

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, October 15, 2008, in Room SC 103 of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Jim Matson Colton Crane Roger Gose Scott Phister	Caroline Mills Charlie Krebs Dennis Christensen
<u>Administration:</u>	Jo Anne McFarland Dane Graham	J.D. Rottweiler Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Sonja Fairfield Carol Deering Keith Domke ReGina Barton Curt Galitz Lindy Paskett Frank Welty III Rick Mickelsen	Martha Davey Carolyn Aanestad Jim Thurman Tim Moss Ruby Calvert Judy Pedersen Bill Bender Mark Nordeen

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:39 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 indicated that Dr. Waheed was absent tonight because he was giving a presentation to the Lander Lions Club.

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 September 17, 2008, and in compliance with Wyoming Public Meetings law. Topics included personnel, litigation, and potential real estate acquisition.

EXECUTIVE SESSION: An executive session was not held 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. He welcomed CWC board candidates Judy Pedersen and Frank Welty III.

APPROVAL OF  
AGENDA:

Dr. McFarland asked to add "November Board Meeting Date" as the last item under New Business after Personnel.

**ACTION:**

Dr. Gose moved to approve the agenda 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. Curt Galitz, President of the Student Senate, reported that the Senate is hosting a dating game show tonight with a grand prize of dinner for two and an iPod. A question and answer session for Proposition #2 may be held after the orange and black scrimmage on October 29. Two senators will help with running questions at the Board Candidate Forum on October 21. The bus to shuttle students to the polls on November 4 will run all day.

Mr. Galitz provided a written report which included information that the Student Senate will hold a Halloween Dance on October 31 and will sponsor a spirit contest for faculty and students to dress up for the upcoming volleyball game. The Senate will publicly sponsor Proposition #2 on the upcoming ballot.

Classified Staff  
Association

Ms. Sonja Fairfield, President of the Classified Staff Association, indicated that a few Classified Staff members will be taking yard signs around Riverton tomorrow.

Ms. Fairfield provided a written report which included information that Kristy Hardtke graduated from UW this past summer with BA in Social Sciences. The 50/50 raffle raised \$239.50. Suze Kanack won half of the \$379 jackpot and donated \$50 back to the Classified Staff Endowment Fund. Retha Reinke and Judy Hubbard attended the Grass Roots training

provided by the NEA and WEA on September 24. Judy Hubbard taught a community service class on September 25.

### The Faculty

Mr. Jim Thurman, Vice President of The Faculty, presented a poster to the board which was created for the *Generations* play. The photos for the poster were taken by Lonnie Slack, CWC Assistant Professor of Photography. Professor of Business Technology Margaret Peart was recently honored with a Quality Matters recognition for one of her online courses. Mr. Thurman explained that Quality Matters is a detailed set of criteria of what every online class should include. In order to meet Quality Matters review expectations, Ms. Peart's course had to meet each of the seventeen essential standards. Hers was the first of CWC's faculty to be recognized as meeting or exceeding those criteria.

Ms. Beth Gray, President of The Faculty, submitted a written report which included information that Matt Flint is having a solo art show of 18 new paintings at Chadron State College this month. He also is having a solo show entitled *A View of Solitude* opening at the Stewart Gallery in Boise, Idaho. Suki Smaglik participated in the Western Regional NASA Space Grant meeting at Jackson Lake Lodge September 25-29. She has assumed the presidency of the North Central Region of the National Association of Geoscience Teachers. Steve McAllister, Carol Cooper, and Suki Smaglik attended the fall retreat of Wyoming INBRE at Jackson Lake September 12-13. Dr. Jewel Dirks will present at the October 8 colloquium on *Marvelous Tricks Your Brain Plays on You*. Jim Thurman is working with UW as co-manager of a Title VI Department of Education grant project to internationalize the curriculum of Wyoming community colleges.

Jeff Hosking received final confirmation of the Rural Justice Training Center funds on September 25. The Student Nurses Association earned about \$4,000 with their spaghetti dinner held on September 19, the proceeds of which will go to the Tough Enough Fremont County Cancer Fund. Ann Avery is starting her third year teaching full-time online from Seattle. Sergio Maldonado attended the Wyoming American Indian Policy Roundtable discussion on September 30 and the Native American Open Forum on October 1. He facilitated the October 1 morning session. Mr. Maldonado also organized a hike for CWC students and staff to the falls above the Washakie reservoir on October 4.

Mike Myers wrote the play *Generations* which just finished a very successful run in the Arts Center Theatre. Dudley Cole, Norm Shinkle,

Wes Connally, and Jackie Meeker traveled to Jackson on October 3 to meet with John Wood, Kirsten Kapp, Henry Cittone, and Susan Thulin to discuss program and course requirements for CWC's dual enrollment program.

