

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, May 16, 2012, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills Roger Gose Scott Phister Colton Crane	Charlie Krebs Frank Welty Judy Pedersen
<u>Administration:</u>	Jo Anne McFarland Jason Wood	Jay Nielson Ron Granger
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Martha Davey Caleb Blakeman Kathryn DeWitt Kathy Wells Cory Daly Matt Herr Dane Graham Lynne McAuliffe Eli Bebout Wes Connally	Charlotte Donelson Bob Connelly Victoria Fregoso Jan Jensen Steve Barlow David Gray Carolyn Aanestad Josh Scheer Mark Nordeen

CALL TO ORDER: Board Chair Caroline Mills called the meeting to order at 6:42 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 Mills announced that the meeting was preceded by a 5:30 p.m. executive session to discuss personnel and potential litigation issues. Dr. Waheed was absent from the meeting due to a family medical matter, Ms. Jennifer Rey had a death in the family, and Mr. Matt Herr was filling in for Mr. John Wood.

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

WELCOME AND INTRODUCTION OF GUESTS: 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. Krebs moved to approve the agenda as presented. Mr. Welty 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 introduced Ms. Jan Jensen, newly elected President of the Classified Staff Association. Ms. Jensen indicated that she had attended a lot of meetings on the revised budget this past month, and she appreciated that these meetings were open and that the associations were included in the discussions. Ms. Jensen submitted a written report which contained information that new officers for the association are:

President: Jan Jansen

Vice President: Kenna Sweglar

Secretary: Amanda Peterson

Treasurer/Sunshine Committee: Rita Duty

Taunya Vogelsang, Tasha Plumb, and Brenda Cadwallader proctored several classes this semester. Suze Kanack attended the PBS Technology Convention in Las Vegas April 11-13. Kelly Dempster and Jan Jensen administered ACT testing April 14, and they also administered Praxis testing on April 28 with Suze Kanack. Brenda Cadwallader participated in a Ranch Horse/Versatility Clinic April 28-29. Amanda Peterson volunteered at the Special Olympics games on April 28. Judy Hubbard attended a statewide meeting regarding the ETSS grant on May 2. Retha Reinke, Judy Hubbard, Carol Kraft, and Jan Jensen helped WPBS on May 3 by taking calls for Wyoming Perspectives "One on One with Governor Mead." Carol Woolery will be attending the WYSAC conference May 20-22. Bart Reynolds was nominated for the Rustler Spirit Award in April, and Jan Jensen received the Rustler Spirit Award in April.

The Faculty

Mr. David Gray, President of The Faculty, reported that he served as Faculty President once before in 2000. He indicated that it was difficult to characterize the opinion of the faculty on the revised budget. It is recognized that Wyoming is a financially sound state, but community

colleges are being asked to shoulder a significant responsibility to maintain that soundness. Everyone is being asked to do more with less. Some people support the revised budget, and others don't agree with it. However, the process has been open, and everyone has been informed every step of the way.

Mr. Gray submitted a written report which contained information that Mike Bostick was accepted into the Wyoming Applied Analysis and Computer Group summer research program at the University of Wyoming. Matt Flint's Professional Practices class presented short artists talks on May 3. Jim Thurman reported that CWC did very well at the Wyoming Model United Nations held in Laramie April 20-21. Professor Thurman will travel to South Korea in June as part of the U.S. Department of Education International Studies grant. Buck Tilton is beginning to receive registrations for the first Wind River Outdoor Writers Conference. Buck Tilton and David Gray will attend the Wyoming Student Services Conference in Jackson May 20-22.

Professional
Personnel
Association

Mr. Matt Herr, member of the Professional Personnel Association, indicated that transparency is the key word in regard to the budget. The Professional Staff are not in 100 percent agreement about the budget, but the vast majority supports the direction the school has taken. They have been included in the process and will help to make those decisions more tolerable as the college moves forward. Ms. Lindy Paskett will remain as president this year.

Mr. Welty noted that at the GED graduation on May 12, the people from Dubois who got their GEDs and the person who teaches there were not mentioned.

Ms. Lindy Paskett, President of the Professional Personnel Association, submitted a written report which included information that Jason Harris volunteered as a proposal reader to evaluate potential national conference presentations for the Distance Education Advising Commission and the Two-Year Colleges Commission. Cory Daly attended the inaugural meeting of the Wyoming College Testing Association in Casper April 20-21. Cory Daly, Suki Smaglik, Steve McAllister, and Mark Nordeen attended CWC's first Community College Undergraduate Research initiative meeting in Phoenix April 22-25. Lance Goede was selected to serve as the Vice Chair of the Wyoming Mental Health Professions Licensing Board. Paula Hartbank attended an Access Wyoming 2012

regional meeting in Riverton on April 17. Ms. Hartbank also attended the Wyoming Aspire conference in Riverton April 16-18. Jeremy Hughes attended the Perceptive Software Inspire Conference in Miami Beach April 15-18. Paul Branham, Matt Herr, and Donna Olsen have been working with CampusEAI the past few months to design the Moodle interface.

Student Senate

Caleb Blakeman, new Student Senate President, reported that he is the Senate President for the summer term. The Senate had their first official meeting today.

