

The regular meeting of the Central Wyoming College Board of Trustees was held on Thursday, September 21, 2006, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Deanna Crofts Caroline Mills	Joe Megeath Jim Matson Scott Phister
<u>Absent:</u>	Dallas Myers	
<u>Administration:</u>	Jo Anne McFarland J.D. Rottweiler Dane Graham	Mohammed Waheed Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Jeremy Hughes Ruby Calvert Holly Galloway Sue Thompson Charlie Krebs Camie Dewey Margaret Peart	Carolyn Aanestad Richard Fleetwood Matt Flint Roger Gose Jacque Burns Richard Cook Wendy Davis

CALL TO ORDER: Board Chair Crofts called the meeting to order at 6:33 p.m. She reported that the board held an executive session prior to the meeting which was approved by a motion made at the July 19 regular public board meeting. As previously announced, the items discussed included potential litigation and potential property acquisition, but no personnel items.

A roll call conducted by the board clerk indicated that all board members except Mr. Myers were present. A quorum of the board was present to conduct business.

WELCOME AND INTRODUCTION OF GUESTS: Board Chair Crofts welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item. She welcomed board candidates Roger Gose, Holly Galloway, Charlie Krebs, and Richard Cook to the meeting.

APPROVAL OF  
AGENDA:

Mr. Christensen moved to approve the agenda as presented. Dr. Megeath seconded the motion.

Dr. Megeath asked why the board is acting on the Nursing Course Fee for Jackson and Elimination of HOP Fee in the Consent Agenda. Dr. McFarland indicated that it may be one of those areas where precedence has been established. In December the board approved the 06-07 fee schedule. Since these agenda items involve fees, Dr. McFarland included them in the Consent Agenda.

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

CWC Foundation

Mr. Dane Graham, Vice President for Institutional Advancement, reported that Oktoberfest, the Foundation fund-raiser for the year, will be held on Saturday, September 23. The Foundation would like to do better than the \$25,000-\$30,000 which was raised last year.

Mr. Graham submitted a written report which included information that donations since the last board report have been received in the amount of \$34,917.44. The annual Oktoberfest scholarship fundraiser will be held on Saturday, September 23. Tickets for the *Cruisin' for Scholarships* raffle are being sold with the winner to receive \$4,000 in travel to anywhere. Darin Scheer and Pat Skelton have agreed to join the CWC Foundation Board of Directors for a term of four years each. The Foundation's annual scholarship reception was held on September 14.

Wyoming Public  
Television

Ms. Ruby Calvert, Acting General Manager for Wyoming Public Television, reported that a 25th anniversary committee meeting was held today. Board Member Caroline Mills was invited to join this committee. The bid for the OC3 Network Signal Routing System will come to board in October.

Ms. Calvert submitted a written report which included information that the flooring issue has been resolved. Two new production positions for the station have been filled. A \$2,500 training scholarship has been received to fund travel and expenses for two people from WPTV to spend three days at a sister station in Sacramento, California. General election debates will be produced and aired on Wyoming Public TV and Wyoming Public Radio October 22-24.

Professional  
Personnel  
Association

Mr. Jeremy Hughes, President-Elect of the Professional Personnel Association, indicated that he had nothing to add to the written report submitted by President Chontelle Gray which included information that Maggie Viani presented a session at the state Stand & Celebrate Conference on August 11. Marilú Duncan attended TRIO training in June. Kellie Webb attended the Wind River Native American Conference in August. Wendy Davis participated in a national Think Tank with other higher education and corporate Human Resource professionals. This group recently published a paper called *The Future of Higher Education*. Chontelle Gray attended the board meeting for the Rocky Mountain Theatre Association as the representative for Wyoming.

The Faculty

Mr. Matt Flint, President of The Faculty, indicated that he had nothing to add to his written report which included information that Janet Harp attended the National Council of State Board of Nursing Meeting July 31-August 4 in Salt Lake City. Ben Evans performed seven of his original songs as the opening for the Diamond Rio concert on September 1. Todd Guenther is the new Instructor of Anthropology and History. Nita Kehoe-Gadway has three paintings in a show at Bazaar Gallery in Laramie. Paula Moritz is now a full-time nursing instructor for CWC. Amanda Watkins is the new Instructor of Television and Broadcasting. Lonnie Slack shot the image for the women's volleyball poster and for the poster for the CWC theatre production of *Steel Magnolias*. Bill Hitt is the new Fire Science Instructor.

Classified Staff  
Association

Ms. Susan Thompson, President of the Classified Staff, indicated that she had nothing to add to her written report which included information on the duties of the CWC Business Office Staff. Kay Keen and Myra Phelps were elected to serve on the Personnel Policies Committee. Retha Reinke was elected to the Student Grievance Committee and also serves on the Rustler Spirit Award Committee with Cindy Keenan. Sue Thompson will serve on the Compensation Task Force.

