

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, May 18, 2011, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills Frank Welty Charlie Krebs	Scott Phister Colton Crane
<u>Absent:</u>	Roger Gose	Judy Pedersen
<u>Administration:</u>	Jo Anne McFarland Mohammed Waheed	Jason Wood Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Carolyn Aanestad Kathryn DeWitt Charlotte Donelson Mikki Moriarity Bob Connelly David Pfeifer Matt Herr John Wood	Wendy Davis Jeff Hosking Lindy Paskett Dane Graham John Graham Steve McAllister Joshua Scheer Mark Nordeen

CALL TO ORDER: Board Vice Chair Caroline Mills called the meeting to order at 7:32 p.m. A roll call conducted by the board clerk indicated that all board members except Board Chair Gose and Ms. Pedersen were present. Acting Chair Mills explained that Dr. Gose was attending the Annual PBS Board Meeting and that Ms. Pedersen had a death in the family. A quorum of the board was declared present to conduct business. Acting Chair Mills announced that the meeting was preceded by a 5:30 p.m. community dialogue dinner with reservation officials.

EXECUTIVE SESSION: No executive session was held at this point in the meeting.

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

APPROVAL OF
AGENDA:

ACTION:

Mr. Welty moved to approve the agenda as presented. Dr. Crane seconded the motion.

Dr. McFarland indicated that two additional action items needed to be added under Personnel. One was a release from continuing contract, and the other was a state retirement resolution to be passed by the board.

Mr. Welty amended his original motion to include the additional agenda items. Dr. Crane seconded the motion. Motion carried.

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

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

Classified Staff
Association

Ms. Kathryn DeWitt, President of the Classified Staff Association, indicated that she had nothing to add to her written report which contained information that Bev Cheney and Kelly Frank have spent a lot of time in April packing and getting ready for the Classroom Wing remodel. Kristen Wallage gave birth to a healthy baby girl on April 13. Barbette Hernandez chaperoned 10 RHS Multicultural Club members during the April 20-25 trip to Durango, Colorado. Retha Reinke, Judy Hubbard, Carol Kraft, Debbie Lucas, Jan Jansen, Brenda Barlow, Bev Cheney, and Suze Kanack helped with Finals Feed on April 25. Kelly Dempster conducted Praxis testing on April 30. She and Suze Kanack conducted ASE testing on May 5. Wanda Adams and Linda Bender were recognized on April 27 during the annual Learning by Degrees event. Wanda Adams was one of four valedictorians for the 2010-11 graduating class. Judy Nethercott, Brenda Barlow, Pamela Cowling, Denice Kimball, Kathryn DeWitt, and Mikal Dalley took part in ensuring that the graduation ceremony ran smoothly.

Acting Chair Mills recognized all the employees who received degrees during this academic year.

The Faculty

Mr. Jeff Hosking, Faculty Member, indicated that he had nothing to add to the written report submitted by Mr. Eric Heiser, President of The Faculty. This report included information that Mike Bostick, Jennifer Kellner, and Valerie Harris received \$6,000 from the Wyoming Space Grant

Consortium for work they will complete over the summer in CWC's developmental math program. Daryl Steeds reported that late this summer, CWC will be the host site for the Certified Welding Educator and Certified Welding Inspector seminar and exam. Paula Kihn has completed her Master of Science in Nursing and had a baby boy on April 6. John Gabrielsen reported that Rustler Radio spent the better part of the final month of school working on recruiting ads. Rustler Radio 88.1 is currently airing Body By Mils PSAs that were created and produced by Mrs. Webb's third grade class from Jackson Elementary in Riverton.

The Jackson culinary students prepared and served appetizers for the Arts Association Spring Exhibition Event at the Center for the Arts on April 15. Jim Thurman will be working with Court Merrigan of Eastern Wyoming College to develop introductory Japanese language courses. He will also co-direct the International Studies Title VI Course Development Workshop in Laramie May 31-June 3. Suki Smaglik attended the spring board meeting of the NASA Wyoming Space Grant Consortium on April 29 via the UW interactive system. She and Steve McAllister took ten students to the UW Undergraduate Research Day in Laramie on April 30. Steve McAllister supervised the INBRE Undergraduate Research Team which has been awarded a \$30,000 collaborative grant by the UW INBRE program. Jeff Hosking reported that the Rural Justice Training Center is continuing to impress local law enforcement agencies. The RJTC recently hosted a "Patrol Knife Tactics" course which won high praise from students as well as instructors.

Dr. Crane recognized Jackie Meeker and Paula Kihn, who received degrees in May.

