

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, October 19, 2005, in Room PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Deanna Crofts called the meeting to order at 5:33 p.m.

ATTENDANCE:

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

Absent: Dallas Myers

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

Attorney: Frank Watkins

Recorder: Linda Bender

Guests: Charlotte Donelson Dan Schiedel
Bruce Bynum Lindy Paskett
Wendy Finch Jason Harris
John Wood Retha Reinke
Carolyn Aanestad Margaret Peart
Kami Barnes

CALL TO ORDER: Board Chair Crofts indicated that the meeting had been appropriately advertised as required by state statute.

A roll call conducted by the board clerk indicated that Board Chair Crofts, Mr. Matson, Ms. Mills, and Mr. Phister were present and that Mr. Christensen, Dr. Megeath, and Mr. Myers were absent. Board Chair Crofts announced that a quorum of the board was present. Mr. Christensen had indicated that he would be late to this meeting, and Dr. Megeath had a meeting in Casper, but indicated that he would try to make the meeting.

Board Chair Crofts stated that the meeting would begin with an executive session to discuss personnel issues, including evaluation of the college president; legal issues; and acquisition of real estate.

EXECUTIVE
SESSION:

At 5:34 p.m., Mr. Matson moved to recess into executive session for the purpose of discussion of personnel issues, including evaluation of the college president; legal issues; and acquisition of real estate. Ms. Mills seconded the motion. Motion carried.

At 6:50 p.m., Mr. Matson moved to reconvene the regular public meeting. Mr. Phister seconded the motion. Motion carried.

Dr. Megeath and Mr. Christensen joined the meeting during the executive session.

WELCOME AND
INTRODUCTION
OF GUESTS:

Board Chair Crofts welcomed the guests present and reminded everyone that blue Community Input Forms were available at the door for any visitors to use if they wished to speak to an agenda item.

APPROVAL OF
AGENDA:

Dr. McFarland requested that an additional item, "WPTV Federal Funding Support Letter," be added to the agenda as the first item under New Business. This letter was included as part of Mr. Schiedel's written report on page A-14 of the board packet.

Dr. Megeath moved to approve the agenda as amended. Mr. Christensen seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING PUBLIC
TELEVISION, AND
CWC FOUNDATION
REPORTS:

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

Student Senate

Ms. Kami Barnes, President of the Student Senate, reported that the name chosen for the Recreational Center in the Lowell Morfeld Student Center was "Rustlers Underground." The Smoking Committee will have a written recommendation to present to the board in November. Ms. Barnes' written report included information on Senate events, actions, and upcoming events.

Classified Staff
Association

Ms. Retha Reinke, President of the Classified Staff Association, indicated that she had nothing to add to her written report which included information on activities of the members of the classified staff.

The Faculty

Ms. Margaret Peart, President of The Faculty, indicated that she had nothing to add to her written report which included the minutes of recent faculty meetings and information on the activities of faculty members.

Trustee Christensen stated that he appreciated the work of the welding program on the cooperative with Kennecott Energy.

Professional
Personnel
Association

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

Wyoming Public
Television Update

Mr. Dan Schiedel, General Manager of Wyoming Public Television, submitted a written report which included information on programming, engineering, resource development, and administration. An addition to the report was distributed during the meeting which included information on the federal funding issue, the digital transition final deadline, the WPTV Foundation audit, and the WPTV building addition.

CWC Foundation

Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, indicated that he had nothing to add to his written report which included information on the activities of the CWC Foundation.

Higher Learning
Commission Self-
Study Update

Dr. McFarland reported that the Higher Learning Commission (HLC) comprehensive site visit team recommended the maximum continued accreditation period of ten years for the college. A progress report on additional work in the area of improving student learning is being recommended in three years, and the next comprehensive evaluation site visit is recommended for 2015-2016. The formal team report will be received 4-6 weeks from now. Dr. McFarland thanked the board for their participation in the visit. The team noted a clear understanding on the part of the board between board policy and college operations, and this is not always the case at other colleges.