Professional  
Personnel  
Association

Ms. Carol Deering, President of the Professional Personnel Association, reported that she had nothing to add to her written report which included information that Kirk Clark and Wayne Robinson recently served on the Wyoming Energy Conservation Improvement Program (WYECIP) selection committee to choose an Energy Services Company for the Fremont County bundled WYECIP project. Bev Koerwitz attended the Wyoming Travel & Tourism 2008 Marketing Outlook Forum on September 16. Lori Ridgway and Michele Burdick coordinated a Workforce Training presentation in Dubois on September 17. Henry Cittone was involved in hiring Bruce Grosbety, Executive Vice President Hotel Operations and President of the Wyoming Hotel & Restaurant Association from Terra Hotels, as an adjunct faculty member of the CWC Hotel and Restaurant Management Program in Jackson.

Lance Goede was part of a panel discussion at the 2008 Wyoming Prevention Conference in Lander on October 2. Wendy Davis and Pam Roberts attended the Wyoming Benefits Specialists meeting in Casper on October 1. Coralina Daly attended the Wyoming Libraries Association conference in Casper October 2-3. Carol Deering attended the Wyoming Library Directors' retreat in Thermopolis September 11-12. Bill Hitt reports that Workforce and Community Education has been busy with several trainings in the month of September and continues to receive requests for numerous customized trainings in the future.

Wyoming PBS

Ms. Ruby Calvert, General Manager for Wyoming PBS, reported that on October 18, the CWC/NWC volleyball game will be broadcast live on the Rustler channel through the DS-3 line. Live election debates will be held October 26-28. The next to the last 25th anniversary event was held on Saturday, October 11, in Laramie. Ms. Calvert's first national PBS board meeting will be held November 1-3.

Ms. Calvert submitted a written report which included information on administrative, programming and local content, promotion, development, and engineering activities at Wyoming PBS. The first deposit to the state matching Production Endowment fund was delivered to the WCCC on September 26. This deposit will be matched with funds from the

Wyoming Legislature for a total of \$397,718 for the Wyoming PBS Production Endowment. Ruby Calvert and Bob Connelly will attend the October 23-24 WCCC meeting to give a DTV presentation. General election debates will be held October 26-28 in the Wyoming PBS Studio to which the public will not be invited. Pledge starts on November 29 and ends on December 15. Current membership is 4,056.

CONSENT  
AGENDA:

Board Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the September 17, 2008, regular meeting; the acceptance of bills for September 2008; and the board travel budget.

**ACTION:**

Mr. Matson moved to approve the consent agenda as presented. Mr. Krebs 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 \$1,245,117.58 for the month of September 2008: Operations in the amount of \$1,397,616.07; Student Grants and Loans in the amount of \$627,369.38; and Bank Transfers in the amount of \$768,531.03 for a grand total of all payments in the amount of \$2,793,516.48.

UNFINISHED  
BUSINESS:

Possible Appeal  
Of Tax Protest  
Decision

Board Attorney Frank Watkins reported that the final date to appeal the tax protest decision is Friday, October 17, 2008. His recommendation was that the board should appeal the State Board of Equalization's decision. The appeal will be filed with the district court in Lander.

**ACTION:**

Mr. Christensen moved to appeal the State Board of Equalization's decision on the tax protest. Dr. Gose seconded the motion. Motion carried.

Property and  
Liability  
Insurance

Mr. Nielson stated that a concern from the September board meeting was in regard to managing the risk for the college's property and liability insurance. A Request for Qualifications was advertised on August 13 for property and liability insurance, and four responses were received. In considering the experience and qualifications of the applicants, Hub International Mountain States Limited of Cheyenne was selected with Tim

Moss as the agent. Mr. Moss represents other colleges and knows the business. He is out of Cheyenne but Hub International has statewide offices.

The current economic climate requires insurance companies to be ranked at "A" or better. Mr. Nielson referred to information provided to the board on state-funded vs. locally-funded construction based on insurance values of facilities which compares the square footage of the colleges. The insurable value per square foot for CWC is \$97.82 and Eastern Wyoming College is \$212.04. As a result, CWC has increased its insurable value per square foot to \$140.08. When new construction is considered, the value does not include site improvements because those are costs that would not have to be recouped if there was a loss.

Mr. Tim Bell of Hub International Mountain States Insurance indicated that Marshall & Swift index was used to determine replacement costs for college buildings. Occupancy and type of construction were entered, and the replacement value for CWC buildings went from \$37 million to \$53 million. The policy for the buildings is written on a blanket basis, and all of the buildings are totaled together. It is not an umbrella policy which is part of liability insurance. It is property insurance, and there is no co-insurance clause. The values are blanketed which gives a safety net. The total value is enough to cover a loss unless all of the buildings were lost at one time.