Ms. Brittany Yeates, Student Senate Advisor, submitted a written report which contained information that six senators were elected for the summer including Shai Becker, Megan Belville, Caleb Blakeman, Shawn Fagnant, and Garret VonKrosigk. New officers are:

President: Caleb Blakeman
Vice President: Shai Becker
Secretary: Garret VonKrosigk
Treasurer: Megan Belville

The summer Senate will helping with annual events such as the summer BBQ, the balloon rally, and New Student Orientation in the fall. They will also be undertaking a thorough review of the constitution as well as implementing new club procedures for funding.

Wyoming PBS

Mr. Bob Connelly, WPBS Assistant General Manager, reported that he had nothing to add to the written report submitted by Ms. Ruby Calvert, WPBS General Manager. In regard to the translator equipment on public lands, Mr. Welty suggested that if WPBS was able to get the equipment on private lands the owners could get a benefit of making a donation to the college, and all the fees and expenses could be eliminated. Mr. Connelly replied that WPBS is exempt from all federal fees so they don't pay any fees on Forest Service or BLM lands. Most of the rental properties are privately held. Mr. Welty asked about the cost to remove the translators. Mr. Connelly indicated that in order to continue to offer WPBS services, Park County has offered to donate their sites, but usually reclamation costs are associated with sites that have been donated. WPBS is trying to assess the advisability of accepting the site or telling the viewers that they can't take ownership of the site because of the reclamation cost.

Ms. Ruby Calvert, WPBS General Manager, submitted a written report which included information on administrative, development, production, promotions, and engineering activities at Wyoming PBS. WPBS will spread the 8 percent budget cut of approximately \$142,000 across the FY 13-14 biennium and will give step increases in FY 13. WPBS will provide production services for the 2012 CWC Commencement on May 11. Current membership is 3,977.

CWC Foundation/
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, thanked Chair Mills for attending the slot tournament on April 27. A total of 115 alumni and community members attended the event. The CWC Alumni Association hosted a booth during commencement rehearsal on May 11 to encourage graduates to join the ranks of the alumni association. They obtained 114 signatures from that event.

Mr. Graham submitted a written report which contained information that funds received in April 2012 totaled \$20,814.17. The 40&8 veterans organization known as the Voitures held a recognition dinner on May 9 to honor the four nursing students they have financially supported this academic year. The CWC Alumni Association's third annual slot tournament was held at the Shoshone Rose Casino on April 27 and raised \$1,150.

CONSENT
AGENDA:

Chair Mills asked if there were any objections to the consent agenda which included the approval of the minutes from the April 18, 2012, regular meeting; the acceptance of bills for April 2012; and the board travel budget.

ACTION:

Dr. Gose moved to approve the consent agenda items including the approval of the minutes from the April 18, 2012, regular meeting, the acceptance of bills for April 2012, and the board travel budget. Dr. Crane 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 \$1,546,579.65 for the month of April 2012: Operations in the amount of \$1,539,144.97; Student Grants and Loans in the amount of \$49,243.01; and Bank Transfers in the amount of \$882,784.73 for a grand total of all payments in the amount of \$2,471,172.71.

UNFINISHED

BUSINESS:

FY 13 Revised
Preliminary Budget

Dr. McFarland indicated that plummeting natural gas prices have caused the budget picture to become much worse than originally anticipated. She asked Senator Eli Bebout to provide information on the effect of natural gas prices on state revenues and to provide a view of the overall state budget situation. Senator Bebout explained that before the legislature began its session this spring, the Consensus Revenue Estimating Group (CREG) came up with a pricing scenario and predicted state revenues from those prices. At the time, natural gas was anticipated to be about \$3.25 per thousand cubic feet, but current prices have dropped below \$2. Because of this, the Governor has asked for an 8 percent cut for FY 14. The plans to be submitted by all state agencies by the end of May will be reviewed by the standing committees, and they will make recommendations to the Joint Appropriations Committee (JAC). A supplemental budget bill will be submitted at the general session in January. The situation will worsen if prices go down to \$1.50 and if there is a mild winter. Funding must be provided to the school foundation, and if there isn't enough property tax revenue, then it will have to be pulled out of the general fund. An additional issue is that coal production is dropping, and the coal companies are cutting back.

Dr. Gose stated that the state won't bail out the colleges who don't make these cuts. Senator Bebout replied that this is correct. The 8 percent cut is very real, and CWC is taking the right approach. He commended the college on having 80 percent Wyoming resident contractors for the Health and Science Center. He will work with the college as a member of the CWC Foundation to raise the \$2 million matching funding needed for the remodel of the Pro Tech building and the Lander Center.

Dr. McFarland indicated that she appreciated Senator Bebout's explanation of the seriousness of the falling natural gas prices and the significance for the colleges and their budgets. When work was begun on the budget in March, a 4 percent cut was expected for the biennium. Two days after the preliminary budget was approved by the board, the college learned that it could most certainly expect at least a 4 percent cut and more likely an 8 percent cut. On April 23 the Administrative Cabinet met to develop a proposed revised budget for presentation to staff. On April 24, the proposed revised budget was presented to the Leadership Team, a group of 23 upper management leaders at the college, for discussion and input. On April 25, the revised FY 13 budget was presented to the budget

managers, a group of 35 people who are responsible for their respective budgets, for discussion and input. On April 27 an all-staff open forum was held to present the revised FY 13 budget for input. On April 30 the Administrative Cabinet met again to finalize the revised FY 13 budget. On May 8, the Budget Managers met to review and discuss the finalized revised FY 13 budget.