Mr. Christensen noted that the team also commented on the board's community dialogues. Team members will be taking this idea back to their own colleges. President McFarland reported that one team member said that CWC's self study document was the best one he had ever read in his nearly 15 years of serving as an HLC consultant-evaluator. The document represented the college very well. It was heavy on the history

portion so that documented historical information is available for future reference by the college.

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, including, but not limited to, the CWC Foundation, state and national trustee associations, BOCES and BOCHES, and attendance at college events.

Ms. Mills reported that she attended the play on October 7 and Oktoberfest on September 24. On October 10, she attended a select committee on tribal relations meeting in Lander. On October 27-28, she will attend the Wyoming Community College Commission (WCCC) meeting in Rawlins.

Mr. Christensen indicated that nominations are due for anyone who is interested in serving on the Association of Community College Trustees (ACCT) board. These nominations are due January 4, 2006. The nominating committee meets in Washington, D.C., in February 2006. The CWC Board of Cooperative Higher Educational Services (BOCHES) meeting will be held on November 30, 2005. Mr. Christensen attended the dinner with the Higher Learning Commission team on October 10.

Dr. Megeath reported that he attended Oktoberfest and the play. The Hathaway merit scholarship package has gone to the joint legislative committee. No changes are expected. Mr. Christensen asked if the funding source has been identified for the scholarship. Dr. Megeath replied that the mineral fund is the funding source. The committee would like a general infusion of funds from the general fund in order to get it started.

Mr. Matson indicated that he met with Dr. McFarland, Board Chair Crofts, and Interim Board Attorney Frank Watkins regarding the Foundation articles of incorporation. He attended the WPTV groundbreaking on September 28, the dinner with the Higher Learning Commission team on October 10, and the exit meeting on October 12. In visiting with team member Dr. George Mihel, he learned that the team was impressed with this board's commitment to the college.

Mr. Phister reported that he attended the Teton County BOCES meeting on October 5. He also attended the dinner with the Higher Learning Commission team on October 10 and "Moosebutter" on October 18.

Board Chair Crofts reported that she is working with two students at the Riverton Workforce Center. They are being assisted with tuition, fees, and books. She attended Lori Ridgeway's class to talk about resumes and interviewing. Ms. Crofts stated that she appreciated the 100 percent attendance of the board at the October 10 Higher Learning Commission dinner.

CONSENT
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the September 21, 2005, regular meeting; the acceptance of bills for September 2005; and the board travel budget.

Dr. Megeath moved to approve the consent agenda items including the approval of minutes from the September 21, 2005, regular meeting; the acceptance of bills for September 2005; and the board travel budget. Ms. Mills 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 \$936,843.37 for the month of September 2005: Operations in the amount of \$1,610,466.36; Student Grants and Loans in the amount of \$384,252.53; and Bank Transfers in the amount of \$559,957.71 for a grand total of all payments in the amount of \$2,554,676.60.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

WPTV Federal
Funding Support
Letter

Dr. McFarland indicated that Wyoming Public Television General Manager Dan Schiedel has requested that the board authorize the board chair to send a letter of support urging full FY 07 federal funding for Wyoming Public Television. The letter references official action at tonight's meeting and points out the importance of statewide programming and the role played by WPTV in educating the citizens of Wyoming

Dr. Megeath moved to endorse the Wyoming Public Television federal funding support letter and to authorize the board chair to sign this letter on the board's behalf. Mr. Phister seconded the motion. Motion carried.

Recapture/
Redistribution
FY 06 Budget
Adjustment

Dean of Administrative Services Jay Nielson gave an overview of the FY 06 budget adjustment and proposed uses of additional revenue through the recapture/redistribution process.

Mr. Nielson indicated that an article printed in last night's *Ranger* newspaper reported that the revenue from recapture/redistribution is from state revenue. He has talked with the reporter, and this will be clarified. Recapture/redistribution revenue comes from local revenues, not state revenues.