In regard to employer liability, the college carries workmen's compensation for hazardous positions, but coverage needs to be found for non-hazardous positions. This insurance would cover situations where an employee in a non-hazardous position sues an employer for an injury received on the job. Non-hazardous positions are covered only if they report to the State of Wyoming. Another area being worked on is business income which is when a large loss occurs, and revenue is lost.

Mr. Matson noted that Northwest College is smaller in size than several of the other community colleges, yet their buildings are valued the highest at \$221.59 per square foot. Mr. Nielson indicated that Northwest College lost a residence hall and had a contested negotiation with their insurance company. As a result, they decided they would have more than adequate coverage for their facilities. CWC will be adequately insured, but not overinsured. Chair Phister asked if earthquake coverage is necessary. Mr. Bell replied that it is something that needs to be considered because there

is more exposure to earthquakes in this area. Mr. Nielson indicated that currently the college does not have this coverage, but it is the only thing that could destroy the whole campus since the college is close to a fault.

Mr. Nielson stated that CWC is the only college in the system that does not have non-hazardous workers compensation. Any claims in the past have been taken care of through health insurance and the college's leave policy. This issue has come to light this year because it was discovered that some Wyoming PBS employees that were thought to be covered and for whom premiums were being paid were in fact not covered. The state has indicated that these positions don't meet the definition of a hazardous position. In the private sector, non-hazardous workers compensation insurance would cost approximately \$45,000, and the State of Wyoming would charge \$240,000.

Mr. Nielson indicated that property and liability insurance coverage for October 1, 2008, to September 30, 2009, will cost \$212,807, compared to a total of \$209,000 last year. This will be for similar coverage with A-rated companies with a \$53 million insured value. He will come back to the board when additional coverage is adequately explored, with educators liability being an exception. He will go ahead with this if it isn't too expensive. The other exception is that he will use the insured value of the buildings at \$53 million, and anything else will be brought back to the board for approval.

Dr. McFarland recommended that the board authorize the administration to bind coverage for the college's current insurance with the exception of increasing the insured value to \$53 million and raising limits in educators liability as previously discussed with other areas of potential risk to be brought back to the board at a later time.

**ACTION:**

Mr. Matson moved to authorize the administration to bind coverage for the college's current insurance with the exception of increasing the insured value to \$53 million and raising limits in educators liability as previously discussed with other areas of potential risk to be brought back to the board at a later time. Ms. Mills seconded the motion. Motion carried.

NEW BUSINESS:

Community College  
Task Force Update

Dr. McFarland indicated that the community college presidents' joint response to the Wyoming Community College Task Force was included in the board's folders. This was in addition to the individual responses that the presidents made to the task force. The task force appears committed to:

1. Proposing legislation for state matching funds for college capital construction;
2. Encouraging/requiring colleges to provide additional outreach, distance education, and workforce training;
3. Allowing funding to be based upon the statewide "average" cost per FTE which will harm smaller colleges;
4. Requiring the colleges to be more accountable for state funding and providing additional College Commission authority and staffing to implement strengthened accountability; and
5. Allowing colleges to use local funding for meeting local (as opposed to state) needs, although "state" needs are still not defined.

Dr. McFarland expressed concern about a trend of specifically identifying a state dollar from a local dollar which would be extremely difficult to do. The Task Force efforts seem to be restricting board authority over local funding. The Blue Ribbon Commission from last year and the Community College Task Force have not made dramatic changes to the system, and this could be interpreted that the dramatic changes sought by the Governor are unnecessary.

Mr. Nielson explained that one of the concerns about the systemwide baseline costs is the way in which the funding model is being interpreted by the College Commission staff. One of the main issues is that the Task Force is headed for stronger state oversight and control. The College Commission will have a system strategic plan which will identify state needs. This will give them the authority to delete programs and to allocate funds. This is a major departure in that they don't have to define how funds will be allocated. The strategic plan will be updated every two years and will drive funding and programs.

The State Building Commission (SBC) is expected to oversee and prioritize the college capital construction projects, and it will be a much longer process. The SBC oversees requests for funding from state agencies. Public school projects are not considered by the SBC. The most

funding the state will provide for a project is 50 percent. The concern is that the colleges would not necessarily have consideration based on educational needs. The SBC will address the Task Force at the October 27 meeting. State funds will be used to fund statewide needs. These funds will be put in a pool and then allocated.

Debate continues over whether the four mills will be included in the WCCC funding model. If the WCCC keeps local funds, the WCCC has a lot of discretion. It would hurt the small schools and greatly help the big schools. Eastern Wyoming College is 80 percent state funded, and Western Wyoming Community College is about 30 percent state funded. Eastern would be more affected by what the state wants to do since they are so heavily dependent on state funding. CWC has 25 percent local funds.

