

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, March 26, 2008, in Room SC 103 of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Scott Phister Jim Matson Roger Gose Dallas Myers	Caroline Mills Charlie Krebs Dennis Christensen
<u>Administration:</u>	Jo Anne McFarland Mohammed Waheed Dane Graham	J.D. Rottweiler Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Keith Domke Martha Davey Barbette Hernandez Wendy Davis Sterling Hall Ruby Calvert	Charlotte Donelson Mark Nordeen Carolyn Aanestad Jeremy Hughes Wayne Montgomery

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:40 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business.

Chair Phister announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at the board's last regular meeting on February 19, 2008, and in compliance with Wyoming Public Meetings law. Topics included litigation and personnel.

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

WELCOME AND INTRODUCTION OF GUESTS: Chair Phister 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:

Dr. McFarland asked to add "April 16 Study Session" as the first item of new business.

ACTION:

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

STUDENT,
EMPLOYEE
ASSOCIATION,
AND WYOMING
PBS REPORTS:

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

Student Senate

Mr. Sterling Hall, President of the Student Senate, reported that the Senate hosted a blood drive this morning and had 24 donors with 28 people interviewed. Mr. Hall thanked everyone who came to *Beauty and the Beast*. Approximately 2,871 seats were sold over five nights and a one day performance, which is a record.

Mr. Hall provided a written report which included information that the Senate approved the updated Student Grievance process and the updated Student Housing Handbook for the upcoming year. Projects for next month include an Earth Day Campus Clean-Up and a Highway Clean-up. CWC student Matt Huxtable won the WACCT Student Leadership Award in February. He was accompanied at the WACCT conference by Curt Galitz and Reva DeVeney.

Classified Staff
Association

Ms. Barbette Hernandez, President of the Classified Staff Association, reported that the Classified Staff had the highest pledge night during the recent Wyoming PBS pledge drive. Over \$6,000 was raised. Kay Keen, Retha Reinke, and Barbette Hernandez participated.

Ms. Hernandez submitted a written report which included information that several Classified Staff members are teaching credit and non-credit classes this semester. Brenda Barlow and Kay Keen attended the DUG Conference in Washington, D.C., in March. Judy Hubbard and Retha Reinke won prizes for their entries in the Staff Development Day Souper Bowl competition. In the 50/50 raffle held on Staff Development Day, a total of \$504 was raised.

The Faculty

Mr. Wayne Montgomery, President of The Faculty, indicated that he had nothing to add to his written report which included information that Matt

Flint has been commissioned to create the marquee, poster, and publicity illustrations for a play called *Monsterface*. Charlotte Donelson, Karol Young, Angel Sparkman, Andy Mitich, and Dudley Cole put together a partnership between Fremont Motors and Central Wyoming College. Jim Baker and Dudley Cole are now National Center for Construction Education and Research (NCCER) certified welding instructors. Lance Goede, Kellie Webb, and Rosie Hughes attended the Wyoming Campus Suicide Prevention Summit in Casper in February. Suki Smaglik will participate in a seminar that will determine how the impact of USP STEM courses can be used to assess scientific literacy.

Board Chair Phister asked about the partnership between Fremont Motors and CWC. Charlotte Donelson explained that the credit goes to Dudley Cole and Karol Young. Bailey's Tire & Auto Service has expressed an interest in doing something similar.

Professional
Personnel
Association

Mr. Jeremy Hughes, Presidents of the Professional Personnel Association, reported that Bev Koerwitz was part of a delegation that appeared before the Wyoming State Parks Commission on February 22 in support of the Interpretive and Educational Center Project of the Hot Springs Greater Learning Foundation. She spoke in support of the multi-use educational center and visitor facility, which the State Parks Commission later voted to pursue.

Mr. Hughes submitted a written report which included information that Kirk Clark attended the Association of Physical Plant Administrators Institute in California. Bridget Taylor, Bryce Roberts, and Paula Hartbank helped with Fine Arts Day on February 8. Paula Hartbank, Jason Harris, Joanne Slingerland, Sandy Eisenman, Jeremy Hughes, and Lance Goede attended a Webinar on adult education. Paula Hartbank attended the National Orientation Director's Association Region III Conference in February. Lance Goede was reappointed to another 3-year term on the Mental Health Professions Licensing Board. Jennifer Amend, Ruby Calvert, Bob Connelly, and Geoff O'Gara attended a 25th anniversary celebration reception that Wyoming PBS held in Cheyenne on February 12. Carol Deering, Lynne McAuliffe, Lori Ridgway, Bridget Taylor, Mickey Douglas, and Patty Trautman attended the Wyoming Community College Conference in Cheyenne on February 21.

Carol Deering was a judge at the Fremont County middle school spelling bee. Henry Cittone was a judge at the Wyoming Hotel Restaurant

Association's annual Culinary Arts Pro/Start Competition on February 12 in Jackson. Coralina Daly held a book discussion on February 27 and the Edible Book Extravaganza on March 3. Patty Trautman and Mickey Douglas hosted a community conversation for faculty, employees, and the Lander Advisory Council on March 5. Chontelle Gray participated in a Fine Arts Day on February 8.

