$2,348,308.46.

UNFINISHED

BUSINESS:

Public Hearing –  
Optional One Mill  
Levy

Dr. McFarland reported that the CWC Board has authorized the optional one mill for the past sixteen years, and the college has come to depend upon the optional mill levy revenue for regular college operations and one-time expenditures. The optional mill is expected to bring in \$1,087,900 next year, and this amount has been included in the proposed FY 07 budget. Dr. McFarland recommended that the board renew the optional one mill levy through FY 08.

To satisfy the statutory requirement for a public hearing, Board Chair Crofts called for public comment on the Board's intent as per Wyoming Statute 21-18-303(b) to renew the optional one mill levy through fiscal years 2007 and 2008 to support college operations. No comments were made.

Renewal of  
Optional Mill Levy  
Through FY 08

Ms. Mills moved to renew the optional one mill levy as per Wyoming Statute 21-18-303(b) through fiscal year 2008. Mr. Myers seconded the motion. Motion carried.

ACCEPTANCE OF  
MONITORING

REPORT:

Budget

Mr. Nielson stated that the FY 07 proposed budget meets the standards of the board's policy on budgeting. Dr. McFarland indicated that she would like board members to understand the context to which the budget responds and to give them a sense of how the budget was laid out. There has been a lot of talk over the last couple of months about robust funding levels and about a state surplus. The newspaper headlines last week indicated that local valuation is expected to increase to \$1.3 billion. This gives the sense that times are good, that funds are plentiful, and that the college ought not to have any difficulty funding the needs at the institution. This simply isn't true. It is true there is a state surplus and there are more funds at the state level than have been seen in some time. It is not true that the college is awash in funding, and it is not true that any increase in local valuation is substantial or lasting. The college is at a crossroads.

Dr. McFarland looks to promote the college in a positive way, but it is her responsibility at present to tell the board that what is being proposed is a tight budget. It is a budget that is intended to prepare the college for leaner

times ahead. The college saw a slight decline in enrollment in 04-05. This was not a great matter of concern then, but this year the college had another very substantial enrollment decline. In Fall 2005 the college saw a 5 percent decline in headcount and another 3 percent decline in FTE. For preliminary Fall 2006 enrollment the first week of pre-registration shows another decline of 13 percent in headcount and 11 percent in FTE. This is the third year in a row of enrollment decline which now becomes a trend. The college definitely needs to prepare for what was projected in a report that Dr. Waheed put together that showed two factors affecting enrollment: the economy and a decline in Wyoming high school graduating seniors. When there are more jobs available, people don't go to school. Wyoming has the lowest employment rate in the United States. College-age students can obtain work in the oil fields for \$15-\$30 per hour.

It is important to understand that the FY 07 proposed budget definitely includes measures so the college can turn that situation around including a greater dedication to recruiting. The budget includes two full-time recruiters, and one-half of those two positions is associated with the music position. More recruitment travel and other measures have been added that will ensure that the college is really recruiting and building its enrollment. Utah and Colorado have an increase in graduating seniors, so those states will be targeted. The trustees have the responsibility of preparing for the future. The administrators have the responsibility of advising the board about that future. This budget prepares the college for the future and provides programs which are in higher demand. These programs create interest and attraction for students particularly in areas in which they can get jobs.

Dr. McFarland indicated that it is a tight budget. The amount in reserve is only \$66,000, which is not adequate. Recapture/redistribution in August will be counted on to build up that reserve. If the college's enrollment stays at the level that it currently indicates it will be, the college will need three times what is now in reserve just to cover lost tuition. Level enrollment was counted in developing the budget, not declining enrollment. It is recognized that current staff will have to work that much harder recruiting, promoting, and providing high quality services and programs for the college's students. These employees must be adequately and fairly compensated, which this budget does. A 6 percent raise is being proposed for classified staff, professional staff, and faculty.

It is important that the college grow programs and create and bring on line programs that have potential for growth. Fire science, the Western Cultural Institute, and Broadcasting are examples of these. Programs with low enrollment will be examined so that resources can be redirected to programs that are in higher demand and that have higher potential.