Mr. Nielson distributed a worksheet which showed an example of the recommended funding allocation model. He found there is a huge difference in funding per credit based on their numbers. These numbers show that Eastern Wyoming College would lose about 6.8 percent, and Western Wyoming Community College would lose about 3.2 percent with the new model. The recommended funding allocation model would be devastating to the small school. The spreadsheet shows a significant economy of scale, and it would destroy the small schools to go to a one-size-fits-all model. Dr. Rottweiler explained that part of the driving force behind this is Laramie County Community College's substantial growth. They need more resources because of their growth, but it needed to be done by a formula. Dr. McFarland noted that it was suggested that the Community College Task Force recognize that they needed to do a separate adjustment for LCCC rather than harming all of the other colleges in the system.

In regard to facilities maintenance funds, Mr. Nielson explained that the proposal is to pull back the coal lease bonus funds. This is critical money which is set aside for safety and security issues and preventive maintenance. This fund is helpful in maintaining the colleges' buildings, and it is not continuing money. Each year the colleges work with the legislature and the WCCC to request those funds. CWC has the highest proportion of buildings that are between twenty and forty years old, and major maintenance money is very critical to the college. The College Commission has said that the colleges don't need this money, and they

want to build a \$35 million reserve with it to address emergencies at the colleges. It will take a long time to build this fund.

Mr. Nielson reported that CWC's reserve is very low. Dr. McFarland explained that in future biennia, those colleges that have high reserves will see them rolled into normal funding and they will lose any advantage to saving. They will be penalized for being overly efficient. CWC's Fund 10 is managed to just a little over the break-even point.

Dr. Rottweiler pointed out that the talk of centralizing the state's community college system is related to the six new hires on the WCCC staff. These positions will not educate one student. If the \$1.5 million went to LCCC, it would bring them closer to where they should be and this would all be resolved. Dr. McFarland stated that no provision for additional staffing was made for the community colleges to get the information to the WCCC which they will require. The colleges actually do the majority of the work.

Mr. Nielson indicated that all proposed changes point to a stronger state system having program and funding authority based on a college system strategic plan that may change every two years. The block grant and the college's ability to address community needs may be seriously eroded.

Ms. Mills and Mr. Christensen plan to attend the October 27 meeting of the Community College Task Force.

CWC-Community  
Partnership Update

Dr. McFarland provided an update on the CWC-Community Partnership 1% sales tax initiative. She indicated that copies of the latest newsletter had been placed in the board's folders. This newsletter includes a detailed description of each of the projects in the partnership. Also included in the board's folders was a document which gives a history of how community college capital facilities projects have been funded over the years. A table within this document shows that CWC's first facility was built in 1968, and this project and those built through 1981 were funded through property tax general obligation bonds. The first building which had state funding associated with its construction was the Arts Center. It has been fifteen years since the college last utilized any public funding for construction, and this is the first that would utilize a sales tax.

Dr. McFarland explained that the reason CWC partnered with the municipalities for Proposition #2 is that it was the only legal means to use

a sales tax rather than a property tax. The benefits of the project to CWC are enormous. The college is out of space and now serves over 2,000 students with only 25 classrooms. The labs are small and cramped. By Election Day, about 100 different meetings will have been held throughout Fremont County, 7 countywide mailings will have been sent, and college representatives will have participated in many radio shows and public forums.

If the voters don't like all seven of the projects, it is important to understand that each elected body selected its own highest priority project. The costs of the municipal projects are roughly proportionate to the population served by that project. It is hoped that people will look collectively at what those projects will do for Fremont County. It is important to recognize that there is a financial and global crisis, but *The Wyoming Business Report*, the Federal Reserve members who met at UW, and the head economist for the State of Wyoming project that the impact of this crisis will be minimized compared to the rest of the nation. It makes sense for Fremont County to take advantage of assuming the temporary 1 cent sales tax so that the area can be prepared for what could be harder times ahead.

Dr. McFarland indicated that everyone will do their best to get out the specifics and to meet with people to answer questions and hear what questions voters are asking. Attorney Barbara Bonds will address the Riverton City Council on October 21 to go through legalities to assure voters about which projects are funded first. The five municipal projects will be funded first, and the last two projects to be funded are the Riverton multi-purpose Rec Center and then the college project.

New Programs:  
Environment,  
Health, and Safety  
AAS  
Environmental  
Technician  
  
AAS Health and  
Safety Technician

Dr. Rottweiler explained that approval was being requested for two new programs in Environment, Health, and Safety (EHS). The first is an EHS Associate of Applied Science for Health and Safety Technician for 64 credits, and the second is an EHS Associate of Applied Science for Environmental Technician for 65 credits. These programs would begin in Fall 2009. He introduced Mr. Bill Bender of EnCana and Mr. Rick Mickelsen of ConocoPhillips, who have been helping to develop this program.