Last month Mr. Nielson provided the details on the recapture/redistribution process that takes place in August of the second year of the biennium. This formula calculation, based on the actual and projected local tax revenues from the seven college districts, resulted in an increase in CWC's formula allocation of \$674,426, plus \$299,593 from the optional fifth mill levy. He recommended increasing the FY 06 college budget and expenditure allocation as follows:

Funding Formula Allocation	
Fund 10	\$674,426
Fund 11	<u>299,593</u>
	\$974,019

Expenditure Allocation	
Reserve for Uncollectible Revenues	\$200,000
Energy Costs	100,000
Gasoline and Mileage Allocation	15,000
College Reserve	<u>659,019</u>
	\$974,019

Immediate needs include reserve for uncollected revenues based on protested tax levy, energy costs, and gasoline and other vehicle operating cost increases. Pending issues that may require funding are acquisition of the James H. Moore Career Center; implementation of the Hathaway Scholarship; equine program and arena capacity needs; Food Service/Auxiliary program support; storage for college documents and assets; marketing, facilities and capital campaign targeting May 2007; major maintenance projects not funded with the special state appropriation; and ADA and handicap access repairs.

Board Chair Crofts stated that the FY 06 Budget Adjustment Hearing had been duly advertised to occur during this public meeting of the board and that the board would now hold a public hearing on the FY 06 Budget Adjustment. She asked if anyone present wished to comment on the proposed budget adjustment. No comments were made.

Dr. McFarland recommended that the board approve the proposed FY 06 Budget Adjustment as presented.

Board Chair Crofts stated that the board would now consider the approval of the proposed FY 06 Budget Adjustment. She called for a motion to adopt the FY 06 Budget Adjustment as advertised in the "Notice of Public Hearing on the Increase in Central Wyoming College Budget" on October 12, 2005, in *The Ranger*.

Mr. Matson moved to adopt the FY 06 Budget Adjustment as advertised in the "Notice of Public Hearing on the Increase in Central Wyoming College Budget" on October 12, 2005, in *The Ranger*. Mr. Christensen seconded the motion.

Mr. Christensen asked about the protested revenues. Mr. Nielson explained that Burlington Resources is protesting \$140 million of the assessed valuation, so the college will set aside a \$200,000 reserve for uncollectible revenues. The protested tax money is paid to the county treasurer who holds it in escrow until a settlement is reached. This process could take up to ten years, and the actual collections can vary from the assessed valuations.

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

Board Attorney
Appointment

Board Chair Crofts stated that at the January 19, 2005, board meeting, the board formally accepted the resignation of Board Attorney Wes Roberts, who had accepted a gubernatorial appointment as Circuit Court Judge for the Ninth Judicial District. At that time, the board designated Frank B. Watkins, as Acting Board Attorney until the board had selected a permanent replacement. Also at this meeting, the board invited proposals for contracted professional services for the position of board attorney. Two formal proposals were received by the March 1, 2005, deadline.

At its March 16, 2005, board meeting, the board suspended the search for a board attorney and appointed Frank Watkins as Interim Board Attorney through December 2005, due to a number of pending legal issues at the time. The board expressed its intent to reactivate the search for a permanent board attorney in late fall of 2005. At this time, the board can decide to reactivate the search for a permanent board attorney or remove the interim status of the appointment of Frank Watkins and ask him to serve officially in the capacity of board attorney at the pleasure of the board.

Mr. Phister moved to stop the search for a permanent board attorney, to remove the interim status of the appointment of Frank Watkins, and to officially designate Frank Watkins as board attorney to continue to so serve in that capacity at the pleasure of the board. Dr. Megeath seconded the motion.

Mr. Watkins indicated that it would be his pleasure to serve as the board attorney.

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

Personnel

Human Resources Board Report

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

The Employees' Group Insurance office has announced the premium rates for 2006. Medical claims for the state's plan are projected to be in excess of \$89 million, and the projections for 2006 are in excess of \$107 million—an increase of 19.4%. Because of the favorable standing of the state's reserves and the desire to spend them down, the premium increase for next year will be between 11% and 14%. In addition, the state will be offering a High Deductible Health Plan and a Health Savings Account option. Open enrollment is going on now through November.