Wyoming PBS

Ms. Ruby Calvert, General Manager for Wyoming PBS, thanked everyone who participated in the March Wyoming PBS membership drive. The goal was exceeded by 20 percent, and \$92,621 was raised. CWC students and Quality Leaders helped with running the equipment. Wyoming PBS now has 4600 members, with 246 new members gained during the recent pledge. A grant was received for the Artists in Yellowstone project. WPBS has received two silver Telly awards for two Main Street, Wyoming programs. The Wyoming Perspectives show featuring First Lady Nancy Freudenthal and the U.S. Surgeon General airs on Thursday, March 27, at 7 p.m.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, development, and promotions activities at Wyoming PBS. WPBS received most of its requests to the legislature which included \$5,630,055 for the next biennium. The Satellite Home Viewer Improvement Act is being reauthorized. WPBS did not apply for either the PTFP grant or the RUS grant, but Bob Connelly wrote a digital fund proposal and was successful in landing a grant for \$369,750 for a new digital transmitter for Laramie and Cheyenne. Ms. Calvert attended an Executive Summit meeting in New York March 5-8 with Superintendent of Public Instruction Dr. Jim McBride.

CONSENT
AGENDA:

Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the February 19, 2008, regular meeting; the acceptance of bills for February 2008; the board travel budget; and the Adjunct Faculty Appreciation Week Proclamation.

ACTION:

Mr. Krebs moved to approve the consent agenda as presented. Mr. Christensen 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 \$1,272,031.60 for the month of February 2008: Operations in the amount of \$640,371.24;

Student Grants and Loans in the amount of \$477,401.72; and Bank Transfers in the amount of \$747,107.47 for a grand total of all payments in the amount of \$1,864,880.43.

UNFINISHED
BUSINESS:

Board Attorney
Update on Tax
Protest

Board Attorney Frank Watkins stated that work on the tax protest is proceeding. The CWC brief was due today, and the county has 30 days to respond to that brief. CWC then has two weeks to respond after that. Oral arguments are set for May 20.

NEW BUSINESS:

April 16 Study
Session

Dr. McFarland stated that the budget study session is scheduled for Wednesday, April 16, and the WCCC meeting held at CWC is scheduled for the next two days, April 17 and 18. Tentatively the meeting of the state trustees association is scheduled for 7 a.m. on Thursday, April 17. On Thursday evening there will be a reception at 5 p.m. for the WCCC meeting participants. A tentative schedule of all the meetings was included in the board's folders. Dr. McFarland indicated that the date of the study session could be changed if the board wished to do so. Board members indicated that they did not have a problem with keeping the date of the study session on April 16.

Ms. Mills indicated that Lori Ridgway is planning community leader presentations on the reservation April 15-17. She will attend the April 15 presentation in Fort Washakie only.

State Legislative
Update

Dr. McFarland reported that the State Legislature concluded its biennial budget session on March 7. The Legislature did not approve requests for:

- \$15.4 M for increased state aid block grant funding for the colleges;
- \$5.7 M for enrollment growth at the colleges;
- \$4 M for workforce training
- Matching funding for any college capital construction projects (with the exception of CWC's Intertribal Center)
- \$1.6M for second year (FY10) of coal lease bonus monies

The Legislative approved biennial requests for:

- Increased funding at the College Commission office for
 - ✓ \$1M for WyIN Nursing Salaries

- ✓ \$146K for ABE/GED
 - ✓ \$26K GED Staff Training
 - ✓ \$129.5K for Administrative Computing Support
 - ✓ \$2.4M for Even Start Program Expansion
 - ✓ \$2.44M for Library Database Continuation
- Increased funding for community colleges as follows:
 - ✓ \$11.2M to biennialize current salaries
 - ✓ Approved funding for 61.59% of 4% state employee salary increase for Fund 10 employees only (about 2.5%)
 - ✓ \$1.3M for increased health insurance premiums
 - ✓ \$1.6M in coal lease bonus monies for first year of 09-10 Biennium only
 - ✓ Continued major maintenance funding, but at lower 1.5% level (vs. current 2.5% level)
 - Wyoming Public Broadcasting System increased funding for
 - ✓ \$140K for webmaster

Most of the exception budget requests were not approved. Grant funded or auxiliary employees will not have the state pick up the cost of their health insurance any longer. Some major maintenance money is being lost because it is now being funded at 1.5 percent instead of 2.5 percent. The Legislature approved one-time funding as follows:

- \$1.1M for CWC Intertribal Education and Community Center
- \$1.5M for WPBS matching endowment fund
- \$404K for WPBS high definition equipment

