

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, January 19, 2011, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills	Scott Phister
	Charlie Krebs	Colton Crane
	Judy Pedersen	Roger Gose
<u>Absent:</u>	Frank Welty	
<u>Administration:</u>	Jo Anne McFarland	Jason Wood
	Mohammed Waheed	Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Jackie Meeker	Martha Davey
	Wendy Davis	Charlotte Donelson
	Kelly Frank	Bret Jones
	Dane Graham	Ruby Calvert
	Jane Warren	Jeremy Paskett
	Mark Nordeen	John Wood
	Chloé Skaggs	Joshua Scheer
	Barbara Bonds (by speakerphone)	

CALL TO ORDER: Board Chair Roger Gose called the meeting to order at 7:36 p.m. A roll call conducted by the board clerk indicated that all board members except Mr. Welty, who had a business-related scheduling conflict, were present. A quorum of the board was declared present to conduct business. Chair Gose announced that the meeting was preceded by a 5:30 p.m. community dialogue dinner with students and alumni.

EXECUTIVE SESSION: Dr. McFarland explained that an executive session was not needed because there were no administrative contracts longer than a year, which does not require board action.

WELCOME AND INTRODUCTION OF GUESTS: Chair Gose welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item.

APPROVAL OF  
AGENDA:

**ACTION:**

Ms. Mills moved to approve the agenda as presented. Dr. Crane seconded the motion. Motion carried.

STUDENT,  
EMPLOYEE  
ASSOCIATION,  
WYOMING  
PBS, AND CWC  
FOUNDATION  
REPORTS:

Written reports from student and employee associations, Wyoming PBS, and CWC Foundation/Institutional Advancement were included in the board packet.

Student Senate

Ms. Chloé Skaggs, Student Senate President, indicated that she didn't have anything to add to her written report and that the Senate was in favor of the academic and non-academic fee changes.

Ms. Skaggs submitted a written report which included information that Student Senator Joseph Saverine resigned due to his relocation to Indiana. The Senate purchased hats, scarves, and gloves and donated them to the homeless shelter as a service project. On December 9, the Winter Wonderland Dance was held in the Food Court. Food and stress-relieving activities were provided throughout Finals Week at the Senate Hub in the Student Center. A Fall Graduation party was held on December 16.

Chair Gose noted that Senate's donation of hats, scarves, and gloves to the homeless shelter was a marvelous example of community service.

Classified Staff  
Association

Mr. Kelly Frank, President of the Classified Staff Association, indicated that he had nothing to add to his written report which included information that the Classified Staff has been attending interviews and meetings in conjunction with the Classified Staff Wage and Job Analysis. Suze Kanack just published her first *TAC Time* for all traffic and other personnel in the PBS system from the Traffic Advisory Committee. Barbetta Hernandez helped answer phones for the Wyoming PBS winter pledge drive. Danielle Hood, Sonja Fairfield, Jody Goodrich, and Sue Thompson received certification as facilitators for the Advanced Connections program at the college. Linda Bender graduated in December from the University of Wyoming with a Bachelor of Science degree in Social Science. Retha Reinke helped serve meals at the community dinner at St. Margaret's on Christmas Day. Kelly Dempster was selected as

Classified Staff Employee of the Year. The other nominees were Kelly Frank, Barbette Hernandez, and Debbie Lucas.

The Faculty

Ms. Jane Warren, President of The Faculty, indicated that as a result of her presentation as a representative of the faculty at the WCCC meeting in October, the decision has been made to restore the Faculty Alliance. This group will meet in Cheyenne on February 1 prior to the WACCT Awards Ceremony and Legislative Reception.