Ms. Martha Davey explained that the Environment, Health, and Safety program began as a conversation with representatives from EnCana. A workforce needs assessment was subsequently conducted with a grant

from EnCana. An advisory council was formed to define what courses were needed for the program. Mr. Mickelsen indicated that the advisory council came up with ideas for several different programs, but the common theme was environment, health, and safety for which a real need existed. The Associate of Applied Science Degrees in Environment, Health, and Safety will meet pressing training needs within the energy field in CWC's service area.

Chair Phister stated that this is one of many examples of the college responding to the community, and it could not have been done without the support of local businesses. Dr. Rottweiler indicated that local business spent time helping to design the program. The program is fairly unique and serves a niche market. Jobs related to this program are listed across the state and the region. The program is strong in curriculum and in need. It has been approved by the Curriculum Committee and will be submitted to the Wyoming Academic Affairs Council before consideration by the Wyoming Community College Commission. Dr. Rottweiler recommended that the board approve the proposed AAS degrees in Environment, Health, and Safety to begin Fall 2009.

Dr. McFarland recommended that the board approve the proposed two new Environment, Health, and Safety Associate of Applied Science Degrees for Health and Safety Technician and Environmental Technician to be offered beginning Fall 2009.

**ACTION:**

Dr. Gose moved to approve the proposed two new Environment, Health, and Safety Associate of Applied Science Degrees for Health and Safety Technician and Environmental Technician to be offered beginning Fall 2009. Mr. Matson seconded the motion.

Mr. Christensen noted that he has attended all of the Community College Task Force meetings. These two new degree programs are more than workforce training. This is the difference between training and getting a college degree.

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

**BREAK IN  
MEETING:**

At 8:26 p.m., a break was taken in the meeting. The meeting was resumed at 8:35 p.m.

ACCT Annual  
Congress Voting  
Delegate

Chair Phister indicated that the board is required to designate its official voting delegate, plus an alternate, for the October 29-November 1 ACCT Annual Community College Leadership Congress. Those attending the conference are Chair Phister, Mr. Christensen, Ms. Mills, Dr. Crane, Mr. Krebs, and Dr. Gose.

Mr. Christensen explained that the voting delegate is the person that does the official voting for this board. A delegate is designated to vote and will vote in the regional caucus on Thursday, October 30, on the regional director to go to the ACCT board. On Friday morning, the senate meeting is for voting delegates. He suggested that if a board member wants to get involved in the politics of the national association, this is the time to do it.

**ACTION:**

Dr. Gose moved to designate Mr. Christensen as the CWC Board's official voting delegate for the October 29-November 1 ACCT Annual Community College Leadership Congress, with Ms. Mills as the alternate. Mr. Matson seconded the motion. Motion carried.

Identity Theft  
Compliance

Dr. McFarland explained that the Federal Trade Commission (FTC) and federal banking agencies have issued a new federal regulation known as the "Red Flag Rule," which is intended to reduce the risk of identity theft. Mandatory compliance with the Red Flag Rule for creditors or financial institutions that provide covered accounts begins on November 1, 2008, by which time governing boards need to have approved an appropriate process to comply with this new federal regulation. It has to do with setting up various safeguards with any kind of tuition payment plan offered by the institution. The detailed description of the process was included in the board folders.

**ACTION:**

Mr. Matson moved to adopt the final process for the Central Wyoming College Identity Theft Prevention Program as included in the board folders. Dr. Gose seconded the motion.

Mr. Nielson stated that the Identify Theft Prevention Program process will be instituted in administrative procedures. Many of these safeguards are already in place. Only those employees who need certain information have access to these accounts. CWC is considered to be a creditor because of its tuition payment program.

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

Approval of  
Business Park  
Tenant

Dr. McFarland stated that she had a recommendation from the Real Estate & Permanent Holdings Committee of the CWC Foundation which gave approval of Fremont Counseling Service of Riverton as a new tenant in the CWC Business Park. The committee asked that the CWC Board of Trustees review and approve this action. The college board is required to approve any new tenant in the Business Park. The specific terms of the lease agreement will be approved at a later date. The building is located at the corner of College View Drive and Peck Avenue.

Dr. McFarland recommended that the board approve the proposed new tenant, Fremont Counseling Service, for the CWC Business Park.

**ACTION:**

Mr. Matson moved to approve the proposed new tenant, Fremont Counseling Service, for the CWC Business Park. Mr. Christensen seconded the motion. Motion carried with Mr. Krebs abstaining from the vote.

Personnel

Human Resources  
Board Report

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

**ACTION:**

Mr. Krebs moved to have the monthly Human Resources Board Report entered into the official board minutes. Ms. Mills seconded the motion. Motion carried.