Professional
Personnel
Association

Ms. Lindy Paskett, President of the Professional Personnel Association, indicated that she had nothing to add to her written report which included information that Jackie Meeker earned a Masters degree in Education from UW. Anne Even has been selected as the Minority Small Business Champion of the Year 2011 by the U.S. Small Business Administration. Lori Ridgway has been asked to serve on a selection panel for the Lander 50K Business Challenge. Lynne McAuliffe and Jennifer Metcalf attended a State Energy Sector Partnership (SESP) conference in Dallas, Texas. Lynne McAuliffe and Lori Ridgway delivered a Change Management training for the new Department of Workforce Services staff via the interactive state system April 26-27. Juli Davis attended the biennial Association of College and Research Libraries Conference in Philadelphia

March 29-April 2. Lance Goede was interviewed for an article focusing on college student mental health for the May issue of *Counseling Today*. Mr. Goede was named the Chair of the Fremont County Alliance Board of Directors. Jackie Meeker, John Wood, Susan Thulin, Jeff Hosking, and Charlotte Donelson were recently selected to participate in the Ellbogen Foundation's Leadership and Advocacy Institute for 2011-2012. Jacqueline Schultz went on Habitat's Global Village Trip to Nayarit, Mexico, April 2-11. Paula Hartbank participated in the Fremont County Library Adult Spelling Bee on April 14. Jeremy Hughes attended an ImageNow Conference April 11-13.

Student Senate

Ms. Mikki Moriarity, Student Senator, reported that the Senate will be electing officers next Wednesday.

Wyoming PBS

Mr. Bob Connelly, Wyoming PBS Assistant General Manager, reported that he had nothing to add to the written report submitted by Ms. Ruby Calvert, Wyoming PBS General Manager. This report included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Ms. Calvert will present a workshop at the WYDEC Conference to be held at CWC May 25-26. WPBS will also co-sponsor the banquet on Tuesday night for distance educators. The next PBS board meeting will be held June 23-24 in Los Angeles. June pledge will be held June 6-10. WPBS will be creating an electronic newsletter to promote programming, PBS pop-outs, local events, their website, and their social media. Current membership is 3,592.

CWC Foundation/
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, reported on the Family Wealth Workshop which was held on May 12. The workshop was very well-attended with nearly 30 participants, and the feedback was very positive. Mr. Graham submitted a written report which indicated that funds received by the CWC Foundation in April 2011 totaled \$3,615.67. The unmatched endowment gift total for future state match is \$222,291. The CWC Alumni Association met on April 19 to plan future activities and review past events as well as discuss the final draft of bylaws, CWC Alumni apparel, and the graduation booth. Seventy-five members of CWC's graduating class signed up to become a member of the alumni association. An alumni subcommittee has been working to develop a draft of bylaws for the association. A free seminar on family trusts and estate planning was conducted by CWC Foundation board member and Jackson Hole lawyer C. David Clauss on May 12. The CWC Foundation

Investment and Budget Committee met on May 12 to review expenditures, the investment pool, and the final draft budget to be presented at the board meeting and retreat on June 13. President McFarland is planning a trip to Jackson June 20-21 to conduct donor and prospective donor visits and will be accompanied by CWC Foundation Board member C. Davis Clauss and Dane Graham.

CONSENT
AGENDA:

Acting Chair Mills asked if there were any objections to the consent agenda which included the approval of the minutes from the April 20, 2011, regular meeting; the acceptance of bills for April 2011; and the board travel budget.

ACTION:

Mr. Krebs moved to approve the consent agenda as presented. Mr. Phister 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 \$1,491,488.49 for the month of April 2011: Operations in the amount of \$1,192,760.34; Student Grants and Loans in the amount of \$78,364.22; and Bank Transfers in the amount of \$850,389.66 for a grand total of all payments in the amount of \$2,121,514.22.

UNFINISHED
BUSINESS:

Public Hearing –
BOCHES 1/2 Mill
Levy

Acting Chair Mills stated that at the board's March 23, 2011, meeting, the board formally indicated its intent to levy the one-half mill for cooperative post secondary educational services, at which time the board set the public hearing to take place at this meeting. Acting Chair Mills called for a public hearing to hear any comments from the public on this proposed action. She asked for any comments. No comments were made. She asked for the president's recommendation.

Renewal of
BOCHES 1/2 Mill
Levy for FY 12 and
FY 13

Dr. McFarland recommended that the board renew the BOCHES half mill levy as per Wyoming Statute 21-20-110(h) through fiscal year 2013.