Student Senate

Mr. Richard Fleetwood, President of the Student Senate, reported that the new senators elected are ReGina Barton, Uni Salminen, Jon Darnell, Jerod Ready, Sterling Hall, Matt Bush, and Deven Pitt. Officers are:

Camie Dewey – President  
Richard Fleetwood – Vice President  
ReGina Barton – Secretary  
Olena Boroday – Treasurer

Mr. Fleetwood submitted a written report which included information on the CWC Parade Float Project, the August Ice Cream social on August 25, the Diamond Rio concert on September 1, the first student dance of the semester on September 8, the Snake River Float Trip on September 9, and Convocation on September 12. Fall semester Student Senate elections were held September 18-19. Senator Julie Vavilova will be the student representative to the Instructional Technology Committee and Senator Camie Dewey will be the student representative on the Student Grievance Committee. The resignation of Senator Katie Skates was accepted. Upcoming events include the Student Success Center Open House on September 20, the Multiple Sclerosis Walk on September 23, the Wyoming Student Leadership Conference in Rock Springs September 28-30, Family Fright Night on October 24, and Jazz Nite 1 on October 27.

CONSENT  
AGENDA

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of the minutes from the July 19, 2006, regular meeting and the August 22, 2006, special meeting; the acceptance of bills for July and August 2006; the Board travel budget; nursing course fee for Jackson; and the elimination of the HOP fee.

Dr. Megeath 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 \$1,046,708.11 for the month of July 2006: Operations in the amount of \$989,861.27; Student Grants and Loans in the amount of \$62,575.22; and Bank Transfers in the amount of \$633,702.90 for a grand total of all payments in the amount of \$1,686,139.39.

The acceptance of bills also includes payment of the following bills which includes salaries and benefits in the amount of \$1,026,793.37 for the month of August 2006: Operations in the amount of \$1,385,423.94; Student Grants and Loans in the amount of \$342,065.61; and Bank Transfers in the amount of \$619,842.33 for a grand total of all payments in the amount of \$2,347,331.88.

Nursing Course  
Fee for Jackson

A nursing course fee increase for Jackson was approved to cover the cost of drug testing for the Nursing Assistant course.

Elimination of  
HOP Fee

The board retroactively consented to the president's authorization to eliminate the HOP fee since CWC no longer sends out 1098T tax credit forms to non-students unless specifically requested.

UNFINISHED  
BUSINESS:

No unfinished business was conducted at this meeting.

EXECUTIVE  
SESSION:

An executive session was not conducted at this point in the meeting.

NEW BUSINESS:

CWC Capital  
Construction  
Request

Dr. McFarland presented CWC's capital construction request. Projects included in Phase I of the 2005-2006 educational programming/long range facilities plan were a new "front door," re-purposing of the Classroom Wing, a new Allied Health/Life & Physical Sciences Building, additional housing, re-purposing of Pro Tech, and a new Equine Center on campus. During the summer, the colleges submitted capital construction projects that specifically relate to workforce development. A request for matching state funding of these projects was submitted, subject to consent by the board at the September 21, 2006, meeting. The projects, which are all linked to workforce development and to each other, are as follows: construction of an Allied Health and Life & Physical Sciences Building, re-purposing the current Professional Technical Center, and re-purposing the Classroom Wing. The total project cost of CWC's capital construction request is \$19,833,228, with 51,010 square feet of new space and 39,000 square feet of re-purposed space. The local college share will be \$8,253,838 with a state match of \$11,579,390.

At the August 23 WCCC special meeting by telephone, the WCCC agreed to include capital construction projects from all seven community colleges.

The state community college capital construction total is \$109,274,215, of which \$66,962,060 is requested from the state. All seven community college projects were prioritized by the WCCC. The rankings were as follows:

#1 - Eastern Wyoming College (Vet Tech) Total = \$869,389; **State Req. = \$448,194**

#2 - Western Wyoming (Diesel Tech) Total = \$3,008,600; **State Req. = \$1,504,300**

#3 - Northern Wyoming (Gillette Training) Total = \$36,788,000; **State Req. = \$18,394,000**

#4 - LCCC (Allied Health) Total = \$14,871,548; **State Req. = \$10,573,284**

#5 - CWC (Allied Health/Pro Tech) Total = \$19,833,228; **State Req. = \$11,579,390**

#6 - NWC (Workforce Dev/Nursing) Total = \$13,626,450; **State Req. = \$9,877,528**

#7 - Casper (Student Commons) Total = \$20,250,000; **State Req. = \$14,585,364**

Dr. McFarland requested that the board approve the capital construction request from Central Wyoming College as outlined for inclusion in the Wyoming Community College Commission supplemental budget request.

Mr. Christensen asked how the re-purposing of the Professional Technical building fits into the strategic plan to move the Physical Plant into the building as well. Dr. McFarland indicated that the long-range plan was to move the professional-technical programs to the James H. Moore Career Center, but this may not happen. Dr. Rottweiler reported that the school facilities commission is going to put some money into that building in order to use it for another 15 years and to not count it in the school district's square footage. CWC is in dire need for space for the railcar repair program and construction trades. Dr. McFarland stated that additional professional technical space may need to be identified. If the college together with the city had not stepped forward, the building would

have been demolished. It is not a huge issue for the Physical Plant to not move. The intent was to bring the Physical Plant more to the outside of the college and out of the center.