Ms. Warren submitted a written report which included information that Jacki Klancher participated in training on environmental compliance regulations and technology in Orlando, Florida. Val Harris is a sponsor for the Student Wyoming Education Association (SWEA) which hosted a pancake dinner on December 5 for Raising Readers. Jim Thurman co-manages the Department of Education Title VI grant for International Studies which is now in its second year. This grant will sponsor aboriginal elder Yidumduma Bill Harney and Paul Taylor on February 1 at CWC. The instructors at the Equine Center hosted a student Chili Cook Off and Best Recruitment Idea contest on December 13. One of Patti Stalley's classes spent the afternoons of November 21 and December 12 helping residents at the Riverton Manor Apartments to write Christmas cards. Jane Warren, Eric Heiser, Beth Gray, Angel Sparkman, and Jeff Hosking donated 200 Christmas cards and stamps and recruited students and staff to write brief holiday messages to American service members. Nita Kehoe and Lonnie Slack purchased treats and toys for the animals at the Paws for Life Animal League and Riverton Animal Adoption Center over the holiday break.

Professional  
Personnel  
Association

Ms. Jackie Meeker, President of the Professional Personnel Association, indicated that she had nothing to add to her written report which included information that Ken Colovich completed 4.5 continuing education units for a Manage for Success program and received certification from the National Center for Construction Education and Research to serve as a core curricula instructor. CWC GEAR UP Wyoming staff members completed a full day of training on grant objectives and goals at CWC on January 5. The Jackson Campus English as a Second Language (ESL) program had a total of 87 students for Fall 2010.

Wyoming PBS

Ms. Ruby Calvert, Wyoming PBS General Manager, reported that Wyoming PBS recently won three NETA (National Educational Telecommunications Association) awards. One was received for

instructional media, one for the Alan Simpson promotion campaign, and one for the Cheyenne Symphony Orchestra show. Ms. Calvert presented before the JAC (Joint Appropriations Committee) yesterday. This group did not have any questions for her. The Governor has not recommended compensation increases for community college employees or the University of Wyoming because of the lack of position specific salary study information, but has recommended increases for state employees. WPBS has some impacted positions, and Ms. Calvert would like to present her salary needs. In regard to the pledge drives, Ms. Calvert reported that during the last week of February, WPBS will run spots asking people to pledge early in order to help shorten the pledge drive. The plan is to shorten it from 17 days to 14 days. Another concern is a national bill to zero out public broadcasting.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Ms. Calvert and others attended an RTL workshop on December 3 in Washington, D.C. where information was presented regarding the educational value of PBS children's programs. The next PBS board meeting is February 3-4 in Washington, D.C. Dues will go up about 15 percent because they are being computed on a higher population figure. Current WPBS membership is 3,681. The Donor Wall has been delivered, and it is hoped that it will be installed by March 1.

CWC Foundation/  
Institutional  
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, reported that he was pleased with the turnout at the community dialogue dinner this evening. Five members of the Alumni Association Committee were in attendance.

Mr. Graham submitted a written report which included information that funds received during December 2010 totaled \$52,520. The total amount raised to date for the 2010 Annual Fund is \$4,005. Alumni Association activities include a welcome-back booth on campus January 10-11, a meeting of the Alumni Committee on January 12, a community dialogue dinner with the board of trustees on January 19, a CWC Alumni Association Community Hot Dog Feed on January 29, and the Annual CWC Slot Tournament on April 2. Proposed CWC Alumni bylaws are almost ready to be sent to CWC legal counsel for review. The Wyoming Community College Foundation Directors will be meeting on February 1 at LCCC to discuss local and statewide philanthropic issues.

**CONSENT AGENDA:** Chair Gose asked if there were any objections to the consent agenda which included the approval of the minutes from the December 14, 2010, regular meeting; the acceptance of bills for December 2010; the board travel budget; and the 11-12 Academic and Non-Academic Fees.

Ms. Mills asked if the GED fees will impact the students in the program at the Fort Washakie Learning Center. Mr. Jason Wood, Vice President for Academic Services, replied that the fee will be assessed to the students in the CWC GED program with no effect on the program at the Fort Washakie Learning Center.