The proposed revised FY 13 budget has been extensively vetted, and there have been numerous opportunities for individuals at the college to comment and to provide suggestions and alternatives. This revised budget is very proactive and very strategic. It includes a \$170,000 reduction in the operating budget and a \$181,000 reduction in staffing. A number of operating budgets were cut by 10 percent, including a 10 percent cut in the board's travel budget. Top priority and primary value were placed on the primary college function of providing programs and services that directly impact students. This is being done because of very high student enrollment and at a time when state funding is almost entirely dependent on how many students are served and how successful they are in completing their objectives.

The proposed revised FY 13 budget minimizes staff reductions to the extent possible to serve the best interests of the college overall by focusing on budget impact, position, function, and value rather than on the person. Proposed staffing cuts or reductions, to the extent possible, have avoided positions currently occupied. Any staffing cuts, reductions, or restructured positions have included positions across all employee categories. Many eliminated positions were restructures, and eliminating a direct program or service to students was avoided. The budget eliminates or reduces secondary or elective functions, such as fundraising, which is the primary function of the CWC Foundation. It is important to remember that the college's primary purpose is to deliver programs and services to students. The Foundation's purpose is to support CWC and to raise funds for that support. From FY 04 through FY 09, CWC agreed to fund 50 percent of the Foundation fundraiser position, while the Foundation funded the Foundation office staff. In FY 10, the Foundation requested that CWC temporarily fund 50 percent of its two full-time benefited office staff positions, in addition to CWC continuing to fund 50 percent of the Foundation fundraiser position. In FY 11, the college was asked to temporarily fund 100 percent of its fundraiser position, with the Foundation paying 100 percent of its two full-time benefited office staff. During this entire time, the Foundation fundraiser position contract has

been awarded on a year-to-year basis, with the college providing voluntary support. It is a luxury the college can no longer afford. Dr. McFarland stated that she has every confidence that the Foundation will assess their overall revenues and make the best decisions they can based on their resources. This budget does maintain current salary models for all employee categories but does not increase salary base pay as per legislative direction. This ensures the integrity of the salary models.

Dr. McFarland stated that it is important to remember that because an 8 percent cut is very likely in FY 13, significant cuts can be expected in FY 14. If the cuts are delayed until FY 14, the whole amount would have to be cut in the second year. The revised budget is intended to lessen the pain of mass staff reductions and to maintain the programs and services for students. The budget provides means for the college to take advantage of opportunities for growth and success. These include staffing and operating revenue for the Health and Science Center and the means to provide a local match for state-funded academic improvement projects on campus and in Lander as well as maintenance of essential programs and services to attract and retain students and improve the success rate. The college can move forward by focusing on its primary purposes in a very strategic way. It can be demonstrated that the college leaders looked everywhere for possible cuts. None of those cuts was easy or desirable, but the failure to make the cuts will affect the college's ability to move forward and take advantage of the opportunities on the horizon.

Mr. Ron Granger, Associate Vice President for Administrative Services, began his presentation of the revised budget. Ms. Pedersen asked how the college can continue to build if it doesn't have any money. Mr. Granger explained that if the college doesn't continue to build and purchase equipment that it will be moving backward. Major maintenance money is based on total square footage, but it isn't provided for dormitories. Additional campus housing is necessary because there are many students who wish to live there. Ms. Pedersen asked about the occupancy rate in housing this year. Mr. Granger replied that there were 250 students in the fall. Ms. Pedersen stated that she finds it problematic when athletes are required to stay in the dorms even when they live here. Those people can stay at home. The college doesn't need to house their special group. Mr. Granger stated that he is talking about adding 50 rooms. When the dorms are built, it will be based on revenue. The college has dorm rooms that are in dire need of remodeling. Ms. Pedersen stated that if the college can't take care of what it has, then it shouldn't build more. Not everyone wants

a collegial experience. Many will take classes online. Mr. Granger disagreed, saying that the growth here has to be with 18 and 19 year old students. They want the college experience. Ms. Pedersen asked if the taxpayers can afford it. Mr. Granger replied that the dorms are being paid for by the students. Ms. Pedersen asked to be shown how much money the dorms make. Mr. Granger indicated that all dorm repairs were being made with housing revenue and that he would provide these figures. Ms. Pedersen asked why the college waited to make the repairs if the money was coming in. Mr. Granger indicated that the problem was that the rooms had to be shut down in order to remodel them. Chair Mills asked that the figures be shared with the entire board.