Dr. Megeath asked if the college is planning to build a new technical building in the future. Dr. McFarland replied that the college's immediate technical needs will be addressed. Dr. Rottweiler stated that if nursing can be put in its own facility, it will free up this space. The ability to share space in the James H. Moore Career Center is still on the table, but it is unknown what will happen.

Mr. Matson moved to endorse the submission of CWC's workforce development capital construction projects for inclusion in the WCCC Supplemental Budget Request to the Wyoming Legislature, including a new Allied Health/Life & Physical Sciences Building and re-purposed Professional Technical Center and Classroom Wing for a total of \$19,833,228, of which a state match of \$11,579,390 is requested. Dr. Megeath seconded the motion. Motion carried.

Community  
College  
Legislative Agenda

Dr. McFarland presented the Community College Legislative Agenda. The College Commission held an emergency phone meeting on September 7, 2006, to determine priorities for the Supplemental Budget Request. Each of the four commissioners present ranked the components of the supplemental budget, and the summary results comprise the official College Commissions ranking as required by the state budget office. The results are as follows:

- #1 - Salaries (38 points)
- #2 - Eastern Wyoming College cap con (34 points)
- #3 - Western Wyoming College cap con (29 points)
- #4 - WPTV equipment scaled from original \$508,000 to \$159,000 (28 points)
- #5 - Northern Wyoming (Gillette) cap con (25 points)
- #6 - LCCC cap con (20 points)
- #7 - CWC cap con (15 points)
- #8 - Even Start (13 points)
- #9 - Northwest College cap con (11 points)
- #10 - Casper College cap con (7 points)

Mr. Christensen asked that point system be explained. Dr. McFarland stated that at the September 7 College Commission meeting, each of the

four commissioners present was given 10 points individually for the top-ranking project, 9 points for the second ranked project, 8 points for the third project, and so on. The points given to each project were the total of those rankings from the commissioners who participated.

Dr. McFarland reported that Even Start got a #1 ranking but only received 13 points. Even Start is a family literacy project, often involving literacy work with parents of ABE-GED students. It is administered by the College Commission, although the community colleges themselves neither offer nor administer the program. Last year, the state legislature funded \$600,000 for Even Start, to be matched by state and local funding. The feds eliminated funding for next year, so the College Commission is requesting \$1,143,000 for next year (the last year of the current biennium), after which the future of the program is in doubt. Funding includes one employee from the College Commission to administer the program. The colleges do not administer the Even Start program, so President McFarland indicated that it should be ranked last.

For the #1 ranked project, salaries, Dr. McFarland explained that salary increases for both full-time and part-time benefited community college employees (both current fund and grant-funded) total \$16,519,884 per year for all seven community colleges as follows:

- 20.3% for faculty
- 18% for classified
- 10% for professional/administrative

The WCCC did the background work, gathered the data, and determined the percentage amounts. An issue of concern is that the budget request may include only 62 percent of state funding for the salary increases. This could leave the college system short as much as \$7.6 million to \$9.4 million for FY 08. Another concern is that the legislature may decide to exclude non-current fund (grant-funded and auxiliary) employees. If these two issues are not addressed, CWC would have to find money from other sources to give the percentages listed. If grant-funded employees are excluded, CWC would be affected because CWC has more grant-funded employees than any other college in the state. CWC's shortfall could be as much as \$540,000 to \$650,000 to fund the requested salary increase for all benefited CWC employees for FY 08. Wyoming Public Television employee salary increases are expected to be fully state funded.

Statutory changes are needed during the upcoming legislative session. One issue is that state health insurance may also only be funded at the 62 percent level, which would short CWC and create an additional CWC annual shortfall of over \$500,000. The other issue is to allow five mills over four years to be used by community colleges for funding new capital construction. Dr. McFarland reported that the Joint Education Committee (JEC) was receptive to the salary request, agreed to address the 62 percent health insurance concerns most likely through clarifying legislation, accepted the timeline for funding model development, and expressed interest in exploring new revenue sources for supporting community colleges. Next steps in the process include the October 11 State Facilities Commission meeting, the October 24 Executive Council meeting with the Governor, and the October 26-27 WCCC meeting in Powell to include a meeting with trustees on funding model development.

Mr. Christensen asked about the language proposed for the statutory changes and if any legislators had been identified. Dr. McFarland replied that it is expected that the Joint Education Committee will sponsor a bill for the state health insurance issue. At this time, a legislative committee and a specific legislator have not been formally identified for the five mill issue.

Dr. McFarland indicated that no specific board action was recommended on the community college legislative agenda, but it may be appropriate for the board go on record as formally requesting that salary enhancements be sufficient to cover all benefited employees and that the board formally supports the two statutory remedies as outlined.