Legislative statutory changes included the creation of a 15-member Community College Task Force which will include 6 legislators and 9 members appointed by the Governor including 2 from community colleges, 1 from the Department of Workforce Services, and 1 each from the tourism industry, oil and gas industry, mining industry, small business industry, health care industry, and the public. The legislators are Senator Hank Coe, Representative Del McOmie, Senator Michael Von Flatern, Senator Rae Lynn Job, Representative Lorraine Quarberg, and Representative Pete Jorgensen. The remaining members of the task force have been identified but have not yet accepted, so their names cannot be released to the public. The requirement is that the first meeting be held before May 1. Task force charges are as follows:

- Identify current and future capacity level of college system
- Means to evaluate, prioritize, and fund capital construction
- Allocate cost effective programming
- Identify workforce training needs
- Restructure governance to provide for unified oversight and accountability
- Provide seamless K-12 to post secondary system

The findings of the task force are expected to result in legislation that could profoundly alter the Wyoming community college system. The first meeting of the task force will be in Casper May 8-9 which conflicts with CWC Commencement, Nurses Pinning, and the All-Staff Luncheon.

House Bill 17 alters community college duties. The bill indicates that the WCCC has the authority to review existing programs and to terminate state funding for programs with consistently low enrollment. The bill that was originally proposed would have required the WCCC to conduct financial audits for the community colleges, but the final language of the bill indicates that the WCCC can participate in the financial audits and assist in the audit findings.

The most distressing news is that the WCCC accepted the recommendation of Executive Director Jim Rose to authorize the distribution of the legislatively approved biennial funding for the community colleges for only one year. This happened this morning in a conference call of the WCCC. That means that the WCCC agreed to authorize and distribute funding for the first year only of a two-year appropriation. To Dr. McFarland's knowledge, this has never before been done. It was stated that the executive director's recommendation was advised by the Governor. It was clear that the WCCC felt some obligation to take that advice because they are appointed by the Governor. The rationale was that the WCCC shouldn't distribute those funds for the second year of the biennium until after the Community College Task Force has completed its final report to the Legislature, which is due November 1, 2008.

In January 2009 the Legislature will meet in general session and for the supplemental budget. It was clear that the distribution of the second year of the biennium would likely be different from and represent a redistribution of the second year of the college system budget. The

presidents were cautioned to not count on the same amount of money for the second year of the biennium. There likely will be a number of funding options to come forward. The August recapture/redistribution monies provide a means of distributing monies according to funding model rules. The college was informed that August recapture/redistribution would be discussed and acted upon at the April 17-18 WCCC meeting.

The WCCC has taken an action that will cause great uncertainty for the colleges and an extremely short timeline in being able to develop and prepare the FY 10 budget. Most troubling of all is that a major portion of the legislatively approved biennial appropriation for the colleges was specifically earmarked to biennialize current salary levels and to provide 61.59 percent of the 4 percent state employee raise for each year of the 09-10 Biennium. When salary increases are given, generally there is some assurance that those revenues will be continuing. The presidents were specifically advised against assuming that the same amount of funding would be received in the second year of the biennium as is received in the first. This is contrary to current funding model rules and contrary to legislative action. Dr. McFarland has asked the board attorney to study this issue and to determine legal options that may be available.

Board Chair Phister indicated that he is all for having Board Attorney Frank Watkins investigate the legal issues of this matter. Dr. McFarland stated that she is not recommending any particular action. An important step for the board is to be well informed, to attend to the issue, and to participate in the process. She hopes in some way to be able to influence the outcome. Dr. Gose asked if legal action would apply to only CWC and not the other six community colleges. Dr. McFarland replied that any such action by any one college would affect the others. It is not a path to be taken lightly. The WCCC was sued by five of the seven colleges several years ago, and CWC and EWC did not join. That lawsuit was filed in order to ensure that the legislatively approved salary adjustments were appropriately distributed by the college commission, consistent with legislative action. A number of the colleges argued that the WCCC could distribute those funds, instead, according to the funding model at that time.

Mr. Myers indicated that the Legislature appropriated the money and asked if this matter would be between the Legislature and the Governor. Dr. McFarland replied that the Legislature is not in session and unless there is a major move on the part of the Legislature, it likely would not be

addressed until the next session. Also, there is a huge turnover among college presidents, so there is little systemwide shared knowledge.

Mr. Nielson indicated that this situation puts the colleges in a poor position regarding the budget as well as in financial uncertainty. If the WCCC follows the path of making an adjustment based on FTE of CWC's past enrollment, CWC could lose up to \$600,000, despite more recent and dramatic enrollment growth at CWC. The college can't sustain that kind of loss without drastic cuts. The budget must be approached very cautiously because it isn't known what is around the corner. Based on past enrollment, Western would receive the most money, and CWC would take the biggest hit. Next year's budget has to be very fiscally conservative in this uncertain environment.