ACTION:

Mr. Krebs moved to renew the BOCHES half mill levy as per Wyoming Statute 21-20-110(h) through Fiscal year 2013. Dr. Crane seconded the motion. Motion carried.

NEW BUSINESS:

Health and Science
Center

Dr. McFarland stated that Architect Principal in Charge, David Pfeifer, and John Graham, Project Architect, both of Anderson Mason Dale of Denver, would present their analysis and recommendation relating to the site location of the Health and Science Center.

Mr. Pfeifer reviewed the process which led to the recommendation of the site location of the Health and Science Center. The architectural team solicited information from many stakeholders regarding the three proposed sites for the building. He explained that Site A is in the existing east parking lot, south and east of the Student Center and Food Court. This was the site identified in the bond referendum. Site B is north and west of the Peck Arts Center and existing academic wing. This is along the green separating the housing precinct from the education precinct. This site was favored by some people because it is adjacent to academics. Site C was identified as a future building site in the 2006 master plan. This is north and east of the existing Physical Plant near the Pro-Tech building.

Mr. Pfeifer explained that Site A is the front door site of campus. It balances the Intertribal Center and places science and health out front. It puts the community investment on display and encourages student circulation through the center of campus. It requires a sophisticated resolution of the Student Center service area and is not adjacent to the academic wing. However, being adjacent to the academic wing is no longer an issue since all the sciences will now be located in the Health and Science Center.

Dr. Crane asked if the map was to scale. Mr. Pfeifer replied that the yellow area on the map includes the entire site. Parking will be a substantial part of this project. The footprint of the building will be about 75 percent of the Classroom Wing, and it will be a two-story facility. Site B is adjacent to the academic wing and to the existing west parking lot. This site would concentrate students in the northwest area of the site, away from the center of campus. It does not promote campus flow and hides the building presence and community investment. Additional cars in the west parking lot will create a bottleneck at Hill Street. This site is distant from the redeveloped east parking lot.

Mr. Welty asked about the future building sites which were included with Site A, but not with Site B. Mr. Pfeifer explained that they are in the process of putting together an updated master graphic for the campus. The

future building sites don't go away. The college will have the same number of building sites no matter which site is chosen. Mr. Welty asked why there are so many future building sites included with Site A and Site C, but not Site B. Mr. Pfeifer replied that with Site A, there is more room to build. With Site B, there is more greenway area.

Site C addresses the eastern entry to campus and incorporates the Pro-Tech building into the campus. This location does not take advantage of front door issues or academic adjacencies, and there is no constituency for this site. Not enough program information was available about the expansion of the gym and the Student Center to determine the effect of this site. Site C was seen as an architectural opportunity.

A site evaluation matrix was developed which took into consideration the different parameters including program adjacencies, campus flow encouragement, campus entry reinforcement, curb appeal, parking access, access to food service, connection to Watt Court, ability to screen Student Center loading, access to utilities, solar orientation, views, the improvement of parking lot safety, and position of entry relative to the environment. Site A has many positives, and Site B was close behind. Mr. Welty asked about "views." Mr. Pfeifer explained that views were considered to be what a person would see from the building looking out, such as the Wind River Mountains. After a review of campus and community comments as well as the site evaluation scorecard, the Health and Science Steering Committee unanimously recommended Site A in the existing east parking lot as the location of the new Health and Science Center.

In regard to campus parking, 101 spaces will be added to the campus for the Health and Science Center. When added to the 332 spaces for the replacement of the south parking lot, a total of 433 total new, paved parking spaces will be available as a part of the Health and Science Center project. Next steps for this project include the Schematic Design siting presentation to the board on June 15, 2011, the Design Development presentation to the board on September 20, 2011, and the Construction Document presentation to the board on December 13, 2011.

Mr. Welty asked about Anderson Mason Dale's LEED certification experience. Mr. Pfeifer replied that the firm is based in Denver, and all of their work is for public institutional clients. Virtually all of their work is minimum basic LEED certification and is of sustainable design. Their

own office is LEED gold certified. Virtually all of their higher education experience has a LEED component. Mr. Welty asked if Site A is oriented to be in line with a LEED type of parameter. Mr. Pfeifer replied that the solar orientation of the building will be important. The challenge will be to manage the late afternoon western sunlight. Close attention will be paid to the storm water runoff. Within the labs themselves, the challenge will be the energy that will be used in them. They will work to design an energy efficient building. The building will be commissioned to assure that systems will perform the way they are designed to perform.