Dr. Megeath moved to support the request for salary funding sufficient to cover all benefited employees and to support the two additional proposed statutory remedies as outlined. Mr. Christensen seconded the motion.

Board Chair Crofts stated that the state trustees association told the commissioners that salaries should be the first priority and that health insurance should be reimbursed at the same rate as all other state agencies.

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

Board Chair Crofts, Dr. Megeath, Ms. Mills, and Mr. Matson indicated that they would be attending the Wyoming Community College Commission meeting in Powell October 26-27.

Property and  
Liability Insurance

Mr. Nielson reported that he is finalizing coverages with the various companies for property and liability insurance for the college. Instead of the earlier estimate of \$187,000, the amount will be closer to \$192,000. Two major issues surfaced this year as insurance schedules were compiled which concerned accurate property inventories and a realistic estimate of replacement costs. WPTV has been on a very aggressive expansion schedule over the past five years which has caused the value of their equipment inventory to escalate. In regard to estimate of replacement costs, CWC's replacement cost is \$100 per square foot which is not realistic in the current building climate. For next year, \$135 per square foot is being targeted. Mr. Nielson was pleased that the premium didn't go up very much as the college is still a good insurable risk.

Board Chair Crofts indicated that this is an estimated cost for property and liability insurance. Dr. McFarland will report back to the board with the final amount. In his October report to the board, Mr. Nielson will address facilities and facilities use and will provide a letter explaining the final coverages in his report.

Ms. Mills moved that the college continue to work with the same companies used last year to provide similar coverage for property and liability insurance for the period October 1, 2006, through September 30, 2007, estimated at \$187,000 as follows:

- Ace American Insurance Company to provide property coverage at an estimated cost of \$100,000;
- EMC Insurance Companies to provide crime, employee benefits liability, commercial general liability, umbrella liability, commercial auto, and garagekeepers liability at an estimated cost of \$52,576.
- Scottsdale Insurance Company to provide broadcasters liability coverage at an estimated cost of \$4,700.
- United Educators Insurance to provide educators legal liability coverage at an estimated cost of \$22,500.
- Granite State Insurance Company to provide nursing professional coverage at an estimated cost of \$1,988.

- Mutual of Omaha to provide a student accident policy at an estimated cost of \$5,687.

Mr. Phister seconded the motion. Motion carried.

ACCT Annual  
Congress Voting  
Delegate

Board Chair Crofts stated that the board is required to designate its official voting delegate, plus an alternate, for the October 11-14, 2006, ACCT Annual Community College Leadership Congress. This delegate would attend the sessions in which national trustees are elected to the association and where any types of changes are made in the by-laws.

Dr. Megeath moved that Dennis Christensen be designated as the CWC Board's official voting delegate for the October 11-14, 2006, ACCT Annual Community College Leadership Congress. Mr. Phister seconded the motion. Motion carried.

Dr. Megeath moved that Scott Phister be designated as the CWC Board's official alternate voting delegate for the October 11-14, 2006, ACCT Annual Community College Leadership Congress. Mr. Matson seconded the motion. Motion carried.

Personnel

Human Resources

Dr. McFarland requested that the monthly Human Resources Board Report

Board Report

be entered into the official board minutes.

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

Roy Darnell, IT User Services Specialist was a Rustler Salute Nominee this month. Steve Barlow, Director of Campus Safety and Security, received the Rustler Spirit award for September.

Searches in progress/pending included WPTV General Manager; Instructor Anatomy, Physiology, and Microbiology; Academic Coach; Assistant Librarian/Coordinator of Testing Services; Associate Dean of Assessment, Planning and Research; Director Upward Bound; WPTV Director/Videographer; Assistant to Associate Dean of Arts and Sciences; Human Resources Assistant; and Line Server/Food Services Assistant.

Resignations/terminations/retirements/requests for release from contract included Joyce Knapp, Custodian Housing; Suzie Koehn, Human

Resources Assistant; Barb Rogers, Assistant to Associate Dean of Arts and Sciences; Garry Trautman, Director Upward Bound; and Sheri Wiechmann, Bookstore Manager.

New hires/Appointments/Internal Transfers included Gail Chrisp, Instructor Nursing; Henry Cittone, Instructor Culinary Arts/Program Director; Todd Guenther, Instructor Anthropology and History; Bill Hitt, Instructor Fire Science; Kirsten Kapp, Instructor Science/Math Jackson; Jennifer Kellner, Instructor Mathematics; Steve McAllister, Instructor Biology/ABE/GED; Amanda Watkins, Instructor Television Broadcasting/ Communications; Jim Baker, Welding Lab Supervisor; John Dorman, WPTV Director/Videographer; Ty Frohbieter, Student Recruiter; Suzie Koehn, Bookstore Manager; David Madison, WPTV Producer; Kami Patik, Student Recruiter; Jay Rodewald, Construction Supervisor; Garry Trautman, CWC Gear Up Project Director; Kathryn DeWitt, Applications and Financial Aid Technician; Kay Keen, Compensation Specialist; and Clara Ortiz, Upward Bound Office Assistant.