Mr. Welty stated that in the current budget situation, this institution should have only two priorities. The first priority is maintaining a highly qualified staff and faculty, and the second priority is students, not buildings. New programs and possibly new hires could be postponed, but the quality of the teaching faculty needs to be maintained. New buildings should not be built until there is sufficient money. Dr. McFarland indicated that it is important to recognize that maintaining a highly qualified faculty and staff is a primary reason that the budget maintains the current salary models. In terms of serving students, it doesn't serve the students to take Chemistry or Biology in 40-year-old labs. Those needs are being met by the Health and Science Center. The college has an obligation to ensure that buildings are put to the highest and best use. In terms of housing, national studies have shown that the housing experience absolutely contributes to the level of student engagement which contributes to student success. She believes it is important to provide learning opportunities outside of class, and a big part of this takes place in housing and in a variety of other ways. It is not a fair observation to imply that buildings don't have a direct connection with students or the quality of services provided. Mr. Welty replied that some of the buildings could be postponed in a budget crisis. If the college continues to build, a cut in faculty and staff will have to be taken. Dr. McFarland replied that she agreed with Mr. Welty in principle, but possibly not in strategy.

Chair Mills asked about the fifth mill and its location in the budget. Mr. Granger replied that the budget cuts are coming from Fund 10. The optional mill is Fund 11 and is used for one-time or unexpected expenditures.

Mr. Granger presented the budget proposal which showed a total anticipated deficit for 2014 of \$936,000. The FY 13 budget adjustments included a \$170,000 reduction in operating expenses and a \$181,000 reduction in wages and benefits. The FY 14 budget adjustments included a \$200,000 reduction in operating expense, a \$181,000 reduction in wages and benefits, and a \$204,000 reduction in major maintenance. He reviewed the proposed budget changes, indicating that no cuts were made to anything directly associated with students. Chair Mills asked if there had been any discussion with the Foundation about picking up the cost for the Dean for Institutional Advancement position. Dr. McFarland replied that she met with the executive committee of the Foundation, and they did not discuss any of those arrangements. She understands that some possible ways of filling that position are being discussed. Mr. Phister asked about their reaction. Dr. McFarland indicated that there was not a strong reaction at that meeting. They did not like to see it happen, but they understood.

Chair Mills asked if any money that is raised by the Dean for Institutional Advancement goes to the Foundation. Dr. McFarland replied that it does go to the Foundation. Mr. Granger explained that the \$50,000 for contracted professional services in the proposed budget is for getting the community involved to help the college raise money. Mr. Krebs pointed out that it really isn't the college's direct responsibility to work on fund raising. Dr. McFarland replied that this is correct. Mr. Welty asked why the college is putting the \$50,000 in the budget. Dr. McFarland replied that roughly half of the cost of that position is being retained for resource development and grant development. This relates to the need to raise \$2 million in matching funding by December 2012. It will take targeted help by people in those communities. This work will be taken on by the administrators. The number of administrators has been reduced from five in 2008 to three for FY 13.

Chair Mills stated that the Rustler Booster Club will donate \$30,000 to the college. She asked if that \$30,000 goes to the Foundation and then to the college. Dr. McFarland replied that the booster club is one of the independent fundraising groups which has chosen to not work with the CWC Foundation. Chair Mills asked if the booster club was created by the Dean for Institutional Advancement. Mr. Nielson replied that it was created by Serol Stauffenberg, Director of Athletics. Chair Mills indicated that she had received a few calls from Fremont County voters. They indicated that this position has really done a lot for the college, including

the alumni association and the annual car rally. There are things that have happened as a result of that position. Mr. Phister indicated that this is a change in direction by saying that the college is not going to pay for this position anymore. He asked if the college was following a typical model. Dr. McFarland stated that throughout institutions of higher education, separate foundations and many jointly funded and operated foundations will be seen. Many are set up so there is more elected board participation. When the college's foundation was first created, there were three CWC board members and two outside members. This direction represents a greater focus on the college's primary purpose. She hoped that the college foundation recognizes the fine work that has been done by the fundraiser with the alumni and the annual fund.

Chair Mills asked if it was a possibility to take the \$100,000 and discuss the option of the Foundation taking back the position, since the budget recommendation was a surprise. The Foundation should be given a chance to look at their resources. Mr. Phister stated that the college has an individual who has developed some relationships that will be hard to duplicate with contracted work. The board does not want to be short-sighted about this situation. Significant fundraising efforts have taken place. He understands the need for budget cuts, but doing this has not been the philosophy in the past. The college has always invested in the future. Mr. Welty stated that eliminating a position and then spending for contracted services is a very short-sighted move for the long-term benefit of the institution. An institution raises money with an individual who builds relationships and who has knowledge of the people in the community. This is an investment that an institution makes over time. The Foundation can't be forced to do anything. If they are expected to hire and pay for Dane Graham's services, he doesn't see it as a benefit because of fewer scholarships. When a six-year effort is brought to an end, it may be short-sighted. The college wants the board to approve the budget, but he would like to see some other alternatives. No alternatives were given to the board to consider.