Dr. McFarland stated that in concurrence with the Steering Committee, she recommended that the board approve Site A for the location of the Health and Science Center.

ACTION:

Dr. Crane moved to approve Site A for the location of the Health and Science Center. Mr. Krebs seconded the motion. Motion carried with Mr. Welty abstaining from the vote.

Campus Housing
Proposal

Mr. Jay Nielson indicated that the campus housing project was worked on over a year ago. Local contractors wanted to know why the college was cutting them out of the project, so it was reevaluated. The Department of Corrections is still interested in the project, and the college will go back to them on July 1 with a plan which will be a continuation of what the college was working on last year. The college will continue to meet with local contractors. The college now has 52 local contractors in a database, and information on any project is sent to them on a regular basis.

The East and West Apartments are now more than thirty years old and are in desperate need of major remodeling. Over the past two years, five apartment units have been remodeled out of necessity. The apartments renovated so far have required placing the plumbing behind the walls, upgrading the kitchens and cabinets, upgrading the bathrooms and fixtures, and installing new flooring and new windows. The apartments desperately need to be upgraded, but these facilities cannot be taken off line to allow the renovation of an entire apartment building because of current enrollment and demands on housing.

The proposed plan is to remodel the apartment buildings two and three apartments at a time over the next three to four years. Next year's budget includes a new position for a carpenter, which will be paid from the

housing budget. This position will oversee and work on this remodeling project. The funding for this renovation would be from housing revenues which will be available by paying off the current revenue bonds associated with the construction of Mote Hall. This payment would be made from college reserves in the amount of \$656,292.14, which will free up \$131,197 to pay remodeling costs each year, saving \$130,180.56 in interest expenses over the remaining seven years of the revenue bond issue.

In regard to new housing facilities, Mr. Nielson explained that he would work with Bill Baxley of Leo A. Daly, the architect who prepared the conceptual plans for new housing units, to finalize the architectural plans. Mr. Baxley would prepare bid documents with construction plans that can be used both at the Honor Farm for a Construction Trades program and to bid this project with area contractors. Based on bidding this housing project and further discussions with the Wyoming Honor Farm, a recommendation will be brought back to the board to construct housing. This will include a proposal to issue \$1.8 million to \$2 million in revenue bonds.

Mr. Nielson stated that housing maintains itself. As enrollment grows and housing grows, the college will have the revenue to renovate what it has and to look at new housing. Governor Mead may let the college use major maintenance money or to ask for money for new housing. Mr. Welty asked if all maintenance and repair expenses as well as fuel and lighting are included in the housing budget. Mr. Nielson indicated that the maintenance budget covers all of these items. Mr. Welty asked if the cost of housing will be increased to students to stay even and in the black. Mr. Nielson replied that he is confident that it can be balanced. The college is losing students because of housing. Current housing is not up to student standards. The candidates for the Associate Vice President for Administrative Services all commented on housing needs. Mr. Welty asked about percentage of occupancy. Mr. Nielson replied that percentage of occupancy is approximately 95 percent.

Dr. McFarland recommended that the board approve paying off the existing Mote Hall revenue bond in the amount of \$656,292.14, using reserves from Fund 10 and Fund 11, freeing up approximately \$131,197 per year to renovate and remodel the existing student apartment units.

ACTION:

Mr. Phister moved to approve paying off the existing Mote Hall revenue bond in the amount of \$656,292.14, using reserves from Fund 10 and Fund 11, freeing up approximately \$131,197 per year to renovate and remodel the existing student apartment units. Dr. Crane seconded the motion.

Mr. Phister indicated that he has been in the apartments. The board should be given a tour of them. This is an area that plays a huge role in the perception of the college and the community. Appropriate student housing needs to be provided. The apartments are terribly substandard. Students want to live elsewhere, but there are not many opportunities in the community.

Mr. Welty asked if the money to pay off the revenue bond is coming from major maintenance funds. Mr. Nielson replied that the money is coming from reserve funds from Fund 10 and Fund 11 from the last couple of years. Major maintenance funds are not being taken to do this. Major maintenance funds cannot be used for housing because of the mandate from former Governor Freudenthal. The money is coming from college reserves that have been built up.

Acting Chair Mills called for a vote on the motion currently on the floor. Motion carried.

Dr. McFarland recommended that the board authorize the administration to work with architect Bill Baxley of Leo A. Daly to finalize architectural plans, as well as bid and construction documents, for new campus housing and to work with area contractors and Wyoming Honor Farm officials to develop a construction budget and plan for later board approval.