Board Chair Crofts noted that the report is a reflection of what is going on in the area and in the state. It reflects the difficulty of recruiting and retaining employees in positions.

Board Chair Crofts announced that no personnel items were discussed in executive session, so no action was necessary by the board.

ACCEPTANCE OF  
MONITORING  
REPORT:

Planning and  
Institutional  
Effectiveness

Dr. McFarland presented the strategic planning update for 2006-2007. The 2006-2007 Annual Strategic Priorities include learning/collegiate environment, growth/enrollment management, institutional advancement, human resources, and facilities. She reviewed the objectives for each priority. In regard to human resources, she noted that the college has had difficulty hiring its first pick for positions because the number one choices were scared off by high housing costs. The requested salary enhancements are not based on what is happening in K-12, but it is clear that the college suffers in comparison and there is some movement between the college and K-12. For example, a person with a bachelor's degree and no experience would earn \$39,500 at the K-12 level. A person with a master's degree and no experience would earn \$42,275 at the K-12 level

and \$34,725 at CWC. The college is behind the school district by 21.7 percent.

Mr. Christensen asked what the difference in benefits is between the college and the school district. Dr. McFarland replied that K-12 chose not to participate in the state health insurance program. They determine their own carrier for health insurance. There is no way to draw a single comparison with the college in regard to the school district's health insurance.

Dr. McFarland pointed out what was done right with the strategic plan which included gaining a better understanding of the strategic planning process, continuing the emphasis on major issues facing the college, tying planning more closely to the budget, checking progress more frequently, and accomplishing measurable improvement. What was done wrong included still not completely incorporating planning into daily operations, continuing to focus more on the plan itself than on what the plan does, waiting until the end of the year to identify needed staffing which was too late for staff recruitment, relying too heavily on the strategic planning facilitator, and forgetting the big picture. What will be done in the future is to develop more ownership of the strategic planning process, to streamline progress reporting, to specify who is responsible for progress in each area, to identify staffing to meet strategic priorities by January, to update the plan on a continuing basis, and to focus on learning.

Mr. Phister moved to accept the Planning and Institutional Effectiveness monitoring report as presented by Dr. McFarland. Dr. Megeath seconded the motion.

Board Chair Crofts indicated that she was uncomfortable with advertising for staff in early January because the board would not approve the budget for these positions until July. She understands why it would be done but it seems extremely awkward that the board may not approve a position when it has already been filled. Dr. McFarland indicated that advertising would be done for anticipated openings, and several positions will be packaged together. Board Chair Crofts asked if funds could be earmarked in the budget ahead of time so the board could act on the positions when they are advertised. Mr. Matson indicated that only new positions would require board authorization in the budget. He suggested the board could be given a proposal with what positions are anticipated for next year which they

could approve. He doesn't see a conflict because if the college wants to hire good people, the process must be started earlier.

Board Chair Crofts asked if there would be a way to pre-approve this process by the board in the budget. Mr. Matson asked how much is in the contingency budget for unanticipated positions. Mr. Nielson replied that the college has a \$100,000 contingency budget which has to cover everything. Dr. McFarland indicated that in practice, the contingency for filling positions comes from unfilled positions. The college is very closely and tightly budgeted. The board does not have to approve new positions since it is a component of the budget approval. If in January, for example, a new safety officer was needed, one would be hired and it would be reported to the board. When the board is presented with the proposed annual budget, reduction in staff, new staff, and new equipment are included so the changes can be seen in the entire budget. The budget is not formally approved until the third week of July.

Ms. Wendy Davis, Human Resources Officer, indicated that the budgeting process needs to be moved up to identify needs for the coming year. This allows the college to advertise anticipated openings in January. That is when the market is open, and people are looking. The people hired would not be brought on until late August. Dr. McFarland stated that the process is workable, and the benefits outweigh the disadvantages.

Ms. Davis pointed out that staff members have to sit on many screening committees in the summer because faculty are not under contract. Many faculty members still participate, but they do so on their own time. Dr. Rottweiler added that an Associate Dean for Assessment and Planning was not hired this summer because out of three people selected to be interviewed, two had already accepted other positions. Some positions were filled with temporary employees because of the lack of a good pool of candidates.

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

#### Academic Profile

Dr. Rottweiler presented the Academic Profile monitoring report. He indicated that even though the majority of the CWC students who responded to the survey were satisfied with their experience at CWC, the college has taken action to prevent any dissatisfaction from occurring by adjusting the class schedule, by reallocating resources to hire faculty in

new and high demand programs, by hiring a full-time online instructor, and by encouraging faculty to teach either online or evening courses. Graduates agreed that CWC did an excellent job preparing them for further study at a four-year college and preparing them for full-time employment in their chosen career or profession. Most indicated they were glad they attended CWC and agreed that it is a friendly place. The graduates believed that their experience at CWC improved their quality of life and that they had accomplished their educational goals.