Mr. Nielson gave an initial projection of local revenues based on assessed valuation. He reported that tax revenues are at an all-time high for this year but that he expects a decline for next year. Dr. McFarland stated that the college does not make long-term commitments based on a spike in revenue. The local four mills are equalized and pooled with four mills from all the other colleges. The only mill the college can utilize is the optional one mill, but this is never looked at as long-term.

In regard to the instrumental music position, Dr. Rottweiler explained that it will be a ten-month full-time faculty position with the title of Director of Bands and Fine Arts Recruiter. Recruitment will be part of the overall load.

Dr. McFarland explained that employees who are capped in salary will receive a \$1,000 stipend. As was pointed out last week at the study session, it would be a zero percent increase over last year for a person who received this stipend last year. There are eleven employees whose salaries exceed those allowed in the salary model for each employee group. Their salaries exceed the model by 5.75 percent for one classified staff employee, by 10.19 percent for one faculty member, and by 15.58 percent average for 9 professional staff positions. The percentages that these professional staff positions are over the model range from 4.97 percent to 29.67 percent. As substantial efforts continue to be made to keep pace with competitive and appropriate compensation for all employees, the models will catch up with these employees over time. The lowest professional staff member who is over the model currently will be just under 1.5 percent over model if a 3.5 percent increase is given in FY 08. Eventually the models will reflect the appropriate relationship to each other and to the market.

Over a year was spent in development of the salary models. It is important to maintain the integrity of the models. The compensation proposal includes five market adjustments plus nursing faculty stipends. This budget is a very defensible one. It is a tight budget which is future focused and responsible. Regardless of the funding level, it is very essential that

programs and services always be looked at. Those with lower enrollment should be redirected to other areas that have higher demand and higher need at the institution. The budget is appropriate and takes into account all factors in the environment.

Mr. Nielson reviewed the FY 07 summary of the proposed college budget. He indicated that Wyoming Public Television includes a lot of build-out funds. He expects that to decline next year or the year after. The last payment the college will make on the general obligation bond will be July 1, 2007. Tuition revenue climbed because of a 4 percent increase in the tuition rate each year and also increased with enrollment. The 4 percent increase offset the decline in enrollment.

Dr. McFarland indicated that comments have been made that stipends don't count toward retirement. This is not true. Stipends do count toward retirement. Mr. Nielson reported that three additional production people will be hired at Wyoming Public Television, and they will be funded directly by the state. These positions were not included in the proposed budget.

Mr. Christensen stated that the budget is driven by FTE. He asked if the falling FTE is a statewide trend or particular to this college. Dr. Waheed replied that another college is seeing lower numbers for fall, but he doesn't know about any others. Dr. McFarland noted that Laramie County Community College has had substantially increasing enrollments in past years. Their current apparent decrease may be due to the Hathaway Scholarship program. Students may not fully understand that it is applicable to community colleges. Dr. Rottweiler indicated that LCCC has benefited from the Albany County campus. All developmental education needs are referred there by the University of Wyoming. Western Wyoming Community College has almost completely reconfigured their technical programs to accommodate customized business related training. Students are being employed and sent to college as part of their employment. They are hired and then trained.

Dr. McFarland reported that the colleges were told to anticipate actual funding cuts associated with enrollment declines. Base forward funding is in question. Mr. Nielson stated that even with current formula, not holding or increasing enrollment will have financial implications.

Board Chair Crofts asked about the mandated dean of assessment position. Dr. McFarland explained that the team report from the regional accreditation site visit indicated that the college needed to have an assessment position and an associated operating budget for that position. This was a formal recommendation conferred by the Higher Learning Commission. It is requirement associated with maintaining full regional accreditation. Board Chair Crofts indicated that she had heard concern about the college band, touring ensemble, and the spring musical being covered by the new position and asked if they will be covered by the new position. Dr. Rottweiler replied that all will be covered in the contract. He indicated that there will be no cut in the music program. He will work to ensure that all students will get through the program. Those students will not lose their scholarships. Music scholarships have been increased from \$15,000 to \$24,000.