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

The Rustler Spirit Award Recipients for September were Kirk Clark and Earland Thompson.

Searches in progress/pending included Instructor Spanish; Instructor Nursing; Institutional Researcher; WPBS Web Developer/Graphics Designer; and Human Resources Office Assistant.

Resignations/terminations/retirements/requests for release from contract included Jody Ray, CWC Foundation Administrative Assistant.

New Hires/Appointments/Internal Transfers included Will Hill IV, Workforce Training Coordinator; Susan Anderson, CWC Foundation Administrative Assistant; and Pam Roberts, Payroll/Benefits Specialist.

November Board Meeting Date Change

Dr. McFarland explained that just in the last couple of days it was learned that the Community College Task Force had scheduled another meeting on November 19, which is the date of the November board meeting. Generally the task force meets from 8:30-5 p.m., and this meeting is in Casper. This would make it impossible to attend the entire meeting and to make it back for the board meeting. She asked the board to consider moving the meeting to Tuesday, November 18 or Thursday, November 20. On November 18, the Fremont Room is available, but on November 20 it is not, although the Little Theatre is available. Dr. McFarland preferred that the meeting be scheduled for Thursday, November 20. No pre-meetings could be scheduled if the board chooses to leave the meeting on November 19. The task force is expected to finalize proposed legislation at the November 19 meeting.

Mr. Christensen indicated that the board's schedule of meetings should not be disrupted. The only item that would require an executive session on November 19 would be the president's contract. He prefers to leave the meeting on November 19 and to start it at 7 p.m. Chair Phister pointed out that the meeting could start at 6:30 p.m. and then break for an executive session.

**ACTION:**

Mr. Matson moved to change the date of the November board meeting from November 19 to November 20 at 6:30 p.m. Ms. Mills seconded the motion. Motion carried with Mr. Christensen voting no.

ACCEPTANCE OF  
MONITORING  
REPORTS:

Physical Plant/  
Facilities  
Monitoring Report

Mr. Nielson presented the Physical Plant/Facilities Monitoring Report. He stated that the college's headcount is now well over 2000, but the college has not expanded to 370,000 assignable square feet to accommodate the additional students. Facilities needs include the Allied Health & Science Center, the Allied Health & Trades Project, 72-bed housing, outreach

facilities, the Intertribal Education and Community Center, and the Equine Education Center – Phase I. Housing is very crowded right now, and having 251 students in housing is not realistic. These facilities are critical to take care of today's students. Major maintenance money is essential to keep the buildings useable and up to date. A total of \$1.1 million has been spent on the Student Center for the locker room remodel, the radio station remodel, and the climbing wall. Facilities use set a record last year. Use of the Student Center doubled from 42,000 to 80,000. In Safety and Security, emergency and crisis plans have been defined.

One of the 2008-2009 Annual Strategic Priorities is Facilities. The implementing objectives for this strategic priority include:

- Update and implement the Long-Range Facilities Plan which is driven by educational programming.
- Update Master Plan as required by the WCCC to qualify for state matching facilities funding.
- Build and retrofit facilities and operations to become more environmentally sensitive.
- Identify off-campus needs and include these facility needs in development and funding plans.
- Implement an information campaign to inform the Fremont County citizens about the benefits of the CWC/Community 1% sales tax partnership and continue to work with state agencies to request state matching funds for remainder of project.
- Complete funding and construct the Intertribal Educational and Community Center, with spring 2009 groundbreaking anticipated.
- Develop plans to meet the needs for increasing college residential housing and locating alternative housing in the communities served.

Observations and future directions include anticipating changes in an uncertain environment. To be taken into consideration are the need for more facilities to meet tomorrow's educational needs; the expectations of the younger college students; expanded academic program offerings and activities on campus, in Lander, and in Jackson; aging facilities with a greater need for repair and repurpose; and stronger state oversight and possible funding.

Academic Profile  
Monitoring Report

Dr. Rottweiler presented the Academic Profile Monitoring Report. He indicated that data sources for this report include the UW Transfer Student Report, the Academic Council (AC) Data Set, the CWC Graduation Report, departmental assessment plans, articulation agreements, and the 2006-2007 Integrated Postsecondary Education Data System (IPEDS). Every other year, data from the Community College Survey of Student Engagement (CCSSE) will also be used.

CWC transferred more students to the University of Wyoming this past year though overall the number of transfers from Wyoming community colleges is down 6 percent over the last 5 years. CWC transfer students continue to produce similar GPAs as other Wyoming community college transfers and native UW students with similar accumulated credits. CWC transfer students graduate from UW at a similar rate as all other community college transfers, but CWC students are more likely than students from their sister colleges to transfer with an Associate's degree. CWC appears to be providing transfer students with the knowledge and skill sets necessary to succeed at UW. Four students who earned applied degrees from CWC are successfully pursuing the new Bachelor's of Applied Science degree at UW.