Overall, the responding students were very satisfied with the accessibility of instructors and with the challenge of coursework, classroom equipment, and facilities. The lowest satisfaction occurred in the question on availability of courses. Dr. Rottweiler indicated that availability of courses is a challenge for an institution of this size. Entering students indicated their greatest influences for choosing CWC were the cost of tuition, the location, the availability of their program of study, academic reputation, and availability of scholarships. Enrollments in online courses have increased, while enrollments in telecourses and video courses have decreased.

In outreach, the Lander Center has the highest enrollments even though its numbers were down 28 percent from the year before, because interactive classroom network enrollments are not officially counted in Lander enrollment figures. The Jackson outreach center also saw an enrollment decrease from the previous year. Dr. Rottweiler is expecting a dramatic increase in enrollments in Jackson now that the staff is stable, and the college has an office in the Center for the Arts. A slight decrease in the number of dual credit enrollments is a result of the small graduating classes in the college's service area.

Board Chair Crofts asked if a time slot has been found in the schedule for the Quality Leaders to meet. Dr. Rottweiler replied that it is 4-5 p.m. on Tuesdays and Thursdays. He has directed the associate deans to protect this time slot for the spring, but it is difficult to hold science and art labs if that time is completely cut out.

Dr. McFarland asked if there have been any complaints about online registration. Dr. Rottweiler indicated complaints have been received and that these concerns are being addressed. In order for a student to apply online they must get a password. Dr. McFarland asked if board members had received any input that would be helpful to the college in better

identifying offerings and arranging the schedule of offerings. Mr. Phister responded that he heard a concern about not being able to get classes when they are needed. Ms. Mills has heard a concern about the bus schedule. Dr. Rottweiler indicated that he is working with the bus company on this.

Ms. Mills asked how the college ensures that the student is doing the work in online classes. Dr. Rottweiler replied that some faculty require proctored exams, and some use web cameras for testing. In addition, the college subscribes to "Turnitin," a program which detects plagiarism in a paper. Dr. McFarland indicated that it may not be intentional dishonesty since technology makes cut and paste very easy. It is the college's responsibility to teach students what is appropriate use of another person's work and how to appropriately cite it.

Dr. Megeath indicated that people are working and are looking for night classes. He asked that the college please continue to push evening and weekend classes.

Mr. Matson moved to accept the Academic Profile monitoring report as presented by Dr. Rottweiler. Ms. Mills seconded the motion. Motion carried.

#### REPORTS:

##### President's Report

Dr. McFarland included the following information in her report:

##### 1. Kudos

- a. 40<sup>th</sup> anniversary successes so far. Appreciation is extended to CWC staff members who generously and whole-heartedly assisted in preparing and hosting a number of successful 40<sup>th</sup> anniversary events as follows:

- (1) Summer parades. Thanks to Student Senate President Richard Fleetwood, Retha Reinke, Judy Florence, Lance Goede, Jody Ray, Jeremy Hughes, Barbette Hernandez, and a host of others who prepared the CWC float and participated in parades. The CWC float took 1<sup>st</sup> place in the Lander parade and 3<sup>rd</sup> place in the Riverton Centennial Parade.
- (2) Other 40<sup>th</sup> anniversary off-campus events included the August 12 Annual Buffalo Barbeque in Dubois, for which CWC provided the live band (Shelley and Kelly and Friends).

- (3) Diamond Rio Concert. Many community people commented that the September 1 Diamond Rio concert was the “best event this community has ever seen.” An estimated 3,500 to 4,000 people attended the event. To have accommodated literally thousands in such a caring, hospitable, and orderly manner speaks volumes for the quality and dedication of CWC’s wonderful staff. Also to be complimented are the people who assisted in the “tear down” of the stage into the wee hours of Saturday morning—and picking up of garbage, etc. Dr. McFarland’s September 10 “Letter to the Editor” from the September 10 *Riverton Ranger* was included in the board packet.
- (4) The 40th anniversary powwow will be held on Friday, September 22, and Saturday, September 23, on the CWC campus.
- (5) Favorable comments have been received about the 40th anniversary *Connect* magazine. In a written note to the president, former board member Judy Legerski indicated that she read and enjoyed every single word of that document.
- b. June 7-10, 2006, Wyoming Association of Municipalities Convention at the CWC campus. Riverton Mayor John Vincent’s letter of thanks for CWC staffing support of this large on-campus event was included in the board packet.
- c. Congratulations to CWC’s new Women’s Volleyball Team. CWC’s new women’s volleyball team took the NWC Invitational Championship in its first competitive match. A copy of the volleyball schedule was included in the board packet.
- d. Congratulations to Wyoming Public Television. Congratulations to WPTV for obtaining a federal grant from the USDA in the amount of \$349,107 and for its successful September 12 ribbon-cutting.
- e. Congratulations to Dr. Waheed for obtaining a \$137,336 Carl Perkins Vocational Education grant.
- f. Compliments from a community member and former CWC trustee. Linda Bebout complimented the college on the great experience of her granddaughter on the comfortable and friendly treatment she received from CWC staff during the enrollment and moving in process at CWC.
- g. Congratulations to National CUPA Board Member, Wendy Davis. Wendy Davis is a member of the national board of the