**ACTION:**

Mr. Krebs moved to approve the consent agenda as presented. 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 \$1,476,715.77 for the month of December 2010: Operations in the amount of \$1,882,664.88; Student Grants and Loans in the amount of \$82,611.80; and Bank Transfers in the amount of \$836,452.43 for a grand total of all payments in the amount of \$2,801,729.11.

**UNFINISHED BUSINESS:** No unfinished business was conducted at this meeting.

**NEW BUSINESS:**

Legislative Update Dr. McFarland reported that she had testified before the Travel, Recreation, Wildlife and Cultural Resources Committee yesterday in Cheyenne in favor of a repeal of the sunset provision and the creation of a film industry financial incentive program account with a continuous appropriation. Later that morning the college presidents and the WCCC executive director met with Kari Gray, Chief of Staff for Governor Mead. A number of topics were covered, including CWC's interest in having its matching funding for the Health and Science Center considered in this session. Senator Eli Bebout had met with the Governor about this, and Ms. Gray was interested in hearing more about it. Dr. McFarland left with the impression that the Governor is favorably disposed toward that request. That afternoon the colleges came before the legislative Joint Appropriations Committee. Senator Bebout had made arrangements with the Senate co-chair to bring up the need that CWC has for the matching funding so that Phase I of the Health and Science Center can be completed

along with Phase II in a more efficient and timely manner. Dr. McFarland believes the college has a chance to have its matching fund request considered in this session. The Governor will have to send a specific request to the JAC to have it included in the supplemental budget. Bill mark-up will start later this week.

In regard to the JAC hearing with the college presidents, there were few questions and no clear feedback. The JAC did accept the position specific salary information provided by Wendy Davis for the entire community college system. The college presidents had some concern that the information didn't have the new salary study based on this year's salaries, but an extensive study provided by UW also used last year's salaries. There is no indication as yet whether or not Governor Mead will endorse the compensation for the community colleges and the University of Wyoming. The Governor withheld his recommendation until he received more data. Last year's salary study indicated overall that salaries in nearly every employee category are considerably lower than the national average. In most cases, the college's salaries are even or slightly above regional averages. The CWC faculty nine-month salary base is well over 20 percent below average. Professional and management salaries are at 93 percent. Governor Mead has said he was striving for salaries to be at the 94 percent level. Classified personnel seem to have been holding themselves fairly even with the state average, but there are many businesses and industries that are paying more than the college.

The major need of the colleges that doesn't seem to be in jeopardy is the request for \$3.4 million in enrollment growth funding on a continuing basis. The bills that have the most direct impact on the board would be House Bills 119, 120, and 121 because they are related to public meetings and public records. The public meetings bill relates to executive sessions and would provide an additional requirement that executive sessions be audio recorded. Board Attorney Frank Watkins noted that the bill adds to the definition of meetings. The intent is to encourage board members to do business in public. Executive session minutes and audio recordings would continue to be confidential. A motion to hold an executive session is required to be made with specificity as to what is going to be discussed.

In regard to public records, Mr. Watkins believes the bill is not setting a reasonable time for an entity to provide an inspection of public records. The bill requires an entity to allow inspection within 3 days and no more than 7 days. This seems to be a really tight timeframe. A fee schedule can

be set up, but such fees are only for the production of the documents and not for inspection. The college can set up a reasonable fee schedule for producing documents. In regard to the ability of the courts to request executive session information, Mr. Watkins indicated that a court would only ask for these at the request of someone who thought discussion was going on beyond the executive session topic.

Dr. McFarland stated that one of the issues in producing public documents is determining what information can be legally released. Requests may not be specific enough and may require the college to confer with legal counsel to make sure the law isn't being broken inadvertently and to limit the college's exposure to liability. This sometimes requires sorting through documents to make sure that the college releases what can be released and doesn't release what can't be released. The 3-day time period does not seem reasonable.