Dr. Rottweiler stated that allies will naturally appear since existing funds are going to be redistributed. Some colleges will get more, and some colleges will get less. However, there is no history with most of the presidents of the colleges. Mr. Nielson stated that the best thing about the current formula is the base forward concept because it would promote financial stability. Mr. Christensen suggested letting the cards play out. In the last lawsuit, the WCCC wanted to follow the legislative intent. The legislative intent was to pass the money out in salaries only as intended. The other colleges said it should go through the formula, and the suit was filed. Dr. McFarland indicated there was a legislative change after that. The WCCC by law can only distribute funding to the colleges by rule, unless earmarked by the legislature, which is the situation in this case. At today's meeting, Executive Director Jim Rose stated that the annual distribution did not exactly comport with current rules.

Intertribal
Education and
Community Center
Construction

Dr. McFarland indicated that as a result of the generosity of the legislature in approving an additional \$1.1 million towards the construction of the Intertribal Education and Community Center, she is prepared to make two recommendations to the board. She recommended that the board approve the development, in conjunction with the University of Wyoming, of a draft proposal under which the University of Wyoming will secure UW Outreach space in the CWC Intertribal Education and Community Center in exchange for \$1.1 million from the University of Wyoming.

ACTION:

Dr. Gose moved to approve the development, in conjunction with the University of Wyoming, of a draft proposal under which the University of Wyoming will secure UW Outreach space in the CWC Intertribal Education and Community Center in exchange for \$1.1 million from the University of Wyoming. Mr. Christensen seconded the motion. Motion carried.

Dr. McFarland recommended that the board approve the administration to proceed with planning and fundraising to design and build the Intertribal Education and Community Center, with a projected Spring 2009 groundbreaking.

ACTION:

Ms. Mills moved to approve the administration to proceed with planning and fundraising to design and build the Intertribal Education and Community Center, with a projected Spring 2009 groundbreaking. Mr. Krebs seconded the motion.

Mr. Christensen asked why the groundbreaking is delayed until Spring 2009. Dr. McFarland replied that the project is still \$1 million short in the overall project cost including movable equipment, furnishings, and sinking fund. Mr. Nielson indicated that a Request for Qualifications (RFQ) is out for architects for the project. This will be brought to the board in May for approval. The college will not have the bid and be ready to go before winter. A construction manager at risk will be used. It will be a lot longer and detailed process to break ground. JGA was hired to do the initial conceptual design. They contracted with Dennis Sun Rhodes to do the initial design. The placement of the center will be complicated because the flood retention pond is there.

Mr. Christensen indicated that he hoped that the exterior will stay the same as originally planned. Mr. Nielson replied that it will stay the same. The center will include common rooms and classrooms, a place for the University of Wyoming, and a serving kitchen. Dr. McFarland pointed out that working with the UW architects will add another level of involvement. Building costs are going up, and the college will continue to do fund-raising and submit grants. Mr. Matson noted that the center is supposed to be a repository for reference materials for the Plains Indians. He asked if it has been established where these will be located. Dr. McFarland replied that sufficient space has been identified, but exactly

where has yet to be determined. Mr. Nielson stated that the center will be located on the southwest corner of the campus, and they will stay with the drum design.

Mr. Christensen does not want the center to encroach on the circle. Mr. Nielson replied that one recommendation is to do away with part of Circle Drive and put the building closer to the Arts Center. Dr. McFarland stated that the college will not do away with the greenbelt, but will revisit the one-way Circle Drive. The college is not considering building the center in the circle. Mr. Nielson reported that the architects are saying that the through Circle Drive is limiting and is a barrier.

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

Renewal of
Optional One
Mill Levy
Through FY 10

Mr. Nielson stated that every two years the college is required to renew the optional one mill by vote of the CWC board, after a published notice at least 30 days before a public hearing and final action. The CWC board has utilized the optional one mill for the past 18 years, and the college has come to depend upon the optional mill levy revenue for regular college operations and for one-time expenditures. The process for renewing the optional mill must be set in motion at this meeting with final board action at the May 21 meeting if the board wishes to exercise this option and to include this revenue in the upcoming fiscal year 2009 budget.

Dr. McFarland recommended that the board authorize the advertisement on April 11, 2008, of its intent to levy the optional one mill during FY 09 and FY 10 for the regular support and operation of the college, with a public hearing and final board action to take place on May 21, 2008.

ACTION:

Mr. Matson moved to authorize the advertisement on April 11, 2008, of its intent to levy the optional one mill during FY 09 and FY 10 for the regular support and operation of the college, with a public hearing and final board action to take place on May 21, 2008. Mr. Krebs seconded the motion.

Mr. Christensen asked if this revenue is outside the formula. Dr. McFarland replied that for now, by state law, it is outside the formula. The optional mill is the only funding over which the board has much discretion. The board will approve the preliminary budget in April assuming the approval of the one mill on May 21.