- College and University Professional Association of Human Resources. A letter of commendation for her leadership on this important national board was included in the board packet.
2. CWC Board Candidates for General Election. The following persons have filed for the CWC Board and will stand for election in November:
    - a. Three candidates have filed for two seats in CWC Sub-District #2 (Riverton-Shoshoni) as follows:
      - (1) Scott Phister (incumbent)
      - (2) Dr. Roger Gose
      - (3) Holly Galloway
    - b. Two candidates have filed for one open seat in CWC Sub-District #4 (Lander-Jeffrey City) as follows:
      - (1) Richard Cook
      - (2) Charlie Krebs
  3. On a sad note....
    - a. Sadly, longtime state representative Jim Hageman passed away in August. Representative Hageman was an avid supporter of education and of the community colleges and a long-time member of the Joint Education Committee.
    - b. A longtime CWC benefactor, John L. "Jack" Larsen passed away September 4, 2006.
  4. On a more hopeful note. Best wishes for a full recovery to State Senator Bob Peck, who has contracted West Nile virus.
  5. College Hill Apartments are neither on the CWC campus, nor operated by CWC. Board members should be aware that police reports that reference College Hill apartments are not operated by the college, although they are directly across the street from campus housing.
  6. Statewide Facilities Inventory of Community Colleges. The WCCC has contracted with Paulien Associates to conduct a facilities inventory of the community colleges.
  7. Selected Recent and Upcoming Events Attended by President.
    - a. August 3 - Executive Council Meeting (Rawlins)
    - b. August 18 - WPTV Advisory Council Meeting (Casper)
    - c. August 24 - Joint Appropriations Committee Hearing (Cheyenne)
    - d. August 25 - Executive Council Meeting (Cheyenne)
    - e. August 29 - Joint Mineral Committee Meeting (Casper)
    - f. September 6 - Hathaway Meeting via WEN
    - g. September 8 - Career Technical Advisory Council Meeting (Cheyenne) Appointed by Wyoming Department of Education.

- h. September 11 - Professional Teaching Standards Board Meeting (Casper)
  - i. September 16-19 - CNCTYC (Council of North Central Association for Two Year Colleges) (Jackson)
  - j. September 20 - Joint Education Committee and Executive Council meetings (Cody)
8. Higher Education Commission Report. Highlights of the final report issued by the Commission on the Future of Higher Education were included in the board packet.
9. A copy of the Powerpoint presentation made by Dr. Jim Rose to the Joint Education Committee on September 20 was included in the board folders. It provides an interesting perspective on the history of the funding models. Concerns with the current funding model include complexity, volatility, timing of required data, and weak connection to strategic plan. Dr. Rose mentioned that there is an interest in changing some of the required reports that are included in statute. Dr. McFarland indicated the reason that the colleges wanted the required state reports listed was so there was some predictability and some way to manage the number of reports the colleges were asked to provide. The statute also includes the provision that required reports may be modified by the commission with the approval of the boards of trustees of at least two-thirds (or five) of the colleges. An important provision of the statute was left out of Dr. Rose's presentation which is that all decision-making authority related to the operation of the community colleges which is not specifically granted to the commission by statute shall be reserved to the local boards. The board's only protection is what is in statute. The board needs to retain its local governing authority.
10. Articles of interest were included in the board meeting packet.

Human Resources  
Health Insurance  
Update

Ms. Wendy Davis, Human Resources Officer, reported that in January 2006 the state increased insurance premiums and projected changes in the demographics of the participants as well. After an audit of premium revenues and the reserve balances, the state found that its reserves exceeded the target of 25 percent of annual claims by over \$13 million. In an effort to reduce the reserves account, the state implemented a Temporary Rate Reduction of 12.7 percent of medical premiums for the period of September 2006 through March 2007. The goal is to maintain a three-month reserve account. In March the premiums will increase by 38 percent.

Dean of  
Administrative  
Services Report

Mr. Jay Nielson, Dean of Administrative Services, reported that the state appropriated \$35,000 for a new four-wheel drive sport utility vehicle for Wyoming Public Television. Since only \$23,286 was spent on this vehicle, the state was asked if the remaining \$12,000 could be spent on a used vehicle. This request was granted.

Mr. Nielson's written report contained information on CWC ID cards for the board of trustees which will give them access to sports events and other activities. Board members may obtain these cards in the business office during regular business hours. Recent purchases included a new 53 horsepower utility tractor and 30 watt DTV-UHF translator systems for Rawlins and Chokecherry.

Dean of Student  
Services Report

Dr. Mohammed Waheed, Dean of Student Services, reported that for the current year, the Hathaway Scholarship supplants institutional dollars for academic awards in order to level the playing field among colleges. This meant that for the first year, individual colleges were required to award their own scholarship budget first with state dollars only to be used for raising awards to the established Hathaway levels. As a result, CWC was least benefited by Hathaway dollars because a strong scholarship program was already in place. For next year, the Hathaway scholarship program will be fully implemented without being supplanted by institutional funds.