Mr. Krebs pointed out that the revised budget went through several meetings of different people at the college. Hopefully there were alternatives suggested by these people. This puts the ball back into the Foundation's court. They are supposed to be fund raisers, and they need to pay for the fundraising position. They are separate from the college. He hopes they would think it would be well worth doing. Mr. Welty stated that his concern was that everyone loses in that case. If the Foundation

Board doesn't want to pick the position up, it is the college's loss as well as the Foundation's loss. He would rather have control and direction over the primary fund raiser than allow that to be somewhere else. This would give the college the opportunity to guide what it wants to have done. His preference would be to have that person report to the Vice President for Administrative Services. Dr. McFarland indicated that the Foundation and the college have had a curious hybrid model where two benefited full-time staff members report to the Foundation, and the college-funded fundraiser reports to the college president. The fundraiser has very little access to the Foundation financial information and is not the direct supervisor of other staff members in that office. It is healthier to have each organization devote time, attention, and resources to their primary purpose. She believes that the Foundation recognizes the value of a fundraiser and will over time make provisions for that position. In regard to receiving less money in scholarship funding, \$99,000 a year saved from paying for the fundraiser can provide scholarship funding. The institution has already substantially increased institutional scholarship funding in recent years. The real value is concentration on that fundraising. She absolutely agrees that fundraising is very important to the college, but it is better done by the Foundation. The college should focus on running the college and providing programs and services.

Mr. Phister asked if this was a business decision or a personnel decision. Dr. McFarland replied that it is a budget issue, not a personnel issue. Mr. Phister stated that both the college and the Foundation will lose. He asked if there wasn't a way that person could be weaned off the college and go back to the Foundation. Dr. McFarland indicated that a variety of options and alternatives had been considered, but that the Foundation can carry forward with its fundraising. The college needs to focus more on grant development. The current Foundation staff will carry forward on a number of efforts, and there will be some continuity. It is not a matter of what is done but by whom. The college's job is education.

Dr. Gose agreed that the college should be heading in the direction of putting more efforts on grants. He asked about addressing the need to raise \$2 million by December. Dr. McFarland replied that the current Foundation support to the college is \$343,000. The college has the opportunity to develop other possible resources to augment whatever the Foundation can do. Dr. Gose noted that the development of the revised budget has been transparent and has involved everyone at the college. People from the various areas say their support is not unanimous but they

understand the logic for the cuts. There is pain, but the board operates under policy governance and should approve the budget if it meets the standards.

Mr. Phister stated that for \$100,000 the college must think it is important. He indicated that he believed the college will spend more and get less trying to get contracts in place. Dr. McFarland replied that resource development is important, and it is what the college does best. The college needs to retain at least a small pool of money to continue to explore what amount can be raised of the \$2 million matching money. Work needs to continue to maintain federal grants in particular. Mr. Phister asked that in doing a cost benefit analysis if the college is saving less than \$50,000 per year. Dr. McFarland replied that if the college fails to cut \$50,000 in FY 13, it will have to cut \$100,000 next year. Mr. Phister asked if cutting somewhere else will cost more to the college. Dr. McFarland said yes. Mr. Welty stated that he does not want to put \$100,000 into federal grants since many of those grant opportunities are going to end with the nation's large deficit. The college would be much better off to be cultivating the private sector and not the public sector.

Chair Mills asked about the timeline for raising funds for the capital construction projects. Mr. Granger indicated that the deadline is December 2012. The college must show the state that it has the money to cover the match. The college is looking at private grants as well as federal grants. The indirect costs of grants help pay for other costs at the college not associated with the grant. Ms. Pedersen asked about the purpose of the \$2 million. Mr. Granger replied that it is the match needed for the remodel of the Pro Tech Center and for building in Lander. Dr. McFarland explained that one of the means of funding will be the facilities fees that students now pay. One of the ideas was to purchase revenue bonds with these fees, but this is not allowed by statute. It is unlikely that the college will be able to raise the entire \$2 million by December 2012. The revenue stream is also being explored to possibly leverage into a loan. Mr. Nielson stated that some of the reserves or the maintenance facility fee could be utilized. The \$217,000 income per year could be used to borrow against. They are talking to bond counsel about the options since it is a good time to borrow. The timeline is very short since construction would need to be started next summer.

Dr. Gose asked if the money has to be in place at the end of the year. Mr. Nielson replied that there will be a little time, but the college has to have

the money in hand in order to bid the project. Mr. Phister asked if it is all or nothing. Mr. Nielson replied that the college must have all of the money. Ms. Pedersen asked about the reserves that were mentioned as a possible revenue source. Mr. Nielson replied that the college has two major reserve pools. One is in the main operating fund, but the college cannot carry forward more than 8 percent of the biennial amount of the budget or it has to be reverted to the state. However, the college can carry forward most of the reserves in the fifth mill. At this time, the college has over \$4 million in reserves in the fifth mill fund and \$400,000 to \$500,000 in reserves in the operating fund. Reserves are kept for big expenditures at the college. Dr. McFarland indicated that the fifth mill is totally under the control of the governing board.

Mr. Granger continued the review of the proposed budget changes. Mr. Welty asked about the total amount of the step increases for FY 13 and FY 14. Mr. Granger replied that the amount is \$206,000 for FY 13 and \$220,000 for FY 14.

Dr. McFarland recommended that the board approve the proposed FY 13 Revised Preliminary Budget as outlined in the "Summary of Proposed College Budget Fiscal Year 2013 All Funds" document included in the meeting packet, including source and use of funds; compensation plan; and staffing changes as outlined.

ACTION:

Mr. Krebs moved to approve the proposed FY 13 Revised Preliminary Budget as outlined in the "Summary of Proposed College Budget Fiscal Year 2013 All Funds" document included in the meeting packet, including source and use of funds; compensation plan; and staffing changes as outlined. Dr. Gose seconded the motion.