ACTION:

Mr. Krebs moved to authorize the administration to work with architect Bill Baxley of Leo A. Daly to finalize architectural plans, as well as bid and construction documents, for new campus housing and to work with area contractors and Wyoming Honor Farm officials to develop a construction budget and plan for later board approval. Mr. Phister seconded the motion. Motion carried with Mr. Welty abstaining from the vote.

Construction
Update

Mr. Nielson reported that the formula that will be used to prioritize capital construction projects for the colleges has not yet been finalized. Projects will need to be submitted in June for prioritization, and the prioritized list will go forward to the Wyoming Community College Commission at their June meeting for consideration through the budget cycle for the 2013-14 biennium. The college has six to ten major projects that could be considered for this process. The WCCC requires an update of the master plan, and Anderson Mason Dale Architects has been hired to do this.

A critical issue for the Health and Science Center is to discuss how the construction will take place, either through a bid-build process or a Construction Manager At-Risk (CMAR) process. Given the complexity of a health and science building with extensive labs and nursing spaces, all parties agree that the CMAR method may be most advantageous; however, the new state law (Senate File 144) creates many undefined complications associated with that construction method. A CMAR provides a better team and collaborative effort. The college will move forward with a CMAR approach.

Mr. Krebs asked if the new rules from Senate File 144 are for both the bid-build and the CMAR process or just CMAR. Mr. Nielson replied that they are primarily for the CMAR. Mr. Dennis Egge, Project Manager from the State Construction Management Office, will build a matrix and a definition that the Construction Management Office can support.

In regard to the Classroom Wing remodel, the asbestos is now out of the building. The construction schedule is extremely tight with plans to be substantially complete by August 18, 2011. The project is still on schedule.

Mr. Phister noted that these are important issues and projects that the board has been talking about since he has been on the board. He thanked Mr. Nielson and offered congratulations on what he has accomplished. Mr. Phister indicated that he is grateful that Mr. Nielson will stay on for another year. He is excited about what is being done and the amount of work that has gone into it. It is one of the reasons he ran again for the board. He wanted to see it happen.

Acceptance of Bids

Arts Center
Dimmer System

Dr. McFarland recommended that the board award the bid for the Arts Center Dimmer System to Intermountain Electric Service, Inc., of Riverton in the amount of \$105,775.

ACTION:

Dr. Crane moved to award the bid for the Arts Center Dimmer System to Intermountain Electric Service, Inc., of Riverton in the amount of \$105,775. Mr. Phister seconded the motion.

Mr. Welty asked when the project would be finished. Mr. Nielson replied that it would be completed in the fall.

Acting Chair Mills called for a vote on the motion currently on the floor. Motion carried.

Energy Retrofit
and Main Hall/
Arts Center
Lighting Upgrade

Dr. McFarland recommended that the board award the bid for the Energy Retrofit and Main Hall/Arts Center Lighting Upgrade to Boyle Electric of Lander in the amount of \$356,250.

ACTION:

Mr. Krebs moved to award the bid for the Energy Retrofit and Main Hall/Arts Center Lighting Upgrade to Boyle Electric of Lander in the amount of \$356,250. Dr. Crane seconded the motion.

Mr. Welty asked when this project would be completed and if there would be any conflict if they are in the Arts Center at the same time as the installation of the Arts Center Dimmer System. Mr. Nielson explained that this project will be done during the summer. He did not think there would be a conflict since the dimmer system is being installed in the Arts Center Theatre.

Acting Chair Mills called for a vote on the motion currently on the floor. Motion carried.

Mr. Krebs stated that he was glad to see that the college is using Fremont County vendors for these two projects. Mr. Nielson explained that by making the project smaller, it was easier to do this. Director of Physical Plant Wayne Robinson looked at how the projects could be more easily managed, and this opened these projects up to local contractors.

WPBS Storage Facility

Dr. McFarland indicated that Wyoming PBS is requesting preliminary approval to construct a storage facility, which is part cold storage and part heated space for the WPBS digital production truck. Funding will come primarily from grant funds which allow such expenditure. This facility is anticipated to be a 2400 to 3500 square foot building. Preliminary board approval will authorize an RFP to be issued, with final board approval at a future board meeting, contingent upon College Commission approval, if required.

Dr. McFarland recommended that the board give preliminary approval authorizing WPBS to work with Jay Nielson to issue an RFP for the building of a WPBS storage facility, with final board approval at a later date.

ACTION:

Mr. Phister moved to give preliminary approval authorizing WPBS to work with Jay Nielson to issue an RFP for the building of a WPBS storage facility, with final board approval at a later date. Mr. Krebs seconded the motion. Motion carried.