11-12 Board  
Calendar

Chair Gose indicated that the board needed to identify any further target groups for the various community dialogues and a date for the 2011 annual board retreat. Ms. Mills indicated that she would like to invite people from the Reservation here to the Intertribal Center since it has been four years since the board met with this group. Dr. Crane suggested inviting counselors, principals, and teachers from the high schools to talk about smooth transitions from high school to college. Mr. Phister stated that the board should focus on its primary purpose by targeting students more often. Parents of students or high school students could also be targeted. Dr. Waheed pointed out that high school counselors in the college's service area meet with CWC faculty every year for a day-long program.

Mr. Phister asked about targeting faculty and other college employees to hear their perspectives. He asked if this could be done without administration being present. Ms. Jane Warren, President of The Faculty, indicated that she would be interested in that type of forum. Dr. Crane stated that the board should not micromanage the administrators. He does not want to cross that line. Dr. McFarland agreed this would be somewhat problematic. These sessions are called community dialogues for a reason. The trustees are the liaisons with the community. It is her job to liaison with the board regarding what is happening at the college operationally. This type of session would have to be managed very carefully, otherwise it will be confusing and blur those lines. Those kinds of well-meaning get-togethers can take on a life of their own. Mr. Phister thought the session should be specifically related to students, not just the job that the faculty

does. Dr. McFarland stated that she compliments the board for focusing on the students, but she still encourages the board to make its primary focus out beyond the college. Ms. Warren indicated that she represents a fine, decent, ethical faculty, but she can see how perhaps lines could be blurred.

Ms. Pedersen suggested that this topic could be discussed in more detail at the work session. Chair Gose indicated that the date for the retreat could also be discussed at the work session when Mr. Welty is present.

Dr. McFarland recommended that the board approve the proposed 11-12 CWC Board Calendar, as may be revised from time to time by the board.

**ACTION:**

Ms. Pedersen moved to approve the proposed 11-12 CWC Board Calendar, as may be revised from time to time by the board. Dr. Crane seconded the motion. Motion carried.

General Obligation  
Bonds Issuance  
Information

Mr. Nielson introduced Mr. Bret Jones, financial consultant with George K. Baum, who was present to provide additional information about the issuance and sale of the general obligation bonds for the Health and Science Center. CWC Bond Counsel Barbara Bonds joined the meeting by speakerphone.

Mr. Jones indicated that background information in the form of two additional documents was provided to the board. One was an article entitled "Municipal Market Investor Confidence: Linkages to Credit Quality" from Moody's Investors Service, and the other was an interest rate comparison sheet. These gave information on where the bond market stands today. The market is unique right now because there are huge amounts of bond supplies and a rise in yields.

A group review will be done of the draft credit presentation, which is a document that tells the college's story. It provides information on the institution and its history and will be finalized by February 1, along with the preliminary official statement and bond documents. A conference call with Standard & Poor's has been scheduled for them to hear from the issuer. The goal is to have the two analysts from Standard & Poor's serve as advocates for the college when they go to their committee for a rating, and it is hoped that the college will get an "A" rating. Once a rating is received, an invitation will be sent out to the selling group members, and

the preliminary official statement will be distributed to potential investors. A conference call will be held to finalize the structure and pricing, and then the bond sale will be held. On February 23, the board will meet to adopt the bond resolution, the bond purchase agreement, and other bond documents. The board chair and officers will execute the documents. On March 1, the closing is scheduled, and the college receives the funds from the bonds.

Ms. Bonds indicated that a member of the board or the administration needed to be designated to file the official statement for printing and to execute the bond purchase agreement. The distribution date for the preliminary official statement is February 15.

Dr. McFarland recommended that Assistant Treasurer Joseph Jay Nielson be designated by the board to file the official statement for printing and to execute the sale of the bonds for later board confirmation.