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

CWC BOCHES
Fiscal Year 2009
Budget Ratification

CWC BOCHES Chair Dennis Christensen reported that the BOCHES board met in February and approved their FY 09 budget. Funding sources of the CWC BOCHES 1/2 mill levy and motor vehicle fees are shown along with all the expenses. The total amount is shown as spent. This budget is then taken to all of the member boards for their approval and is acted on again in June by the CWC BOCHES board. The additional \$75,000 in the college budget is to supplement the CWC BOCHES budget and is not included in the BOCHES budget. Dr. McFarland explained that the \$75,000 is more of an internal budgeting matter so that it is remembered that those tuition revenues are already spoken for in the budget. It is not a fund over which the BOCHES board has any discretion. The revenues account for that line item. Dr. Rottweiler indicated that the articulation agreement says that two-thirds of the tuition dollars will divert to the school districts to compensate the teachers. Because of high numbers this year, the budget is \$75,000 short but it is revenue that is realized by the CWC BOCHES.

Mr. Christensen asked the board ratify the proposed Fiscal Year 2009 CWC BOCHES budget as presented. Dr. McFarland agreed with this recommendation.

ACTION:

Mr. Matson moved to ratify the proposed Fiscal Year 2009 CWC BOCHES budget as presented. Ms. Mills seconded the motion. Motion carried.

Mr. Christensen stated that the deficit in the BOCHES budget for Hot Springs County will have to be made up by Hot Springs County.

Natural Gas
Supplier Services
Contract

Dr. McFarland recommended that the board approve continuing to purchase natural gas from Seminole Energy Services, for the upcoming year with an adder of \$0.0375/therm added to either the first of month posted index or at a fixed price based on futures rates posted as part of the CIG index.

ACTION:

Mr. Krebs moved to approve continuing to purchase natural gas from Seminole Energy Services, for the upcoming year with an adder of \$0.0375/therm added to either the first of month posted index or at a fixed price based on futures rates posted as part of the CIG index. Ms. Mills seconded the motion. Motion carried.

Approval of New
Program – A.A.
International
Studies

Dr. Rottweiler reported that a new program proposal for an Associates of Arts in International Studies requires board approval. This program has been approved by the Academic Council and the Curriculum and Academic Policies Committee and will be submitted to the Wyoming Community College Commission through the Wyoming Academic Affairs Council. The International Studies Program is based on existing courses drawn from Social Sciences, History, Foreign Languages, Homeland Security, and other departments. Staffing for the program will come from existing staff.

All program courses are existing courses, and the program has strong recommendations for students to acquire a foreign language. The curriculum for this program was developed in partnership and with the approval of the International Studies Department at the University of Wyoming. The program will go exclusively online and will probably be a low enrollment program. Dr. Rottweiler recommended that the proposed International Studies A.A. program be approved. It will officially begin in Fall 2008.

Dr. McFarland recommended that the board approve the proposed new program for an Associate of Arts in International Studies, to begin in Fall 2008.

ACTION:

Dr. Gose moved to approve the proposed new program for an Associate of Arts in International Studies, to begin in Fall 2008. Mr. Matson seconded the motion. Motion carried.

Personnel
Human Resources
Board Report

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

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

The February Rustler Spirit Award recipient was Craig Kucera, IT User Support Specialist. A Rustler Salute nominee was Markus Urbanik, Art Adjunct Faculty.

Searches in progress/pending included Instructor Spanish; Instructor Equine Studies; Instructor Nursing; Computer Networking Technology Instructor; Director of Marketing; WPTV Director of Content & Education Services; Wyoming PBS Editor; WPBS Producer; Workforce and Community Development Trainer; Associate Dean Jackson Campus; Activities Assistant; Maintenance Technician HVAC; Assistant Jackson Campus; and Custodian.

Resignations/terminations/retirements/requests for release from contract included Celia Cocke, Jackson Office Assistant; Chris Hofman, Custodian; Carl Rubino, WPBS Network Operations Technician; and Kellie Webb, Student Support Services Transfer/Retention Specialist.

New Hires/Appointments/Internal Transfers included Brenda Cadwallader, Assistant to the Associate Dean of Arts & Sciences and Mikal Dalley, Office Assistant Upward Bound.

08-09 Faculty/
Professional
Letters of Intent
For Continuing
Contract
Employees

Dr. McFarland recommended the following individuals for initial continuing contract in 2008-2009:

Anne Nez, Assistant Professor Nursing
Lonnie Slack, Assistant Professor Photography
James Thurman, Assistant Professor Political Science

ACTION:

Mr. Matson moved to approve the initial continuing contract recommendations as made by the president. Mr. Krebs seconded the motion. Motion carried.

Dr. McFarland recommended the following individuals for subsequent continuing contract in 2008-2009:

Helsha Acuna, Professor Native American Studies
Carol Cooper, Instructor Biology and Mathematics
Nita Kehoe, Professor Art
Michael Manning, Assistant Professor Criminal Justice

Michael Myers, Professor Theatre
Carol Rardin, Professor Mathematics
Suzanne Smaglik, Professor Chemistry and Geology
Dale Smith, Professor Television/Radio Broadcasting
Patricia Stalley, Professor Equine Studies
Robert Connelly, WPBS Assistant General Manager/Transmitter Engineer
Chontelle Gray, Technical Theatre Director
Avelinda Paskett, Director of Finance

ACTION:

Mr. Matson moved to approve the subsequent continuing contract recommendations as made by the president. Mr. Christensen seconded the motion. Motion carried.