Ms. Mills asked about the changes associated with the welding program. Dr. Rottweiler indicated that the college has seen a decline in enrollment over the last five years. Enrollment is the same as it was five years ago. This is based on the economy and a wide range of other factors. The college can offer the same curriculum with one full-time faculty member and a technician to cover both the welding and auto labs.

Dr. McFarland recommended that the board approve the budget monitoring report as presented.

Mr. Myers moved to approve the budget monitoring report as presented. Mr. Phister seconded the motion. Motion carried.

NEW BUSINESS:

FY 07 Preliminary  
Budget Adoption

Dr. McFarland recommended that the board approve the proposed FY 07 preliminary budget as outlined in the "Summary of Proposed College Budget Fiscal Year 2007 All Funds" document included in the meeting packet, which includes compensation, position changes, and reduction in force as outlined.

Mr. Matson moved to approve the proposed FY 07 preliminary budget as outlined in the "Summary of Proposed College Budget Fiscal Year 2007 All Funds" document included in the meeting packet, which includes compensation, position changes, and reduction in force as outlined. Mr. Phister seconded the motion.

Mr. Matson indicated that he hoped the recapture/redistribution of funds will inflate the \$66,000 reserve in the budget. A 10 percent budget reserve is not outlandish. Dr. McFarland indicated that many financial managers suggest 3-6 months of funds in reserve.

Board Chair Crofts stated that she appreciated the community input on the position changes. The board heard from students and community members. Policy governance indicates that it is not the board's job to determine the priorities of the budget. The board needs to focus outward and not inward. A balance of learning approaches needs to be promoted, which this budget shows. If this budget meets the board's requirements, then the board should go forward with the recommendation.

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

07-08 Scholarship  
Package

Dr. McFarland reported that the scholarship package always comes to the board for the following fiscal year. The actual funding for the FY 08 scholarship package does come out of the FY 08 budget, but recruiting and awarding of scholarships occurs in FY 07. Dr. McFarland recommended that the board approved the 07-08 scholarship package as proposed at a total FY 08 current fund expenditure of \$380,812.

Mr. Phister moved to approve the 07-08 scholarship package as proposed at a total FY 08 current fund expenditure of \$380,812. Mr. Myers seconded the motion. Motion carried.

Dr. Waheed recognized the chair of the Scholarship Committee, Ms. Jacque Burns, and thanked the committee for their work.

Natural Gas  
Supplier

Mr. Nielson recommended that the college continue to purchase natural gas from Midwest United Energy under the same terms as were accepted last year. The purchase arrangement would be an adder of .035/therm added to either the first of month posted index or at a fixed price for future months based on futures rates posted as part of the CIG index. This will allow the college the flexibility to track market changes and prices and to select a mix to meet college needs and to budget accordingly.

Mr. Myers moved to continue to purchase natural gas from Midwest United Energy under the same terms as were accepted last year with a purchase arrangement of an adder of .035/therm added to either the first of

month posted index or at a fixed price for future months based on future rates posted as part of the CIG index. Mr. Christensen seconded the motion.

Mr. Nielson indicated that college employees can participate in the same purchase arrangement of a .035/therm adder. However, this should not be construed to be making decisions for individual employees. The college does not give any assurances that the program CWC selects is the best option for employees.

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

CWC Business  
Park Subleases

Dr. McFarland indicated that the CWC Foundation has recommended two different subleases in the CWC Business Park which is managed by the CWC Foundation. The first is a lease with IDEA, Inc., which will sublease to Bailey Enterprises as subtenant, which will in turn provide facilities for the Great Valley Child Care Center. The location of the Great Valley Child Care Center will be a huge asset to the college, its students, and its employees, and it will be a great addition to the CWC Business Park. Dr. McFarland recommended that the board approve the sublease between the CWC Foundation and IDEA, Inc.

Board Attorney Frank Watkins indicated that under the management lease agreement with the CWC Foundation, the board has the right to review, comment, or alter leases. This is a sublease between the CWC Foundation and IDEA, Inc., which references another lease with the Great Valley Child Care Center which the board will see in the future. Mr. Watkins has reviewed the lease between the CWC Foundation and IDEA, Inc., and it looks fine.