Proposed New Programs

Farm and Ranch Resource Management Program

Mr. Jason Wood, Vice President for Academic Services, indicated that the Farm and Ranch Resource Management Program is designed to prepare students with farm and ranch management skills and to integrate these skills into day-to-day farming and ranching practices. Staffing for the program will come from existing staff, and the program is set to officially begin in Fall 2011.

Dr. Crane indicated that the curriculum was great. Mr. Wood replied that Ben Rux, Agriculture Business Instructor, approached this program from a business standpoint. Mr. Welty commended Mr. Wood and his staff and asked if this is what will be submitted to the WCCC because there are some spelling mistakes. He asked why people have to have a course in the Wyoming State Constitution and the U.S. Constitution. Mr. Wood replied that it is a state requirement.

Radio, TV, Film, or Communication

Mr. Wood explained that the Radio, TV, Film, or Communication AAS Program is designed to prepare students for entry level positions in the broadcast, TV, film, and communications industry. The film component of the degree is the result of a partnership with the Wyoming Department

of Tourism to provide skilled labor to film companies needing assistance when they come to Dubois and Jackson to produce motion pictures and broadcast advertising. This component will also be connected to CWC's theatre program as well as to Wyoming PBS. CWC will have the only film program in the state with a technical emphasis. A communications degree is being added because of strong interest from local employers regarding public speaking. A competitive speech program will be added in direct recognition of the quality debate and forensics programs at Riverton High School and Lander Valley High School. A debate team will be formed, and the college will compete against other community colleges as well as four-year colleges. The speech program gives the college the opportunity to expand curricular activities and gives another group of students an opportunity to compete and learn important life skills.

Dr. Crane indicated that a lot of new courses are being brought on line and asked if this makes sense financially. Mr. Wood replied that the expensive equipment is what the college already has through the instructional broadcast program and through WPBS. In regard to personnel, the college is looking at how to add a film/English instructor. Mr. Welty asked if any pushback is expected from other community colleges as far as duplication of programs or from UW in the radio program. Mr. Wood replied that other community colleges are thrilled to have another program in the state. Travel will become more regional. He has had no pushback in terms of duplicating programs. Dr. McFarland noted that the competitive speech program also will be tied to CWC hosting a tournament for high school students which will bring hundreds of them on campus.

Dr. McFarland recommended that the board approve the new Associate of Applied Science and Certificates in Farm and Ranch Resource Management Program and Associate of Applied Science in Radio, TV, Film or Communication effective Fall 2011, subject to College Commission approval.

ACTION:

Dr. Crane moved to approve the new Associate of Applied Science and Certificates in Farm and Ranch Resource Management Program and Associate of Applied Science in Radio, TV, Film or Communication effective Fall 2011, subject to College Commission approval. Mr. Krebs seconded the motion. Motion carried.

Change of Board
Meeting Dates

Dr. McFarland requested that the board reschedule its September board meeting from Wednesday, September 21, to Tuesday, September 20. She also requested that the board reschedule its December board meeting from Wednesday, December 21, to Tuesday, December 13.

Dr. Crane stated that Wednesdays work better for him. Dr. McFarland replied that both of the date changes relate to scheduling conflicts. She originally suggested moving the December meeting earlier by a week, but the board chair will be gone from December 14 to December 24. Since reorganization occurs at the December meeting, it is important that all of the trustees be present.

ACTION:

Dr. Crane moved to reschedule the September board meeting from Wednesday, September 21, to Tuesday, September 20, and to reschedule the December board meeting from Wednesday, December 21, to Tuesday, December 13. Mr. Krebs seconded the motion. Motion carried.

11-12 WACCT
Dues

Acting Chair Mills explained that at the last WACCT meeting, there was discussion regarding a \$500 annual increase to WACCT dues for the purpose of increasing the salary of WACCT Executive Director Steve Bahmer. Trustees were also asked to authorize up to an additional \$3,000 per college for additional WACCT operating funding for travel, special events including the state conference and legislative reception, and trustee development.

Mr. Welty stated that he didn't have a problem with providing a \$500 increase in salary, but he has a problem with increasing the dues. It is a 25 percent increase, and this is taxpayer money. Acting Chair Mills explained that Mr. Bahmer went over his budget by going to the ACCT Annual Congress in Toronto. Mr. Welty stated that he could not condone a 25 percent increase in fees. Dr. McFarland replied that she understands and agrees that a 25 percent increase in dues is significant. However, the executive director is new, and it has taken him 18 months to develop the programming and activities and the operation of a very new organization. She does not anticipate that after this increase that the trustees will see anything more than very slight increases in costs over time. It is a function of a new organization which is growing. It is her understanding that the state trustees may not invoice the board for the entire \$3,500. The amount will be between \$1,000 and \$3,000.