ACCEPTANCE OF
MONITORING
REPORTS:

Staff Profile and
Salary Survey

Ms. Wendy Davis, Human Resources Officer, presented the 2008 Staff Profile and Salary Survey. She reported that turnover has dropped a little this year to 13.25 percent. Turnover has dropped significantly in all categories except professional. The rate is well below the national average, and the target is 10 percent. The average faculty salary is 9.64 percent above the regional average for CWC when compared to salaries in the Mountain States salary survey. The whole faculty salary schedule moved to 11.22 percent above the regional average. However, the trend on the base salary is a concern.

The Mountain States salary comparison for Classified Staff shows an increase of 23.18 percent above the regional average. In comparison with the state, Classified Staff salaries are up a little. For the Professional Staff, the Mountain States average is 9.22 percent below the regional average. Two administrator positions are below the Mountain States average for FY 08.

Ms. Davis reported that lots of headway was made in this salary study. Employees have enjoyed the increase in salaries. However, she is concerned about what the WCCC has done. Wyoming PBS has salary information which will be included with the April 16 study session information.

Dr. McFarland recommended that the board accept the Staff Profile and Salary Survey Monitoring Report as presented.

ACTION:

Mr. Matson moved to accept the Staff Profile and Salary Survey Monitoring Report as presented. Dr. Gose seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos. The student and employee association written reports contain many outstanding examples of innovation and excellence at the college. Below are some recent examples:
 - a. The college is proud of CWC Student Matt Huxtable. Matt was named Wyoming Outstanding Student of the Year at the 2008 WACCT Wyoming Community College Conference. While in Cheyenne, he was also recognized on the floor of both the State House and State Senate by members of the Fremont County legislative delegation.
 - b. Kudos, again, to Kathy Wells, CWC Director of Nursing. Last month, it was reported that Kathy Wells had been selected to present a national webcast on "coursecasting" nursing via distance education, entitled "Navigating Change in Nursing Education." Kathy's webcast attracted 300 registrants from all over the country and world. On March 12, Kathy presented a "Faculty Colloquium" internally as well, explaining how "podcasting" has substantially improved student learning in the nursing program. This is an example of innovation and excellence in action at CWC.
 - c. Congratulations to WPBS Producer Kyle Nicholoff. Kyle Nicholoff has been invited to serve as regional Vice President for Wyoming for the Rocky Mountain Southwest Chapter of the National Academy of Television Arts and Sciences. This organization recognizes television excellence through the prestigious Emmy Award.
 - d. CWC Rustler Women's Volleyball Team Ranks 5th in the Nation for Academic Standing. The March 2008 *JUCO Review* lists the

CWC Women's Volleyball as collectively having the fifth highest gpa in the nation, for a team gpa of 3.61. The highest was 3.72 gpa, so our Lady Rustlers are up there in the stratosphere.

- e. CWC Employment Expo a Big Success. Congratulations to Mary Flohr for her work in setting up the March 4 CWC Employment Expo, which attracted 40 businesses from the community. Fields represented included:

- (1) Agriculture, Food, and Natural Resources
- (2) Architecture and Construction
- (3) Business Management and Administration
- (4) Health Science
- (5) Hospitality and Tourism
- (6) Human Services
- (7) Information Technology
- (8) Manufacturing
- (9) Marketing, Sales, and Service
- (10) Transportation
- (11) Arts, AV Technology, and Communication
- (12) Government and Public Administration
- (13) Law, Public Safety, and Security
- (14) Education and Training
- (15) Science, Technology, Engineering, and Mathematics
- (16) Finance

- f. CWC Scholarship Applications Nearly Double. CWC Financial Aid Director, Jacque Burns, has reported that 08-09 scholarship applications number 518, compared to 265 last year. Scholarship applicant breakdown is as follows:

07-08 Applicants:

Traditional HS graduates	=	94
Non-traditional	=	171
Total	=	265

08-09 Applicants:

Traditional HS graduates	=	169
Non-traditional	=	349
Total	=	518

2. Community Service/Engagement - CWC is actively engaged in carrying out board goals to:
 - Serve as a proactive community leader; and
 - Provide an environment for cultural, economic, and lifelong enrichment

Recent examples are as follows:

- a. Community Leader Presentations to the Community to over 370 community members. Since the CWC Board kicked off a series of Community Leader Presentations at its January 17 Community Dialogue Dinner, college administrators have conducted 20 presentations to various community and college groups through March 17 to approximately 373 individuals throughout Fremont County. Twelve additional presentations are scheduled so far, with more to come. Valuable feedback has been received from the community on college plans for the future. Special thanks to Lori Ridgway for managing this community outreach effort. A list of presentations was included in the board packet.
- b. Blood drives and highway cleanup efforts by students.
- c. Former U.S. President Visits CWC Campus on March 6. With only about a 24-hour lead time about the planned visit of former U.S. President Bill Clinton to Fremont County, CWC staff quickly assembled a group of creative and willing staff members to ready the Rustler Gym for a presidential visit that attracted 2500 people from throughout the area. Everything went smoothly, from coordinating with the Secret Service and local law enforcement agencies to managing parking and staging and IT matters, largely because CWC staff members are capable, creative, and responsive in meeting community needs quickly and well.
- d. CWC Hosts Riverton Community Assessment on Campus on March 3. The Wyoming Rural Development Council conducted a community assessment of Riverton in November and invited local residents, businesses, higher education, religious and nonprofit organizations to comment on the strengths and weaknesses of the city. The Resource Team compiled the information and presented its recommendations at this March 3 meeting in the CWC Fremont