Mr. Matson reported that the location of the new facility is directly to the north of Brunton and will be accessed through Watt Court. The lease has been discussed very thoroughly by the CWC Foundation Real Estate Committee. The property will be landscaped similarly to Brunton's, and landscaping plans will be approved by the CWC Foundation. As a member of the CWC Foundation Real Estate Committee, Mr. Matson supports the approval of this lease.

Mr. Matson moved to approve the land improvements and lease agreement between the CWC Foundation and IDEA, Inc., for Lots 4, 5, and 6, of the

CWC Technical Research Park, Second Addition to the City of Riverton, Fremont County, Wyoming, substantially in the form that was presented to the board. Mr. Myers seconded the motion.

Mr. Mike Bailey of Bailey Enterprises indicated that he was present to answer any questions and that he looked forward to working with the college.

Mr. Phister asked if the college has a standard for landscaping in the Business Park. Dr. McFarland replied that the CWC Foundation is responsible for those matters. They have considered this but there are no specific written standards of which she is aware. Mr. Matson indicated that the Great Valley Child Care Center will be landscaped similarly to the Brunton property. Mr. Bailey reported that the grant was received by IDEA, Inc., and they will build the building and lease it to Bailey Enterprises. They will match the overall décor in the manner that Brunton is doing their property. Mr. Phister indicated that he was referring to the Business Park in general. Dr. McFarland replied that the Real Estate Committee agrees and is trying to achieve that goal.

Mr. George Piplica, a representative from IDEA, Inc., indicated that a landscape allowance is part of the bid package for this property. No set of rules exists for the landscaping, but the CWC Foundation Real Estate Committee is monitoring this.

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

Dr. McFarland recommended that the board approve the first amendment to the sublease agreement as presented between the CWC Foundation and Alvin L. Olson with subtenant Riverton Memorial Hospital.

Board Attorney Frank Watkins explained that there are two leases. One is in reference to the first amendment to the building lease which extends the term of the lease for five more years. The other lease agreement is for another part of the building at 716 College View. The first amendment is attached to the original lease. The lease at the end of the packet is a new lease for the same building with the same parties, Alvin L. Olson and Riverton Memorial Hospital, but for a different suite.

Dr. McFarland indicated that since the two leases are related and with the same parties, both leases could be done at the same time. She recommended that the board approve the subleases as presented by Alvin L. Olson.

Mr. Matson moved to approve the subleases as presented by Mr. Alvin Olson as recommended by the CWC Foundation. Mr. Phister seconded the motion. Motion carried.

Change of  
Community  
Dialogue Dinner  
From May 17 to  
June 21

Dr. McFarland stated that in recent years the board has held its May meeting in Lander in conjunction with a community dialogue dinner. This year construction is being done at the Lander Center, and it is not available for the May meeting. She suggested that the board hold its June 21 board meeting in Lander and move the date of the community dialogue dinner with public officials to the June 21 board meeting, both of which could then be held in Lander as has been past practice. She recommended that the board change the date of the community dialogue dinner with public officials from May 17, 2006, to June 21, 2006.

Mr. Myers moved to change the date of the community dialogue dinner with public officials from May 17, 2006, to June 21, 2006. Ms. Mills seconded the motion.

Mr. Phister indicated that he may be out of town on business on May 17.

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

Personnel  
Additional  
Continuing  
Contracts

Dr. McFarland indicated that a subsequent continuing contract for 07-08 should be offered to Carolyn Aanestad, Public Information Officer. Dr. McFarland apologized for not including her name last month.

Ms. Mills moved to offer a subsequent continuing contract for 07-08 to Carolyn Aanestad. Mr. Christensen seconded the motion. Motion carried.

Professor Emeritus  
Distinction

Dr. McFarland reported that Ms. Billie Dutcher has been recommended by the faculty for the Professor Emeritus distinction. Dr. McFarland and Dr. Rottweiler fully support this recommendation.