**ACTION:**

Mr. Phister moved that Assistant Treasurer Joseph Jay Nielson be designated by the board to file the official statement for printing and to execute the sale of the bonds for later board confirmation. Mr. Krebs seconded the motion. Motion carried.

Community College  
Federal Priorities Dr. McFarland indicated that the board received a memo from Dr. Waheed which provided information on federal programs that specifically affect CWC, the impact of federal education dollars on CWC, and the AACC “Community Colleges and Congress: Ten Issues for 2011” in preparation for the February 13-16 National Legislative Summit in Washington, D.C. A statewide summary will be provided by WACCT Executive Director Steve Bahmer on the impact of federal education dollars.

Mr. Phister asked if a meeting with trustees will be set up before the trustees visit legislators on Capitol Hill. Dr. McFarland replied that Mr. Bahmer sets this up, and she will check with him about it.

Personnel  
11-12  
Administrative  
Contracts

Dr. McFarland reported that none of the 11-12 Administrative Contracts exceed one year and so do not require board action. Executive Vice President for Administrative Services Jay Nielson is retiring at the end of June, so he will not be offered an administrative contract. Mr. Nielson has agreed to some other employment relationship where he can assist the

college through the Classroom Wing project and all of the reporting of the federal dollars. He may also be assisting with other projects as needed.

Vice President for Student Services Mohammed Waheed has indicated that he will be retiring at the end of the next fiscal year and will continue on as Vice President for Student Services through June 30, 2012.

Vice President for Academic Services Jason Wood will be offered another one-year contract through June 30, 2012, and he is expected complete a Ph.D. by that time.

Wyoming PBS General Manager Ruby Calvert was offered a one-year contract through June 30, 2012.

11-12 Early Retirement Requests

No early retirement requests were submitted.

Human Resources Board Report

The Human Resources Board Report for January 2011 included the following information:

A Rustler Salute Nominee is Donna Olson, Instructional Technologist.

Searches in progress/pending included Vice President for Administrative Services; Assistant Manager Human Resources; WPBS Producer; Construction Trades/Facilities Maintenance Technology Instructor; Custodian; Office Assistant Admissions and Recruitment; and Business Office Accounting Technician for WPBS.

Separations/transfers/requests for release from contract included Brenda Barlow, Admissions Assistant to Enrollment Management; Kathy Bond, Business Office Assistant for WPBS; and Mohammed Waheed, Vice President for Student Services.

New hires/appointments/internal transfers included Brenda Barlow, Enrollment Management Assistant and Scott McGowan, ABE/GED Instructor Lander.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos to staff and students for their great college and community service and engagement.
2. Spring 2011 semester got off to a great start, with a celebratory and participative Staff In-Service, including the open house for the new (and newly decorated) Intertribal Center which was well-attended.
3. A first for CWC this spring is a formal orientation and scheduled classes for a large class of about 90 new GED students.
4. CWC is transitioning to a new “voice over IP” phone system.
5. Preliminary spring enrollment numbers, typically lower than fall, are a bit down from last spring, but are the second highest spring enrollment figure ever.
6. Faculty are chipping in and volunteering to assist in the pre-planning, packing, and moving for the Classroom Wing Remodel.
7. The colleges have been inundated with numerous data requests from the WCCC relating to the statewide facilities study, the SFSF (federal stimulus) remodeling projects, and the statewide socioeconomic impact study.
8. The City of Riverton will be dumping excess snow on some empty lots in the CWC Business Park.
9. Articles of interest about CWC’s sister colleges in the state and across the country were included in a separate file with the board packet.

Ms. Charlotte Donelson, Dean for the Commerce, Allied Health, Technology, and Safety Division, showed the board an article which was published in the March 2011 issue of *Cowboys & Indians*. The article is a photo essay done by British photographer Kate Gaustad who spent time with the CWC rodeo team.