Mr. Phister asked that the term "step increase" be defined. Dr. McFarland replied that some employees are qualified for an educational adjustment, but most employees except those who are capped qualify for an experience step. Mr. Phister asked if this changes an employee's salary. Dr. McFarland indicated that it changes an employee's salary but does not change the base salary on the model itself. If step increases are not given, it can lead to compression where someone new coming in makes more than someone who is already working at the institution. Mr. Phister asked if the step increase is all or nothing. Dr. McFarland replied that everyone who is eligible would receive it. Mr. Phister asked where the money

would go if step increases were not allowed. Dr. McFarland answered that the operating cuts or the reduced staff positions could be restored. This would place the college in a precarious position in moving forward. The college has a large proportion of people approaching retirement, and if the salary level is restricted it will be difficult to recruit. It has happened from time to time in the past that step increases were not given. Every consideration will be given to the \$50,000 for contracted professional services, but Dr. McFarland indicated that it needs to be retained.

Dr. Crane asked to consult with the board attorney because of a possible conflict of interest on this vote. Board Attorney Frank Watkins advised the board to adjourn to executive session to discuss this issue.

ACTION:

At 8:48 p.m., Mr. Welty moved to adjourn to executive session. Ms. Pedersen seconded the motion.

It was determined that the topic of the executive session would be potential litigation.

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

The meeting was resumed at 9:07 p.m.

Dr. Gose asked Dr. McFarland to explain the implications of what would happen if the board fails to approve the revised budget. Dr. McFarland explained that contracts cannot be issued, and the budget cannot be loaded. She would expect that the initial budget from April 18 would have to stand or a new revised budget would have to be brought to the board on June 20. Any contracts would come literally days before beginning the new fiscal year. She strongly encouraged the board to pass the budget as recommended.

Mr. Welty stated that he greatly appreciated what Dr. McFarland had said about the revised budget, but he would like to see other possible alternatives. A special session possibly could be held before June 20. Mr. Krebs spoke in favor of the revised budget, indicating that the budget process has been followed. Priority was placed on the primary college function of serving students. It eliminates fundraising which is the primary function of the Foundation. The college doesn't have the luxury

of subsidizing the Foundation. It is a proactive budget which allows the college to take advantage of opportunities in the future when they arise. Mr. Phister stated that the board may not agree with the budget or the way it was done, but it is different than not having trust in the people who have taken it through the process. The board has to trust the process.

Chair Mills called for a roll call vote on the motion currently on the floor to approve the proposed FY 13 Revised Preliminary Budget as outlined in the "Summary of Proposed College Budget Fiscal Year 2013 All Funds" document included in the meeting packet, including source and use of funds; compensation plan; and staffing changes as outlined. Dr. Crane stated that it was the most difficult vote he has had to consider, and it made him consider getting off the board. It was determined that he did not have a conflict of interest. Motion carried with Dr. Crane, Dr. Gose, Mr. Krebs, Mr. Phister, and Chair Mills voting yes and Ms. Pedersen and Mr. Welty voting no.

Chair Mills asked if the administration has considered possible solutions to try to keep Dane Graham's position open. An option might be to continue his salary this year and to continue negotiations. Dr. Crane indicated that he will be in touch with the Foundation board. Mr. Graham has become valuable in the community, and it is a shame if he can't continue.

Public Hearing –
Optional One Mill
Levy

Mr. Granger indicated that the optional one mill is important as it allows the college to keep running. The optional mill is used for some operations, but primarily is used for special needs that arise such as significant one-time purchases, planning and consulting contracts, increases in energy costs, and purchase of major equipment systems. Mr. Welty asked about the portion of the mill levy that attaches to the mineral levy rather than the property tax. He asked if the state allocates the proceeds of the mill to others who don't have minerals. Mr. Granger replied that the college keeps all of the proceeds from the optional one mill. Thirty-six percent of assessed valuation comes from natural gas.

Renewal of
Optional One Mill
Levy through FY
14

Chair Mills indicated that the board would now proceed to a public hearing on the proposed renewal of the optional one mill levy through fiscal years 2013 and 2014 as per Wyoming statute 21-18-303(b) and as per the board's published intent. She asked if anyone present

wished to comment on the proposed renewal of the optional one mill levy, effective July 1, 2012, through June 30, 2014, to support college operations. No comments were made.

Dr. McFarland recommended that the board renew the optional one mill levy as per Wyoming Statute 21-18-303(b) through fiscal year 2014.

ACTION:

Mr. Krebs moved to renew the optional one mill levy as per Wyoming Statute 21-18-303(b) through fiscal year 2014. Dr. Gose seconded the motion. Motion carried.

NEW BUSINESS:

Proposed New
Program

Vice Jason President Wood explained that he was presenting one new AAS degree for board approval and certificates and credentials for board information only. The Associate of Applied Science in Entrepreneurship is a grant-funded opportunity in the amount of \$824,000. Mr. Welty asked about the actual cost to the college to launch this program. Vice President Wood replied that initially there is no cost to the college. Grant money and existing faculty will be used. It is a three-year grant. At the end of the grant the college will pick up the program or find another grant. Ms. Pedersen asked if the program was a certificate or a degree. Mr. Wood indicated that the board was being asked for approval for an AAS in Entrepreneurship. Ms. Pedersen asked if this would lead to a four-year degree. Mr. Wood replied that it is designed as a terminal degree. An articulation agreement is in place for students who want to transfer.