Room. Emcees were Riverton Mayor John Vincent and Mary Randolph of the Wyoming Rural Development Council.

- e. CWC Hosts Free Mule and Horse Packing Clinic on March 2. CWC provided a free hands-on mule and horse packing clinic on Sunday, March 2, at the CWC Equine Center.
3. President's Recent Travel/Activities
- a. February 20-22 - Community College Conference, College Commission meeting, and Legislative Coverage
 - b. February 25-29 - Legislative coverage in Cheyenne
 - c. March 3-5 - Chaired regional accreditation team at site visit to college in southern Colorado
 - d. March 6 - Clinton visit on campus
 - e. March 13 - Hospital Board Meeting
 - f. March 13 - CWC Foundation Meeting
 - g. March 14 - Wyoming Presidents Council conference call
 - h. March 17 - Meeting with *Ranger* editor
 - i. March 18 - Riverton Rotary
4. Leadership Changes at Wyoming Colleges.
- a. Western Wyoming Community College has named its new president, Dr. Karla Leach.
 - b. Northwest College is expected to name a new president soon.
 - c. Eastern Wyoming College's new president, Dr. Shari Olson, has resigned, and EWC is expected to name an Interim President soon.
 - d. Casper College is seeking a VP for Administrative Services to replace Randall Stutheit who is retiring the end of June.
5. Articles of Interest. Articles from sister colleges statewide and nationally were included under separate cover in the board packet.

Vice President for
Institutional
Advancement

Vice President for Institutional Advancement Dane Graham reminded the board of the Foundation donor recognition dinner on April 26. He reported that Interact Communications was on campus on March 25 to share the results of the Competitor Review and Communication Audit along with phone survey results. People in Fremont County think that CWC is a good college but they are not familiar with the more specific programs. The college's reputation is solid, but there is no granularity. Information is not sticking with them. Specific programs and services need to be marketed, and a campuswide integrated marketing plan

is needed. CWC's messaging has no continuity, and a brand and logo are needed. The experience on the web site needs to be customized.

The college is at a crossroads as to where it goes with this information. The marketing task force, the Academic Council, and the Administrative Cabinet will need to examine the results and make recommendations for the institution. Dr. McFarland indicated that the marketing study was completed on the heels of the inability to fill the director of marketing position. Mr. Graham noted that no new funding is being requested in the development of the study. The college is doing a lot of things right. Something that sets the college apart from the other Wyoming community colleges needs to be identified.

Mr. Graham submitted a written report which included information that donations received by the CWC Foundation since the last board report total \$4,850. Notable donations included \$2,500 from the Riverton Jaycees and \$1,000 from the Fremont County Voitures 40 et 8. A representative from TIAA-CREF met with the Investment & Budget Committee and the Foundation as a whole in regard to Foundation investments.

Vice President for
Administrative
Services

Vice President for Administrative Services Jay Nielson reported that the 2008 Legislature did not approve any of the capital construction projects submitted for the community colleges, with the exception of the Intertribal Center funding, endorsed by the Select Committee on Tribal Relations. CWC projects included a request for \$9.917 million for the Allied Health and Trades project and \$4.059 million for a 72-bed residence hall. Presentations are being made throughout Fremont County to let community members know more about the college. An information campaign is the first step in the capital campaign in the event the college decides to proceed with a tax request on the ballot in November. The next steps will include a series of focus groups, a mail survey to registered voters, and possibly a phone survey. The four questions to be discussed relate to program offerings, community services, facility needs, and funding options.

The specific purpose tax will be terminated on either July 1 or September 1. One approach is a \$30 million general obligation bond with a 20 year repayment period. Another approach is 5 mills paid over 4 years. Approximately \$14 million in interest would be paid on the general

obligation bond option. The college will need to make a decision in August to have the question placed on the ballot.

Dr. Gose noted that the legislature has been less than supportive of capital construction. Going to the voters could be a big risk in this climate because of other bond issues that are being proposed. Mr. Nielson indicated that the college's advisor said that the voters will look at the merits of each tax request. If one has done a good job, they will look at that request. LCCC went to their voters, and then the legislature funded the project. A lot more information will be obtained from the focus groups and from the surveys.