Dr. McFarland recommended that if the board favors the requests from the state trustees, it should approve an additional \$3,500 to its WACCT dues budget for FY 12.

ACTION:

Mr. Phister moved to approve an additional \$3,500 to the board's WACCT dues budget for FY 12. Mr. Krebs seconded the motion.

Mr. Phister asked where the money will come from for the additional \$3,500. Dr. McFarland replied that it will likely come from reserves. Mr. Phister asked what is more important. Dr. McFarland replied that she didn't think the college would be receiving the additional \$6.5 million in state matching funds for the Health and Science Center if it weren't for Steve Bahmer. Mr. Phister asked if this is money that the college has. Dr. McFarland indicated that in a budget of \$17 million, it is not a budget breaker. Mr. Phister stated that it comes down to priorities. He asked if it is a priority and if it is important. It took a couple of years to establish a baseline. Dr. McFarland encouraged the trustees to require a state trustees annual budget.

Mr. Welty stated that it is only \$3,500 for CWC, but it is \$3,500 times the 7 colleges. He asked if the college would rather put this into scholarships or WACCT dues. Dr. Crane stated that it seemed like a small token to keep Mr. Bahmer going. Dr. McFarland stated that at every trustee conference she hears that those states that have strong trustee organizations are much more successful in state and federal legislation. Mr. Welty asked how much the person at UW is paid in compensation. Dr. McFarland did not know and indicated that a lot comes out of their foundation.

Acting Chair Mills called for a vote on the motion currently on the floor. Motion carried with Mr. Welty voting no.

Personnel
WPBS 11-12
Salaries

Dr. McFarland recommended that the board approve the FY 12 WPBS compensation adjustments that include a 1 percent base adjustment and an experience adjustment for all eligible employees.

ACTION:

Mr. Phister moved to approve the FY 12 WPBS compensation adjustments that include a 1 percent base adjustment and an experience adjustment for all eligible employees. Dr. Crane seconded the motion.

Mr. Welty asked about the total salary amount that is paid to WPBS currently. Mr. Nielson replied that it is \$1.162 million. Human Resources Officer Wendy Davis explained that the 1 percent base adjustment will be about \$1,200 per employee. The average increase is about 3.17 percent. There are 23 employees.

Acting Chair Mills called for a vote on the motion currently on the floor. Motion carried with Mr. Welty abstaining from the vote.

Release from
Continuing
Contract

Dr. McFarland recommended that the board grant a release from continuing contract to Steve Traylor, Assistant Professor of Music. Mr. Traylor has just finished the first year of a three-year contract.

ACTION:

Dr. Crane moved to approve a release from continuing contract to Steve Traylor, Assistant Professor of Music. Mr. Phister seconded the motion. Motion carried.

Approval of
Resolution

Dr. McFarland explained that at the end of the 2010 legislative session, the legislature approved a new requirement that employees must contribute toward the Wyoming State Retirement System in the amount of 1.43 percent. It is necessary for the board to pass a resolution formalizing that requirement, just as was done for TIAA-CREF. She recommended that the board approve the resolution.

ACTION:

Mr. Krebs moved to approve the resolution to formalize the requirement that employees must contribute toward the Wyoming State Retirement System in the amount of 1.43 percent. Mr. Phister seconded the motion. Motion carried.

Insurance
Premium Holiday

Dr. McFarland reported that the state of Wyoming has informed the college that employees under the state health insurance program will have a two-month premium holiday for the June and July payrolls.

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

There were no Rustler Salute nominees for May. The next Rustler Spirit award recipient will be named in September.

Searches in progress/pending included Instructor Nursing – Anticipated Opening; Instructor Accounting; Instructor Business/Business Management; Instructor Film Production/English – Anticipated Opening; Instruction English – Anticipated Opening; Instructor Instrumental Music/Director of Bands; WPBS Producer; Facilities Scheduler/Event Coordinator; and Facilities Attendant.

Separations/transfers/requests for release from contract included Steve T aylor, Instructor Instrumental Music/Director of Bands.