Dr. McFarland recommended that the board approve the new Associate of Applied Science in Entrepreneurship Program as proposed.

ACTION:

Mr. Phister moved to approve the new Associate of Applied Science in Entrepreneurship Program as proposed. Mr. Krebs seconded the motion. Motion carried.

Mr. Wood explained that the Health Science Medication Assistant Certificate and the Health Science Certified Nursing Assistant II Certificate will be offered as a result of a \$2.5 million grant award notice from the U.S. Department of Labor Employment and Training Administration in March 2012. The entire amount of the grant is coming to CWC. This grant provides \$100,000 toward the matching funds needed

to renovate the Pro Tech Building for an Innovations Institute which will be located where the nurses are located now.

Ms. Kathy Wells, Director of Nursing, explained the difference between a CNA I and a CNA II. She indicated that a CNA I has a limited scope of practice and that a CNA II is next step which includes 11 additional nursing skills and procedures. It follows a health science career pathway that feeds into a variety of other health care professions. Dr. McFarland explained that the college is doing a lot of career pathway curriculum development, of which the CNA I to CNA II is an example. Ms. Wells stated that CWC is the first institution in the state to offer CNA II for college credit.

Mr. Welty asked how the college's nursing graduates are doing in terms of getting jobs. He has heard that employment in nursing is soft. Ms. Wells replied that she has not seen this trend in the local area. Of the 25 graduates this year, 22 of them have secured positions. The majority of these positions are in the state. They have 100 percent placement of their graduates since the data have been kept. The economy has affected nursing staffing levels. The focus is on moving toward long-term care. Mr. Welty asked what the total enrollment was at the beginning of the cohort. Ms. Wells answered that they admitted 32 and graduated 25. Dr. Gose asked about the CNA II designation. Ms. Wells indicated that this is being defined by the state board. She doesn't think they will retain the CNA II title. A CNA II cannot work in acute care. They can be in long-term care, hospice, and home health. Mr. Krebs indicated that this year jobs weren't announced at pinning. Ms. Wells replied that the graduates write their own pinning statements well before they may have secured their positions.

Student Housing
Boiler Replacement
Project

Dr. McFarland recommended that the board award the student housing boiler replacement project to Rawhide Mechanical Inc., the lowest fully compliant bidder, in the amount of \$186,186.

ACTION:

Mr. Phister moved to award the student housing boiler replacement project to Rawhide Mechanical Inc., the lowest fully compliant bidder, in the amount of \$186,186. Dr. Crane seconded the motion. Motion carried.

Personnel

12-13

Administrative
Compensation

ACTION:

On Dr. McFarland's recommendation, Mr. Krebs moved to approve a two-year contract for Jason Wood to serve as Executive Vice President for Student and Academic Services from July 1, 2012, through June 30, 2014, conditional upon proof of his fulfillment of all requirements for completion of his Ph.D. and at a salary of \$125,000 for FY 13 for this substantially upgraded position. Mr. Welty seconded the motion. Motion carried.

Dr. McFarland informed the board that Ron Granger will be issued a one-year administrative contract as Vice President for Administrative Services at a salary of \$105,000.

Release from
Continuing
Contract

ACTION:

Upon Dr. McFarland's recommendation, Mr. Welty moved to grant Roy Darnell, IT Enterprise Technician, release from his continuing contract effective June 30, 2012. Ms. Pedersen seconded the motion. Motion carried.

Human Resources
Board Report

The Human Resources Board Report for May 2012 included the following information:

Rustler Salute nominees included Andy Eckart, Construction Trades/Facilities Maintenance Instructor. The next Rustler Spirit award will be named in September.

Searches in progress/pending included Instructor Education; WPBS Producer; Campus Safety Officer; WPBS Production Specialist; WPBS Web Developer/Graphic Designer; Director of Library Services; Academic Coach Talent Search; and Rodeo Coach.

Separations/transfers/requests for release from contract included Roy Darnell, IT Enterprise Support Specialist.

There were no new hires/appointments/internal transfers.

Discussion/
Information Topics
Construction
Update

Mr. Nielson reported that with the projects being done, the college is positioning itself to offer quality programs. The main issue is housing, and work is still being done on it. Conversations with bond counsel have taken place. An attempt is being made to balance a quality living environment for students with units that are affordable to build. When the project gets to the Level III planning stage, the state building construction office takes over the projects and will serve as the construction manager.