Dr. Waheed distributed information on numbers of recent high school graduates enrolling at CWC. The numbers of recent (2006) Wyoming high school graduates enrolling at CWC have dropped to 121 in Fall 2006. In Fall 2003, 146 enrolled; in Fall 2004, 139 enrolled; and in Fall 2005, 147 enrolled. All of these students are right out of high school.

Dr. Megeath noted that the University of Wyoming came out aggressively on the Hathaway scholarships. Dr. Waheed indicated that the cost of education is very high at UW, so there is a larger gap and the students get the need-based scholarships. Only one student here got the need-based scholarship because the cost of attendance at CWC is very low. Some students chose to go to UW instead of a local community college because it appeared the students would receive plenty of scholarship money. Once people settle into the Hathaway environment, they may choose to go to community colleges because of the lower cost. Ms. Jacque Burns, Financial Aid Officer, predicted that some students will fail their first semester at UW and then come back here. They need to understand what

they will need to do the second semester in order to continue to qualify for Hathaway next fall.

Mr. Matson asked what will happen in fall of 2007. Dr. Waheed replied that the college will have a stronger scholarship package which will supplement Hathaway with CWC dollars. Students will realize it is much more expensive to go to a university than to a community college. Mr. Matson asked about the relationship between the UW president and the community college presidents. Dr. McFarland explained that the community college presidents meet once per year with the UW president.

NEXT REGULAR MEETING/  
SUGGESTED AGENDA ITEMS/  
ADDITIONAL TRUSTEE COMMENTS AND/OR REPORTS ON ADVANCEMENT IN THE COMMUNITY:

The next regular meeting will be held on Wednesday, October 18, 2006, beginning at 6:30 p.m. in PTC 115/121. Agenda items for the regular meeting include:

1. Physical Plant/Facilities Monitoring Report
2. Transfer to UW Monitoring Report.
3. Wyoming Public Television OC3 Network Signal Routing System

Board Chair Crofts indicated that she would like to begin the evaluation process with President McFarland with completion by the November meeting.

CWC Foundation

The CWC Foundation met on September 14 followed by a scholarship reception in the Arts Center Gallery. The CWC Board and the Foundation Board will have their annual joint meeting on October 19, 2006, at 6 p.m. at The Bull Restaurant in Riverton.

Association of Community College Trustees

The ACCT Annual Congress will be held October 11-14 in Orlando, Florida. Mr. Christensen, Ms. Mills, Mr. Matson, and Mr. Phister are planning to attend.

Wyoming Association of Community College Trustees

The next meeting of the WACCT will be held on October 26 in conjunction with the WCCC meeting in Powell at Northwest College.

Wyoming Community College Commission

The next regular meeting of the WCCC is scheduled for October 26-27 in Powell at Northwest College.

CWC BOCHES

The next meeting of the CWC BOCHES will be held on Wednesday, October 25, at 7 p.m. in PTC 115/121.

Teton County  
BOCES

The Teton County BOCES met on Thursday, August 31. Minutes of that meeting were included in the board packet along with the 2006-2007 annual meeting calendar. The next meeting of the Teton County BOCES will be held on Tuesday, October 24, at 3:30 p.m. in the ICN room.

Attendance at  
College Events

Mr. Christensen reported that he attended the first volleyball home game on September 13. What impressed him most was the number in attendance which was good to see after 15 years.

Mr. Matson complimented all the people involved in the Diamond Rio concert. The logistics of the concert and the provisions made were first rate, and it was pulled off extremely well. It was a job well done.

Ms. Mills indicated that she attended the staff picnic, and someone mentioned that the attendance was getting smaller and smaller each year. It is possibly a bit lower because it competes with sports events at the same time.

Board Chair Crofts reported that she attended in-service at the college and the new employee reception hosted by Dr. McFarland in her home. Dr. McFarland, Mr. Christensen, and Board Chair Crofts participated in an orientation on August 23 for candidates who were interested in being elected to the CWC Board of Trustees.

Next Executive  
Session

Items for the executive session prior to the October 18 board meeting are potential litigation, potential acquisition of real estate, and personnel items including the president's evaluation. Dr. Megeath noted that the potential acquisition of real estate is discussed in executive session because open discussion may increase the price of that real estate.

Dr. Megeath moved to hold an executive session at 5:30 p.m. on Wednesday, October 18, 2006, in Pro Tech Conference Room 102B to discuss potential litigation, potential acquisition of real estate, and personnel items including the president's evaluation. Mr. Phister seconded the motion. Motion carried.

Board Chair Crofts thanked Board Attorney Frank Watkins for his attendance at the meetings and indicated that his representation was appreciated.

BOARD  
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 9:29 p.m., Mr. Matson moved to adjourn the meeting. Dr. Megeath seconded the motion. The motion carried.

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Secretary

APPROVAL:

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