Mr. Nielson provided a written report which included information that the college has \$374,993 remaining of the \$1.7 million appropriated for major maintenance projects this biennium that ends June 30, 2008. Already budgeted is \$100,000 for tennis courts, \$100,000 for repair of the rigging system and curtains in both theatres, and \$80,000 for the construction of a climbing wall in the back of the Little Theatre stage area and removal of the climbing wall in the gym. The remaining funds were expected to address renovation of the student center locker rooms, but the architect's estimate came in significantly greater than funding allowed. The architect will look to see how the project can be defined in line with the budget and to also include renovation of the basement for the expansion of the criminal justice program.

Mr. Nielson projected that CWC will receive about \$1,139,000 in major maintenance for the next biennium. The first priority for these funds will be to complete the Student Center and to begin repairing the apartment units in campus housing.

Vice President for
Student Services

Vice President for Student Services Mohammed Waheed reported that the latest enrollment figures show that headcount is up 15.24 percent compared to the end of spring 2007, and FTE is up 10.85 percent compared to the end of spring 2007. Dr. Waheed submitted a written report which provided information on the Admissions Office, the recent Job Fair, College Goal Sunday, and Student Support Services.

NEXT REGULAR MEETING/ The next regular meeting will be held on Wednesday, April 23, 2008, beginning at 6:30 p.m. in SC 103 in the Student Center.

SUGGESTED

AGENDA ITEMS/ Agenda items for the regular meeting include:

ADDITIONAL

TRUSTEE

1. Budget Monitoring Report

COMMENTS AND/

2. FY 09 Preliminary Budget Adoption

OR REPORTS ON

3. 09-10 Scholarship Package

ADVANCEMENT

4. Perkins Grant Authorization

IN THE

5. Land Sale

COMMUNITY:

ACTION:

Mr. Matson moved to hold an executive session at 5:30 p.m. on Wednesday, April 23, 2008, in the Student Center Conference Room #SC 100, to discuss litigation, personnel, and real estate. Mr. Krebs seconded the motion. Motion carried.

A board study session will be held on Wednesday, April 16, from 6-8 p.m. in SC 103. No board action will be taken. Topics for the study session are as follows:

1. FY 09 Salaries and Benefits
2. FY 09 Operations Budget

CWC Foundation

The CWC Foundation met on March 13. Mr. Matson reported that they are moving along with the sale of the property near the Equine Center. The Foundation Retreat is scheduled for June 12-13 in Jackson.

Association of
Community
College Trustees

The next ACCT event is the Annual Congress to be held October 29-November 1 in New York City. Board Chair Phister, Mr. Matson, Mr. Krebs, Dr. Gose, Ms. Mills, and Mr. Christensen indicated their plans to attend. Mr. Christensen stated that the theme of the congress is "The American Promise: Combating Poverty through Education—The Role of Community College Trustees." A proposal from CWC was submitted for this conference, but no word has been received yet on whether it has been accepted.

Wyoming
Association of
Community
College Trustees

The WACCT met February 21-22 in Cheyenne in conjunction with the Wyoming Community College Conference and the WCCC meeting. Ms. Mills reported that the WACCT agreed in principle to a resolution which was passed by the LCCC board of trustees. The colleges said they needed to take this resolution back to their boards. The LCCC Board resolved not to seek legislative approval of any legislative requests that would exclusively benefit LCCC so as not to harm the position of the system as a whole. Ms. Mills distributed copies of this resolution to board members. Newly elected officers for the WACCT are:

President – John Kaiser, LCCC
Vice President – Sherri Lovercheck , EWC
Secretary – Walt Wragge , NWCCD
Treasurer – Ann Strand, WWCC

A motion was passed to return the position of the Executive Director to the ad hoc committee to bring back a workable job description.

The next meeting of the WACCT is scheduled for Thursday, April 17, at 7 a.m. on the CWC campus in Riverton.

Wyoming
Community
College
Commission

The WCCC held a special meeting by phone on March 26 for the purpose of approving the 09-10 Biennial State Aid Distribution to the colleges.

The next regular meeting of the WCCC will be held April 17-18 on the CWC campus.

CWC BOCHES

The CWC BOCHES met on February 27. Mr. Christensen reported that officers are as follows:

Chair – Dennis Christensen
Vice Chair – Karen King
Clerk – Greg Jarvis
Treasurer – Caroline Mills

Mr. Christensen noted that in light of increased dual enrollment, the CWC BOCHES needs to look at options as to how to continue to live within the budget. He does not want to ask the other schools to levy a tax.

The next meeting of the CWC BOCHES is scheduled for Wednesday, June 25, 2008.

Teton County
BOCES

The Teton County BOCES met on March 11, 2008.

The Teton County BOCES will hold a work session on Wednesday, April 2, at 3:30 p.m. Board Chair Phister will be out of town, but Mr. Myers will try to make the meeting. Dr. Rottweiler and Ms. Meeker will be participating in Jackson.

The next regular meeting of the Teton County BOCES is scheduled for May 13, 2008.

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 Phister adjourned the meeting at 9:03 p.m.

Secretary

APPROVAL:

Chair