Executive Vice  
President for  
Administrative  
Services

Mr. Nielson explained that over 30 people attended the mandatory pre-bid conference on January 11 for the Classroom Wing remodel project. About 14 general contractors were present. Bids are due on January 27. Mr. Nielson, Mr. Wayne Robinson, Project Architect Arrin Holt, and State of Wyoming Construction Management Representative Dennis Egge will work through the bids and make a recommendation based on the lowest responsible bidder.

Mr. Nielson would like to hold a special board meeting on February 3 to award the contract. The first month is critical. The contractor has to submit every item since it is a “Buy America” project. Every piece has to be documented as made in the United States. There is good interest in the

project. Most of the contractors were from Wyoming, and one was from Colorado. There are some local people looking at the project.

Dr. McFarland recommended that the board schedule a special telephone meeting on February 3 at 4:30 p.m. to award the bid for the Classroom Wing remodel project. Dr. Crane asked if the meeting could be held at a later time of day. Dr. McFarland expected that the meeting would take about 30 minutes, and it was agreed that the meeting would start at 5:30 p.m. Mr. Nielson indicated that the information would be sent to the board on January 31.

**ACTION:**

Mr. Krebs moved to schedule a special telephone meeting on February 3 at 5:30 p.m. to award the bid for the Classroom Wing remodel project. Ms. Mills seconded the motion. Motion carried.

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, February 23, beginning at 6:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. General Obligation Bond Sale
2. 11-12 Sabbaticals
3. Community/Partnership Monitoring Report
4. State Legislative Update
5. Update on January 26 Quarterly Work Session
6. New Policy: Board Code of Conduct (first reading)

Chair Gose indicated that an executive session was needed to be scheduled to discuss personnel.

**ACTION:**

Mr. Phister moved to hold an executive session on February 23, 2011, at 5:30 p.m. in the Intertribal Center Conference Room #ITECC 121, to discuss personnel issues. Dr. Crane seconded the motion. Motion carried.

A special board phone meeting to award the bid for the Classroom Wing remodel has been scheduled for Thursday, February 3, at 5:30 p.m.

A board work session is scheduled for Wednesday, January 26, 2011, from 6-8 p.m. in ITECC 121. Topics are as follows:

- Board Code of Conduct
- Revision of board meetings to focus on big picture items

Board Attorney Frank Watkins agreed to email the latest version of the Board Code of Conduct to the board. Mr. Phister indicated that he may not be able to make this session and asked if it could be changed to Thursday, January 27.

**ACTION:**

Mr. Phister moved to change the date of the board quarterly work session to Thursday, January 27, from 6-8 p.m. in ITECC 121 for the purposes previously stated. Mr. Krebs seconded the motion. Motion carried.

CWC Foundation The next meeting of the CWC Foundation Board will be held on March 10, 2011, at CWC.

Association of  
Community  
College Trustees The National Legislative Summit will be held February 13-16, 2011, in Washington, D.C. Ms. Mills, Mr. Krebs, Mr. Phister, and Dr. Crane will attend.

Wyoming  
Association of  
Community  
College Trustees The next meeting of the WACCT will be held in conjunction with the Community College Conference on February 1 in Cheyenne. Chair Gose, Mr. Krebs, Ms. Mills, Mr. Welty, and Ms. Pedersen have indicated their plans to attend. Trustee meetings will be held at LCCC, with the WACCT Awards Reception and Community Colleges Legislative Reception held at Little America.

Wyoming  
Community College  
Commission The WCCC held a teleconference meeting on December 29 to consider the Postsecondary Education Options Report. The next regular meeting of the WCCC will be held on February 2 in Cheyenne.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for March 9, 2011.

Teton County  
BOCES The next meeting of the Teton County BOCES is scheduled for February 15, 2011.

ADJOURNMENT - Board members were asked to complete an evaluation of the meeting and  
BOARD to turn them in to the Board Clerk.  
EVALUATION  
OF MEETING: Chair Gose adjourned the meeting at 9:29 p.m.

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Secretary

APPROVAL:

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Chair