Mr. Myers moved to give the Professor Emeritus distinction to Billie Dutcher at the fall 2006 convocation. Mr. Matson seconded the motion. Motion carried.

Human Resources  
Board Report

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

The Human Resources Board Report for April included the following information:

CWC recently rolled out an employee assistance program in cooperation with its long-term disability provider, Principle Life. This professional, confidential resource is available to all employees of the college. It provides assistance with everything from parenting advice to finding community services to assisting with life's demands.

The March Rustler Spirit Award went to Matt Herr, Director of Instructional Technology. The April Rustler Spirit Award went to Matt Flint, Instructor Art.

Searches in progress/pending included Vice President for Institutional Advancement; Instructor Communications/Human Services; Instructor Music; Instructor Culinary Arts/Hospitality; Talent Search Curriculum Coordinator; WYO Gear Up Project Director; and WPTV Producer, WPTV Production Coordinator, WPTV Director.

Resignations/terminations/retirements/requests for release from contract included Steve Barlow, WYO Gear Up Project Director; Trina Dullknife, Custodian; Larry Farson, Safety and Security Officer; Dan Schiedel, WPTV General Manager; and Michelle Snelling, Instructor Nursing.

New hires/Appointments/Internal Transfers included Steve Barlow, Director Campus Safety and Security; Breez Daniels, Case Manager; Gregg Voigt, Sinks Canyon Center Caretaker; Wanda Adams, Accounting Technician Accounts Receivable; Jenna Estvold, Business Office Accounting Technician for WPTV; and Brenda Grant, Accounting Technician Cashier.

Other

Mr. Myers asked if board members would have an opportunity to meet the candidates for the Vice President for Institutional Advancement position. Dr. McFarland indicated that the dates of May 18, 22, and 23 have been

set aside for full-day on-site interviews, and times will be provided during the day to meet the candidates.

Board Chair Crofts reported that the board continues with presidential contract negotiations which will be brought forward at the May meeting.

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

1. Kudos
  - a. Kudos to Art Instructor Matt Flint on being selected as CWC's Honors Program Teacher of the Year. In addition to his outstanding teaching, Matt designed the "Walk with Us" Petroglyph Pathway to raise private funds for the Intertribal Center.
  - b. Congratulations to CWC nursing faculty member Stacey Stanek on being nominated for the WyDEC Master Distance Educator Award. Ms. Stanek will be recognized at the May WyDEC conference.
  - c. Congratulations to CWC Rustler Rodeo Coach, Rick Smith, and his fine rodeo team on their outstanding rodeo successes.
  - d. Special appreciation to the CWC Veterans Club whose Veterans Club Scholarship Dinner netted \$450 to the Veterans Scholarship Fund.
  - e. Carolyn Aanestad brought awards, including the "Communicator of the Year" Award received by Rojean Thayer, CWC Publication Coordinator, at the regional National Council for Marketing and Public Relations (NCMPR) conference in Austin, Texas, in March, to show to the Board. Both Ms. Aanestad and Ms. Thayer received numerous awards for their publications and marketing expertise at this prestigious conference.
2. Educational Programming and Facilities Planning. The report will be finalized and presented to the board at the May 17 board meeting.
3. Plans for CWC's 40th Anniversary celebration events are continuing to progress.
  - a. The college's 40th Anniversary signature project is the Intertribal Center, for which a groundbreaking is planned sometime during the upcoming year.