Rustler Salute Nominees are Lance Goede, Director of Student Life; Marilú Duncan, Director of Student Support Services; Matt Schanefelt, IT User Services Specialist; and Martha Davey, Self Study Coordinator. The Rustler Spirit Award for October will be announced on October 21, 2005.

Searches in progress/pending included Instructor Nursing; Instructor Culinary Arts/Hospitality; Budget Analyst; Director of Upward Bound; Food Services Chef/Cook; and Food Services Line Server/Assistant.

Resignations/terminations/retirements/requests for release from contract included Monte Barry, Instructional Technology Specialist; and Bob Leseberg, Director Campus Safety and Security.

New Hires/Appointments/Internal Transfers included Ken Colovich, Sinks Canyon Center Coordinator; Eric Heiser, Customized Training Coordinator; Tom Apodaca, Custodian; Trina Dullknife, Custodian; Renee Fullerton, Gear Up Office Assistant; Nico Homburg, Video Technician; and Lynette Truempler, Custodian.

ACCEPTANCE OF
MONITORING
REPORT:

Physical Plant/
Facilities

Mr. Nielson presented the Physical Plant/Facilities monitoring report. He indicated that one of the purposes of this monitoring report is to demonstrate achievement of board ends. Related board policies are planning and institutional effectiveness, physical asset protection, and safety and security.

Mr. Nielson reported on the meeting of the State Building Commission which he attended on October 12. When they got to the request from the Wyoming Community College Commission, the governor did not want to talk about individual requests. Governor Freudenthal had concerns about prioritizing the requests and about the process of how the projects were decided upon. He indicated that it would not be discussed. In September, the Wyoming Community College Commission (WCCC) decided it would bring capital requests from the colleges to the state. A request by CWC to seek half of the construction costs for the Intertribal Education and Community Center was ranked second among five college construction projects by the College Commission. Mr. Nielson indicated that the WCCC still has the option of taking these projects to the legislature. The administrative deans are working on a history of projects that were completed with state funds. The Robert A. Peck Arts Center, for example, was completed with mineral severance funds and private donations. In addition, the legislature last year approved the \$650,000 addition to a CWC facility for Wyoming Public Television's expansion.

At the State Building Commission meeting, one of the first discussion items was major maintenance. It was suggested that the state agencies, the University of Wyoming, and the colleges should be allocated 1 1/2 percent, and possibly increase that amount to 2 1/2 percent of an institution's facilities replacement cost. Under that formula, CWC's allocation would increase significantly from \$880,000 to possibly \$1.8 million.

In regard to facilities, Mr. Nielson reported that the college has a yearly attendance of about 150,000 people in general and community use of facilities. Weekend attendants have been hired to assist with events, and facilities fees have been reduced for the college's community partners.

Board Chair Crofts asked if there is a plan to change the phone system. Last month Ms. Mills complimented the new procedure of having a live person answer each call. Board Chair Crofts urged the college to continue this practice. Mr. Nielson indicated that the phone system is not being changed, but better use is being made of it. Calls made to the 800 number are now being answered by a live person and are being routed to departmental receptionists so that callers can be helped by the appropriate person. This is part of the front door project. The Safety and Security phone is also always picked up by a person. Eventually these calls will roll to 911 if no one answers during a certain part of the day.

Board Chair Crofts asked about the facilities scheduling practice of having to wait until 1-2 weeks before an event in order to schedule a room for it. It is difficult for groups to plan ahead if a room cannot be scheduled further in advance. Mr. Nielson indicated that it is not the intent to lock up certain areas for long periods of time. He suggested asking a few more questions and explaining the situation when scheduling the facility. He is aware that two weeks is just not enough time.

Mr. Matson moved to accept the Physical Plant/Facilities monitoring report as presented. Mr. Christensen seconded the motion. Motion carried.