New hires/appointments/internal transfers included Jeremy Christensen, Instructor of Communication/Competitive Speech Advisor; Curtis Condie, Men's Basketball Head Coach/Sports Information Director; Ron Granger, Associate Vice President for Administrative Services; Charles Palmer, IT Health Simulation Technician; and Tiffany Thunselle, Assistant Coordinator Athletics/Student Life and Assistant Volley Ball Coach.

REPORTS:

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

1. Kudos to just a few of the many.
 - a. Special congratulations to Anne Even, CWC Workforce Training Coordinator, for being named the 2011 Minority Small Business Champion of the Year by the U.S. Small Business Administration.
 - b. Hearty congratulations to the following CWC employees for completing college degrees this past year:
 - (1) Wanda Adams, Accounting Tech, who earned her Associate of Applied Science degree in Career Accounting and was named one of this year's valedictorians.
 - (2) Linda Bender, Board Clerk, who earned her Bachelor of Science degree in Social Science (summa cum laude) from UW.
 - (3) Jackie Meeker, Director of Distance Education/BOCHES, who earned her Master of Science degree in Education from UW.

- (4) Hope Sterling, Case Manager, who earned her Master of Science degree in Criminal Justice from the University of Cincinnati.
 - (5) Paula Kihn, nursing faculty, who earned her Master of Science in Nursing from UW.
 - c. Special recognition to WACCT Executive Director, Steve Bahmer, who was recognized as one of “20 under 40” by the *Casper Star-Tribune*.
 - d. Lance Goede deserves praise for being named Chair of the Fremont County Alliance Board of Directors.
 - e. Special appreciation to “Thirty Year Service” awardees, Dr. Mohammed Waheed and Dr. Donna Olsen. Drs. Waheed and Olsen were among 45 employees who received recognition for 5, 10, 15, 20, 25, and 30 years of service at the Annual Staff Luncheon, for a total of 380 years of service in all. Thanks, also, to Dr. Roger Gose for his inspiring message to our staff at the luncheon.
2. Innovative Training, Programming, and Services at CWC.
 - a. The Rural Justice Training Center was described by a Lander police detective as “the best facility for training law enforcement he’s ever seen.”
 - b. CWC welding instructor Darryl Steed has worked closely with the Wyoming Department of Education to have CWC serve as the state site for hosting an American Welding Society training and certification seminar.
 - c. Lynne McAuliffe and Lori Ridgway delivered a Change Management Training workshop for staff in the newly combined state Department of Workforce Services/Department of Employment, whose agency head, Joan Evans, called Lynne and Lori “a great resource,” along with her congratulations on “all of the positive happenings at CWC.”
 - d. Words of thanks from a parent, describing the Financial Aid assistance at CWC as “unprecedented!” She went on to say, “I cannot tell you what this level of concern and compassion for my child means.”
3. Happenings
A high level of activity is continuing following commencement and is focused on employee searches, educational planning for new programs and summer school, construction projects, state level planning, and

various staff retreats, including the May 2-3 Presidents Council Retreat in Casper and the upcoming June 1 CWC Leadership Team Retreat.

4. Articles from CWC's sister colleges in the state and across the country were included in a separate file with the board packet.

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

The next regular meeting will be held on Wednesday, June 15, beginning at 7 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Construction Update
2. City of Riverton Easement
3. Public Hearing – FY 11 Closeout/Transfer of Funds/Budget Reallocation
4. Extinguishment of Bad Debt
5. Dates for Board Retreat
6. Tour of Student Apartments

It was decided that the board will tour the student apartments at 5:30 p.m. Mr. Welty asked if there has been any issue with bedbugs in housing. Mr. Nielson replied that they had an incident last spring, and this was handled very aggressively. He has not heard of any problems this year.

Dr. McFarland indicated that if an executive session is needed at the June 15 board meeting, it could be held during the meeting.

CWC Foundation

The next meeting of the Foundation Board is scheduled for Monday, June 13, at 10 a.m. at the Holiday Inn in Riverton.

Association of Community College Trustees

The next ACCT event will be the Annual Congress which will be held October 12-15, 2011, in Dallas, Texas. All board members have indicated their plans to attend.

Wyoming Association of Community College Trustees

The next regular meeting of the WACCT will be held in conjunction with the June 23-24 meeting of the Wyoming Community College Commission at Casper College. Acting Chair Mills and Mr. Krebs indicated that they would attend.

Wyoming The next regular meeting of the WCCC will be held June 23-24 at
Community College Casper College.
Commission

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for June 16.

Teton County The May 17 meeting of the Teton County BOCES has been postponed.
BOCES

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: Acting Chair Mills adjourned the meeting at 9:44 p.m.

Secretary

APPROVAL:

Chair