With a 17 percent increase in annualized FTE, the areas of high growth included theater, welding, customized training, languages, humanities, automotive, physical education, and business office systems. There was great success in the new program growth with significant increases in culinary arts, construction trades, and safety. Dr. Rottweiler concluded that CWC continues to provide educational opportunities for students in a variety of disciplines, using a variety of teaching modalities in a variety of locations. CWC has developed a number of new programs that are timely and which meet changing social and economic needs. CWC's enrollment continues to grow, and CWC students continue to succeed at UW and beyond.

Dr. Rottweiler indicated that CWC needs to develop fully on-line degrees; to better facilitate job and transfer placement for its graduates; to better assess employer satisfaction with recent graduates of AAS programs; to better manage human resources and facilities to meet growing enrollments; and to continue the assessment of student learning.

Mr. Christensen asked how a student transfers with 90 credits to UW. Dr. Rottweiler replied that they have received two or three degrees at CWC.

Dr. Crane asked why CWC students have a lower GPA in some places than other community college students in their UW first fall semester. Dr. Rottweiler replied that this is a trend that will be watched. Chair Phister noted that historically, CWC students have always had a higher GPA than other students at UW during their first semester. This is the first time this has been seen.

Dr. McFarland recommended that the board accept the Physical Plant/Facilities and the Academic Profile Monitoring Reports as presented.

**ACTION:**

Ms. Mills moved to accept the Physical Plant/Facilities and the Academic Profile Monitoring Reports as presented. Mr. Matson seconded the motion. Motion carried.

**REPORTS:**

President's Report

Dr. McFarland included the following information in her report:

1. Kudos to CWC students, faculty, and staff for creatively responding to the college's enormous enrollment growth in stellar fashion, in addition to their outstanding accomplishments in their respective areas, and for the college as a whole, as indicated in the student and employee association reports.
2. Dr. McFarland hoped the board recognized the time and energy expended in attendance at Community College Task Force meetings and responding to an increasing number of requests for reports from the state level. The college is also engaged in a tax referendum, Curriculum Development, Learning Assessment, implementation of "Active Admissions," strengthening the college's retention, facility planning, fundraising, cleaning carpets, increasing service to Outreach, and CWC Jackson folks participated in the September 15 Old Bill's Fun Run to raise money for scholarship for CWC Jackson students.
3. The October 3 Staff Development Day was spent in an all-staff opening general session, followed by various training workshops and area/division planning retreats in the afternoon.

4. A series of articles was included in this section of the board packet about the effect of the national sagging economy on the state of Wyoming and on community colleges in general.
5. Grants received.
  - a. Final approval and funding has been received for the federal grant for establishing a Rural Criminal Justice Training Center.
  - b. Lynne McAuliffe, Director of CWC Workforce and Community Education, has received the following two grants:
    - (1) Community Partnership Initiative - \$30,000 from the Department of Family Services to train 14 Child Development Associates.
    - (2) Department of Workforce Services - \$568,400 awarded for The Aid to Needy Families (TANF) eligible students to complete programs in three areas: Construction Trades, Dental Assistant, and a new program in Professional Administrative Assistant. 74 students will be served.
6. CWC Rustlers Men's Rodeo now stands in first place.
7. The Wyoming Legislature is considering legislation that would ban smoking in public places.
8. Selected recent meetings/events attended by the CWC President are as follows:
  - a. Tues., Sept. 16 - Riverton Rotary
  - b. Wed., Sept. 17 - Presidents Council Conference Call
  - c. Thurs., Sept. 18 - Meeting with Donors (Jackson)
  - d. Fri., Sept. 19 - KOVE "Coffee Time"
  - e. Fri., Sept. 19 - VB Game
  - f. Sat., Sept. 20 - VB Game
  - g. Sat., Sept. 20 - Rustler Rodeo
  - h. Mon., Sept. 22 - KVOW "Chit Chat"
  - i. Tues., Sept. 23 - Meeting with Legislators
  - j. Wed., Sept. 24 - Grassroots Training
  - k. Thurs., Sept. 25 - WCCC Conference Call
  - l. Thurs., Sept. 25 - Community Partnership Meeting
  - m. Sun., Sept. 28 - Hospice Center Dedication
  - n. Mon.-Tues., Sept. 29-30 - CC Task Force (Casper)
  - o. Tues., Sept. 30 - Riverton Public Forum (City Hall)

- p. Wed., Oct. 1 - Riverton Golden K Kiwanis (Sr. Center)
- q. Thurs., Oct. 2 - Community Partnership Meeting
- r. Fri., Oct. 3 - Oktoberfest!
- s. Sat., Oct. 4 - "Generations"
- t. Mon., Oct. 6 - Wind River Oncology Clinic Open House
- u. Tues., Oct. 7 - Riverton City Council
- v. Wed., Oct. 8 - Lander LEADER (Lander)
- w. Thurs., Oct. 9 - Riverton Memorial Hospital Board of Trustees Meeting

9. Articles of special interest. Articles from sister colleges statewide and nationally were included under separate cover in the board packet.