Transfer to UW

Vice President J.D. Rottweiler presented the Transfer to UW Monitoring Report. He reported that total transfers to UW have decreased by 5.1 percent. Wyoming community college students outside of Laramie County and Casper are transferring to out-of-state colleges and universities. UW has started to ask why this is happening and why they

are losing students from Wyoming. In response they are talking about offering a bachelor's of applied science degree in order to draw more community college graduates.

Mr. Christensen asked for the percentage of CWC graduates who transfer to all universities and the percentage who transfer to UW. He also asked how many of CWC's students transfer to any university. Dr. Rottweiler agreed to provide this information. Mr. Christensen asked if the students graduating from CWC are actually transferring. Dr. Rottweiler replied that this information is difficult to obtain.

Mr. Phister indicated that he talks to students who say that a lot of CWC's courses won't transfer. Dr. Rottweiler replied that this is not true unless a student has taken applied courses such as automotive, and these won't transfer. Developmental courses also will not transfer. Sometimes individual departments at UW will not accept a class that is in the transfer guide. Dr. Rottweiler is then contacted, and he takes care of it. Unfortunately, students talk to each other about these incidents which perpetuate the perception that CWC's classes will not transfer. He asked that these students contact him when they encounter a transfer problem.

Ms. Mills moved to accept the Transfer to UW Monitoring Report as presented. Mr. Phister seconded the motion. Motion carried.

REPORTS:

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

1. Staff Kudos
 - a. Dr. McFarland extended the deep-felt gratitude of the college to Martha Davey, CWC Self Study Director Extraordinaire. For the past 2 1/2 years, Ms. Davey (a.k.a. Rosie the Riveter) has worked tirelessly to coordinate CWC's ultimately highly successful self study effort. Ms. Davey was great at being both a team leader and a team player. She nudged, prodded, and pitched in to ensure that literally every detail of the self study was attended to. Even though she attended to details, she never lost sight of the "big picture," and she never lost her great sense of humor. She always generously gave credit to others. Ms. Davey showed remarkable patience, even when she was juggling final preparations for the site visit, along with teaching classes—and moving her office and

classroom. CWC was indeed fortunate to have someone of Ms. Davey's energy and devotion. Ms. Davey worked literally her entire summer "vacation," as well as many nights and weekends to ensure that CWC's efforts met the highest standards. CWC was extremely fortunate to have her at the helm.

- b. Kudos to Rojean Thayer for receiving a Medallion Award for the "2005 – 2006 Events Calendar" in the 2005 NCMPR (National Council for Marketing and Public Relations) District 4 Medallion Awards Competition as well as for a brochure entitled "Close to Home. . . Far From Ordinary!" Ms. Thayer will be recognized on March 18 at the NCMPR District 4 Medallion Awards dinner and ceremony in Austin, Texas. Thanks to RoJean Thayer and Carolyn Aanestad for making the college look good. Special appreciation to Matt Flint for suggesting the highly successful promotional slogan, "Close to Home . . . Far From Ordinary!"
- c. Congratulations to Lynne McAuliffe, Director of Customized Training, for obtaining two state training grants as follows:
 - (1) Construction Trades for Women: This will be a TANF program (the aid for needy families) for women only that will train them in basic construction trades skills. The program will likely start classes in the spring (around March) and continue for approximately 8 weeks, with the outcome intended to provide women with better paying jobs in non-traditional fields of employment. Ten women will participate in this \$48,739 grant.
 - (2) Information Technology Office Specialist: This will be another TANF program in the amount of \$68,905 for 8 women to learn micro-applications, word, hardware maintenance and some networking skills to provide them with IT knowledge in an office environment.

Both programs will include full tuition and fees for participating students. Applications will be competitive for the positions in the classes.
- d. Special thanks to Jeff Hosking, who helped coordinate the "Tracks to Success" campus tour and demonstration on October 6 for 115

students from Lander Valley High School and Pathfinder High School.

- e. Kudos to Admissions Counselor Tami Shultz for coordinating the October 6 High School Planning Days on the CWC campus. Ms. Shultz also attended numerous other High School Planning Days events throughout the state.