Mr. Granger indicated that at the WCCC meeting in April, they were warned that that this may be the last capital construction money that would be received for several years. The college will receive a total of \$830,000 in major maintenance in July 2012 and \$204,000 in July 2013 if the state does not make cuts in FY 2014. These funds will be used for projects of highest priority which include replacing concrete walks and repairing the septic system at Sinks Canyon Center; replacing the central fire panel in the boiler plant; replacing the roof on the student center; replacing the fire alarm detection system in the student center; replacing the oversized AC unit on the student center; and updating and remodeling the cafeteria area. These six projects will cost approximately \$1 million.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

A. Kudos.

1. To students, faculty, and staff for their academic achievements, community service, research, and professional successes as detailed in student and staff reports.
2. To Dr. Waheed, Lynne McAuliffe, and others for their work on the TAACCCT grant, in consortium with Northern Wyoming College (lead institution) and Western Wyoming College.
3. To Dr. Waheed, Garry Trautman, Kristy Salisbury, and Marcia Himes for writing a successful grant for Upward Bound.
4. To the CWC Rustler Rodeo Team coached by Rick and Lynn Smith for their fine regional standings, including first place in region for the CWC women Rustlers! CWC will have four men

and four women representing CWC at the College National Finals Rodeo in Casper as follows:

- a. Women's team representing CWC in Casper at the CNFR in June:

Tracey Hinman—individually placed 1st in the Region: Goat Tying

Lacey Tech—individually placed 4th in the Region: Goat Tying

Devin Nicholls-- Individually placed 4th in Women's All-around and 8th in Goat Tying in the Region

Jacalyn Walker—individually placed 5th in Region: Goat Tying

- b. The following CWC men placed individually either in first, second, or third in the region and will be representing CWC in Casper at the CNFR in June:

Colton Miller—1st in Region: Saddle Bronc Riding

Charlie Kogianes—3rd in Region: Saddle Bronc Riding

Ty (Austin) Williams—2nd in Region: Bull Riding

Stetson Jorgensen—tied for 1st in Region: Steer Wrestling

5. To the following students who have successfully completed CHA certification and are now CHA Certified Riding Instructors:

Tessa Dortch

Amanda Hessler

Meagan McKenzie

Kathleen Nichols

McKenzie O'Brien

Breeana Asay

6. To CWC staff members recently completing degrees as follows:

Martha Davey, Masters of Science – Education, University of Wyoming

Chanel Day, Masters of Social Work, University of Wyoming

Dane Graham, Masters of Arts – Post-Secondary Education, University of Wyoming

B. Given the current discussion at the state level about performance-based funding based on college completion, two national articles of special interest to CWC were included in the board packet:

1. "Education for All? 2-Year Colleges Struggle to Preserve Their Mission."
2. "New Formula Would Revise Graduation Rate Calculation."

C. Other articles from CWC's sister colleges around the country were included in a separate section with the board packet.

Dr. McFarland reported that she, Mr. Jason Wood, Ms. Kathy Wells, and Ms. Cory Daly went to Jackson on May 13 for nurses pinning, GED graduation, and commencement. On May 17, she and Mr. Wood will go to the Wyoming State Penitentiary commencement and GED ceremonies in Rawlins.

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 20, beginning at 7:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Public Hearing – FY 12 Closeout/Transfer of Funds/Budget Reallocation
2. Extinguishment of Bad Debt
3. WPBS Translator Site Acquisition
4. 13-14 Scholarship Package
5. Construction Update
6. Housing Construction Proposal
7. Appointment of Assistant Treasurer

The CWC Board will host a community dialogue dinner regarding master planning prior to the June 20 meeting from 5:30-7 p.m. in ITECC 125 in the Intertribal Center on the CWC campus.

ACTION:

Mr. Welty moved to hold an executive session during the June 20 meeting for purpose of discussing personnel. Mr. Krebs seconded the motion. Motion carried.

Chair Mills announced that the filing period for election to the Board of Trustees is August 8-27. Trustees whose terms are expiring are Chair Mills, Dr. Crane, Ms. Pedersen, and Mr. Welty.

CWC Foundation The next meeting of the CWC Foundation is scheduled for June 14, 2012.

Association of
Community
College Trustees The next ACCT event is the Annual Congress which will be held October 10-13 in Boston, Massachusetts. The annual board retreat will be held on October 13, immediately following the Annual Congress. This retreat will be facilitated by Narcisa Polonio, ACCT Vice President for Education, Research and Board Services.

Wyoming
Association of
Community
College Trustees The WACCT met on April 19 at Western Wyoming Community College. Mr. Krebs reported that a lot of the discussion at this meeting concerned the WCCC meeting and budget cuts. New officers are:

President – John Kaiser, LCCC
Vice President – Jim Roth, WWCC
Treasurer – Norleen Healy, NWCCD
Secretary – Carolyn Danko, NWC

The joint meeting with commissioners, trustees, and presidents will be held on June 6.

Wyoming
Community College
Commission The WCCC met on April 20 at Western Wyoming Community College. The next meeting of the WCCC will be held on June 7 in Casper.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for June 13, 2012.

Teton County
BOCES The Teton County BOCES met on May 15. Dr. Gose reported that the 12-13 budget was approved which included a request for a CWC operations support adjustment. Mr. Wood explained that over the last four years CWC costs to provide support services for Teton County School District/CWC programs have continued to rise, so a request for \$55,800 was made and approved. Ms. Jackie Meeker was present at the meeting in Jackson, and she had all the data and statistics to answer their questions. Mr. Les Bishop spoke in favor of the college, and the request was approved after that.

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 Mills adjourned the meeting at 10 p.m.

Secretary

APPROVAL:

Chair