- b. Special thanks to board members for attending the April 20 Intertribal Center Event, which formally kicked off the private fundraising campaign, with a huge boost from Berte and Alan Hirschfield of Jackson.
  - c. The CWC 2006 Convocation speaker will be Dr. Henrietta Mann of the University of Montana in Missoula. Dr. Mann is a Native American scholar who is a noted and compelling speaker.
  - d. Expect some more exciting announcements as details are firmed up. More details will be shared as plans are finalized.
  - e. As part of CWC's 40th celebration and Riverton's centennial celebration, CWC will be honored at the Riverton Chamber "Hats Off to CWC" luncheon on Tuesday, May 2, from noon to 1:30 p.m. at the Riverton Holiday Inn.
4. Presidential travels and events
- a. April 21-25 - American Association of Community Colleges Conference, at which Richard Fleetwood was recognized as Wyoming's New Century Scholar. (Long Beach, CA)
  - b. April 27-28 - College Commission, Executive Council, and Wyoming Public Television Advisory Council meetings (Casper)
  - c. May 2 - Chamber "Hats Off" Luncheon to honor CWC - Holiday Inn
  - d. May 3 - Intertribal Center presentation to Lander Rotary
  - e. May 4 - Fremont County Administrators Association meeting
  - f. May 9 - Wyoming Business Alliance Forum (Casper)
  - g. May 11 - Riverton Memorial Hospital Board of Trustees meeting
  - h. May 15-16 - Professional Standards Teaching Board meeting (Casper)
  - i. May 16-17 - Governor's Workforce Development Summit (Casper)
5. Article of Interest. An article from *The New York Times* about Wyoming's "energy-tax bonanza" was included in the board packet.
6. Articles about CWC and other colleges were included in the meeting packet.

Dean of Students  
Report

Dr. Waheed provided a written report which was included in the board packet. He indicated that a reception honoring American Indian and Latino graduates would be held on Thursday, May 11, 2006, from 12-1:30

p.m. in the Student Center Lounge. His written report included information on high school recruiting visits, a trip to UW to assist transfer students, the Job Fair, A Taste of Culture, Alcohol Awareness and Sexual Assault Awareness campaigns, the Datatel Users Group (DUG) Conference, and the updated main gymnasium. Trio Family Night was held on April 20, and Finals Feed will be held on May 8.

NEXT REGULAR  
MEETING/  
SUGGESTED  
AGENDA ITEMS:

The next regular meeting will be held on Wednesday, May 17, 2006, beginning at 6:30 p.m. in PTC 115/121. The proposed agenda includes

1. NOLS Update
2. President's 05-06 Compensation
3. Final Report on Phase I of the Educational Programming and Facilities Plan

Dr. McFarland requested that at this public meeting the board establish a time, location, and topics for an executive session on May 17 at 5:30 p.m. in the Pro Tech Conference Room on presidential compensation; potential litigation; real estate, including business park management lease extension and potential real estate acquisition; personnel; and legal. Her understanding is that as long as the board specifically announces at a public meeting the time, place, and topics of an executive session, adheres to the statute, and doesn't conduct any business that the executive session could be held before the meeting. The regular meeting could then start at 6:30 p.m.

Board Attorney Frank Watkins explained that the statute requires a motion and second in a public meeting to go into executive session. However, he believes it is all right to do it this way as long as the topics are described. Board Chair Crofts stated that if there is a deviation from those topics, they can't be discussed in that executive session. Mr. Watkins agreed. Those topics would have to be discussed in another executive session.

Board Chair Crofts indicated it is good for the whole board to participate in executive session items the way they are being done now because they must be there at the start of the meeting. Dr. McFarland stated that it is more considerate of other people attending the meeting to have the meeting start at a scheduled time. Board Attorney Frank Watkins stated that topics for the executive session should be specific. The board should have topics to discuss in executive session and not just reserve the space. Board Chair Crofts indicated this would mean that the president must

identify these issues a month ahead. Mr. Watkins stated that executive session topics are appropriate for the future.

Mr. Myers moved to accept Dr. McFarland's recommendation to hold an executive session at 5:30 p.m. on Wednesday, May 17, 2006, to discuss presidential compensation; potential litigation; real estate, including business park management lease extension and potential real estate acquisition; personnel; and legal with the regular meeting scheduled to start at 6:30 p.m. Mr. Phister seconded the motion. Motion carried.

Board Chair Crofts requested that board retreat agenda be added to the agenda for the next regular meeting.

BOARD SELF-EVALUATION OF MEETING:

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

ADJOURNMENT:

At 10:24 p.m., Mr. Myers moved to adjourn the meeting. Mr. Matson seconded the motion. The motion carried.

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Secretary

APPROVAL:

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