Dr. McFarland noted that the college presidents are looking for help in monitoring legislation in Cheyenne, but they are not trying to undercut the trustees in their efforts to hire an Executive Director who can assist with legislation. The presidents have developed a schedule which ensures that two presidents are at the legislature at all times, but this can lead to a lack of continuity. A legislative liaison is needed to monitor legislation and to keep the colleges on track.

Mr. Christensen stated that there are three new presidents who have very little experience in this state. This issue is extremely important and something that the trustees should support.

**ACTION:**

Mr. Christensen moved to endorse the college presidents' plan to hire a legislative liaison to monitor legislation and to help keep the colleges on track. Mr. Matson seconded the motion. Motion carried.

Dr. McFarland asked the board to consider the use of computers and CDs with the board packet on them. This will be discussed after the board reorganizes in December.

Executive Vice  
President for  
Academic Services

Dr. Rottweiler reported on the recreation services provided by the college to the city. A new Recreation for Riverton flyer should be out next week. These flyers will go to all the K-12 schools. A number of programs from toddler to senior citizen will be included.

Vice President for  
Institutional  
Advancement

Vice President for Institutional Advancement Dane Graham thanked everyone who attended Oktoberfest. The final numbers will not be available until next month.

Mr. Graham submitted a written report which included information that donations received by the Central Wyoming College Foundation in the month of September totaled \$12,917.53. Notable gifts received/pending included \$10,000 to create a scholarship endowment in the area of Hospitality Management/Culinary Arts. During the 07-08 academic year, 202 general scholarships were awarded to students at CWC through assistance from the CWC Foundation's support of the college's general scholarship package. During the 2007-08 academic year, 134 scholarships were awarded from permanently invested scholarship funds for a total of \$141,929.

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 Thursday, November 20, beginning at 6:30 p.m. in the Little Theatre in the Student Center.

Agenda items for the regular meeting include:

1. Statewide Community College Enrollment Monitoring Report
2. Financial Monitoring Report
3. Audit Report
4. College President's Contract

**ACTION:**

Mr. Krebs moved to hold an executive session on November 20, 2008, in the Administrative Wing Conference Room #AW 138, to discuss personnel. Ms. Mills seconded the motion. Motion carried.

Dr. McFarland proposed that the Legislative Community Dialogue Luncheon be held on Monday, November 17, from 12-1:30 p.m. in the Fremont Room.

CWC Foundation

The CWC trustees will meet with the CWC Foundation for their annual joint meeting on Thursday, October 16, at 6 p.m. at The Bull Restaurant.

The next meeting of the CWC Foundation is scheduled for Thursday, December 11, at 11 a.m. at the CWC Lander Center.

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, Dr. Crane, Mr.  
Krebs, Dr. Gose, Ms. Mills, and Mr. Christensen will be in attendance.  
Mr. Christensen has received information on the AACC/ACCT Joint  
Legislative Agenda which he will send to the board before the conference.

The next ACCT event is the National Legislative Summit which will be  
held February 9-11, 2009, in Washington, D.C. Board members who have  
indicated they will attend are Board Chair Phister, Dr. Gose, Mr. Matson,  
Ms. Mills and Mr. Krebs.

Wyoming  
Association of  
Community  
College Trustees

The WACCT is scheduled to meet during the next regular meeting of the  
WCCC which will be held October 23-24 at Northwest College. Ms.  
Mills will be attending this meeting.

Wyoming  
Community College  
Commission

The next regular meeting of the WCCC is October 23-24 at Northwest  
College.

Community College  
Task Force

The Community College Task Force met September 29-30 at the UW  
Outreach Center in Casper.

The next meeting of the Community College Task Force is scheduled for  
October 27 at the UW Outreach Center in Casper.

Joint Education  
Committee

The Joint Education Committee will meet October 28-29 at the UW  
Outreach Center in Casper.

CWC BOCHES

The next meeting of the CWC BOCHES is scheduled for 7 p.m. on  
Thursday, February 26, 2009. Board members should be thinking of a  
replacement for Mr. Christensen on this board.

Teton County  
BOCES

The next meeting of the Teton County BOCES will be held on Tuesday,  
November 18, 3:30 p.m. via the ICN.

ADJOURNMENT -  
BOARD  
EVALUATION  
OF MEETING:

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

Board Chair Phister adjourned the meeting at 10:06 p.m.

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Secretary

APPROVAL:

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Chair