2. Community Involvement.

- a. Special appreciation to Facilities Coordinator, Linda Becker, for accommodating the summer Balloon Rally.
- b. Kudos to the CWC Student Senate and their advisor, Lance Goede, for hosting the September 30-October 1 Wyoming Student Leadership Conference on the CWC campus, attended by students from all Wyoming community colleges and the University of Wyoming.
- c. Thanks to the CWC Equestrian Club for making plans to participate in the November 11 Riverton Veterans' Day Parade.

3. Student kudos.

Special kudos to both the men's team and the women's team of the CWC Rustler Rodeo Team for capturing second place at the rodeo in Lamar, Colorado, earlier this month.

4. Sad News.

CWC Professor Emeritus, Burl Bredon, former long-time CWC Professor of English, passed away on October 7, 2005. CWC hosted a funeral reception on October 10 in the Arts Center gallery to say final farewells to this kind and talented man who contributed so much to CWC.

- 5. The Lander Chamber "Meet Your Legislators" day has been established for Friday, December 2. CWC's appointment is at 10:15 a.m. Dr. Rottweiler will serve in Dr. McFarland's stead at this meeting, since she will be meeting with the president of the University of Wyoming along with the other community college presidents in

Laramie on that day. The date of the Riverton Chamber “Meet Your Legislators” has not been set.

6. Friday, December 16, is the new date for the CWC holiday party which will be held at St. Margaret’s gym. The dinner will be catered by the Knights of Columbus.
7. Articles about CWC and other colleges. All articles were included with the board meeting packet.

Wyoming
Community College
Commission/State
Level Issues

The following information was included about Wyoming Community College Commission/State Level issues:

1. Biennial Budget Request relating to capital construction. Mr. Nielson attended the State Building Commission hearing in Cheyenne on October 12 to answer any questions relating to CWC’s request for state matching funding for the CWC Intertribal Education and Community Center.
2. Executive Council to Meet with Governor on October 26. The college presidents and WCCC Executive Director Dr. Jim Rose are scheduled to meet with the Governor related to the college biennial budget request on October 26 in Cheyenne.
3. Hathaway Scholarship to Include Scholarships to Attend Out-of-State Colleges? At least one member of the Joint Interim Education Committee has suggested “tweaking” the Hathaway Merit Scholarship to allow use of Hathaway scholarships for attendance at out-of-state institutions.
4. Next meeting of the Wyoming Community College Commission. The next meeting of the Wyoming Community College Commission will be on Thursday-Friday, October 27-28, at the Carbon County Higher Education Center in Rawlins. Jim Matson, Caroline Mills, and Dr. Joe Megeath plan to attend. Mr. Nielson and Dr. McFarland also plan to attend. A draft meeting agenda was included in the meeting packet.

Board Chair Crofts asked Ms. Mills to pass along the board’s strong desire to continue to have WCCC meetings at community college campuses and that the WCCC not get away from that practice.

NEXT REGULAR MEETING/ SUGGESTED AGENDA ITEMS: The next regular meeting of the CWC Board of Trustees will be on Wednesday, November 16, 2005, at 5:30 p.m. in Pro Tech #115/121.

AGENDA ITEMS: Agenda items for the regular meeting include:

1. Wyoming Public Television Bid Awards
2. President's Evaluation and Contract
3. Statewide Community College Enrollment Monitoring Report
4. FY 05 Audit Report

A board work session on educational programming planning has been scheduled for Monday, October 24, 2005, from 5:30-8:30 p.m. in the Food Court Executive Dining Room.

The joint dinner meeting of the CWC Board and CWC Foundation has been scheduled for Thursday, October 20, at 6 p.m. at The Bull Restaurant

A community dialogue dinner with area legislators will be scheduled for November or December.

BOARD SELF-EVALUATION OF MEETING: Board members were to asked to complete an evaluation of the meeting and to turn them in before leaving.

ADJOURNMENT: At 8:29 p.m., Mr. Matson moved to adjourn the meeting. Mr. Phister seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair