

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, March 21, 2012, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills	Charlie Krebs
	Roger Gose	Colton Crane
	Judy Pedersen	Frank Welty
<u>Absent:</u>	Scott Phister	
<u>Administration:</u>	Jay Nielson	Jason Wood
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Jennifer Rey	Charlotte Donelson
	Carolyn Aanestad	Dane Graham
	Ron Granger	Kathryn DeWitt
	Martha Davey	Scotty Ratliff
	Eric Heiser	Cory Daly
	Amy Madera	Mikki Moriarity
	Jeremy Christensen	Will Cooney
	Joshua Scheer	Sergio Maldonado
	Annawynn Blankenship	Lindy Paskett
	Garrett VonKrosigk	Amber Ezell
	Martin Diaz	Alec Richardson
	Mark Nordeen	

CALL TO ORDER: Board Chair Caroline Mills called the meeting to order at 6:30 p.m. A roll call conducted by the board clerk indicated that all board members except Mr. Phister 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 issues. President McFarland, Dr. Waheed, and Trustee Phister were absent from the meeting, and all absences were excused.

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:

Dr. Gose moved to approve the agenda as presented. Mr. Krebs 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.

Forensics Students

Mr. Jeremy Christensen, Assistant Professor Communications/Competitive Speech, extended thanks to the administration for getting the competitive speech program up and running. The team finished second at the national tournament in Kansas. Students Amber Ezell and Annawynn Blankenship spoke to the board about their experience.

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 Brenda Barlow was chosen as the Classified Staff's nominee for the WACCT Leadership Award. Mikal Dalley along with Sarah Watson hosted lunch during Lander Gear Up Day on campus February 27. They also organized the Counselor Visit Day activities and presentations held on February 25. Danielle Hood, Tasha Plumb, and Kathryn DeWitt gave out information packets during Financial Aid Awareness Week February 22-24. Kathryn DeWitt helped distribute information during the Wolsborn-Drazovich Memorial Math Contest held on campus February 15. Judy Nethercott helped Gear Up students and their parents complete FAFSA forms on February 26. Judy Nethercott, Kathryn DeWitt, Tasha Plumb, Mikal Dalley, and Renee Fullerton, and Danielle Hood helped with College Goal Sunday on February 12. Retha Reinke and Carol Kraft were ready to take calls during the Governor's Summit on February 2, but unfortunately the event was cancelled due to sound problems.

The Faculty

Mr. Eric Heiser, President of The Faculty, indicated that Tory Stanek, daughter of Nursing Professor Stacey Stanek, was honored as a *USA*

Today sportsmanship essay contest winner. Mr. Heiser submitted a written report which contained information that Amy Madera and two culinary students attended the Wyoming Governor's Hospitality Conference February 26-28 in Cheyenne. The CWC Math Department hosted the Wolsborn-Drazovich Memorial Wyoming State Math Contest on February 15. David Gray has created a blog called "Stuff teachers and students don't talk about." Jane Johnston and 14 CWC student nurses attended one of the days of the Wyoming Nurses' Association's Legislative Days. Todd Guenther and Jim Stewart recently completed the formal report of the 2010 Archaeological Field School work. Todd Guenther published an article in *Nebraska History* magazine. He also is working with five students who are preparing research papers to present at the Wyoming Association of Professional Archaeologists Field School projects. Todd Guenther, Jim Stewart, and eight students spent the three-day President's Day weekend mapping and photographing a 6,000+ year old rock shelter south of Lander. Amy Hernandez reported that Public Health and CWC will be doing a Point of Dispensing Simulation on March 26 in the CWC gym as part of co-curricular learning.

Jane Warren went to Cheyenne for the biannual Faculty Alliance meeting on February 23. She remains Secretary/Treasurer of the organization. Jeff Hosking and Eric Heiser recently presented at the National League for Innovation Conference in Philadelphia on the successes and best practices of CWC's Rural Justice Training Center.

Professional
Personnel
Association

Ms. Lindy Paskett, President of the Professional Personnel Association, indicated that she advises the Student Senate, and they have bought into co-curricular learning. Ms. Paskett submitted a written report which included information that Lynne McAuliffe and Kathy Wells worked together to obtain \$2.5 million of a \$4.9 million grant in partnership with Wyoming Department of Workforce Services and Climb Wyoming. The Professional Staff hosted the "Souper Bowl" fundraiser on February 17. The event raised \$867 for the People of Courage Fund. Student Support Services is hosting a series of staff development webinars addressing issues that affect students and the CWC community at large. Lori Ridgway and Michael Cheek attended a workshop in February to become the first and only certified facilitators for a leadership training program developed by the Franklin Covey organization. Anne Even and Angel Sparkman attended the Ice House Entrepreneurship Facilitator Training February 28-March 1 in Kansas City. CWC Upward Bound has held parent/student weekend academies on the CWC campus and at St.

Stephens Indian High School. Mark Harris has established a CWC Upward Bound Facebook page. He has been invited by the University of Wyoming American Indian Center Steering Committee to participate in their planning meetings in February and April.

Sinks Canyon Center partnered with the Lander Children's Museum to host a series of programs on "Winter Survival" which was coordinated by Frank Berch. He has also worked with the National Weather Service in Riverton to help set up a weather station at Sinks Canyon Center. Jocelyn Henderson and Donna Olsen presented a session on Best Practices for Online Learning during the recent Staff Development Day. Lance Goede helped coordinate and host the 5th Annual Winter College Counselor Retreat at Sinks Canyon Center February 24-26. Kristy Salisbury, Marcia Himes, Garry Trautman, Tom Nirider, Paula Hartbank, and Lance Goede helped with College Goal Sunday on February 13. Lynne McAuliffe and Jennifer Metcalf attended a conference for the Trade Adjustment Assistance Community College Career Training grant in Washington, D.C., February 21-22. CWC will host the 2012 Local Food Fair coordinated by Sherry Shelley on March 10 in the Intertribal Center. Joanne Slingerland was one of three judges for the Fremont County Spelling Bee held at Fort Washakie School on February 22. Susan Thulin, Jackie Meeker, and John Wood are part of the four session institute for Leadership and Advocacy by the Ellbogen Foundation. Pieter Crow and Sergio Maldonado attended a Stop the Hate/Fighting Bias and Hate Crimes on Campus workshop in Denver February 22-24.

Student Senate

Ms. Mikki Moriarity, Student Senate President, reported that the Senate has been working on co-curricular activities. Upcoming activities include spaghetti wrestling on Thursday night and a rave dance next week.

Ms. Moriarity submitted a written report which contained information that the Senate sponsored nursing students to attend Legislative Days in Cheyenne February 23-24 and also is sponsoring a trip to Denver with the Undergraduate Research Club March 24-25. A Wii Mario Kart Drunk Driving Tournament will be hosted during the Safe Break and Alcohol Awareness Week. Spring Fling starts on March 22.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, reported that they received their standard budget from the Wyoming Legislature. The station benchmarking report (SABS) for the Corporation for Public Broadcasting has been completed. The station raised about \$72,000 during March

pledge. Ms. Calvert and Dr. Gose attended the APTS (Association of Public Television Stations) Board meeting. The virtual museum project is being shot and is planned to be completed in December.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. President Obama recommended level funding for CPB for FY 14 but zeroed out all other funding, including Ready to Learn funding through the U.S. Department of Education, which funds programs for kids. Wyoming PBS has been notified that the *Main Street, Wyoming* program on Charles Belden has won a “Documentary of the Year” award from the National Museum for Western Heritage in Oklahoma City. Current membership is 3,933.

Mr. Welty asked about the amount of funds to be matched. Ms. Calvert replied that they have until 2016 to match funds, and about \$25,000 has been raised so far.

CWC Foundation/
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, reported that great progress is being made in providing updates to the municipalities. Four more have been scheduled in the coming months at Shoshoni, Pavillion, the Town of Thermopolis, and the Hot Springs County Commission. Tribal entities are next on the list.

Mr. Scotty Ratliff, CWC Tribal Liaison, indicated that he was the donor of the Buffalo Hide painting which is now displayed in the Wind River Room of the Intertribal Center. The painting is called “Peace” and was done by Oklahoma artist Cleve Bell, who now is an art instructor at Wyoming Indian. It depicts the Louis and Clark Expedition journey to the west.

Mr. Graham submitted a written report which contained information that funds received in February 2012 totaled \$15,730. The CWC Foundation’s 2012-2013 Annual Fund campaign has raised over \$20,000 in February. The annual slot tournament will be held at the Shoshone Rose Casino on April 27. An Executive Committee meeting was held in place of a full board meeting on March 8.

Adjunct Faculty
Resources

Ms. Cory Daly and Ms. Amy Madera presented findings of their service learning project which identified resources needed to better serve adjunct faculty. Ms. Daly explained that they built a resource guide for adjunct faculty on the CWC web site which includes information on Human

Resources, FERPA, Information Technology, policies, the library, online tutoring, academic advising, and the bookstore. Other information is included on how to be a better teacher in the classroom. This website is not yet publicly available. They began work on it in November, and it is an ongoing process.

CONSENT
AGENDA:

Chair Mills asked if there were any objections to the consent agenda which included the approval of the minutes from the February 8, 2012, regular meeting; the acceptance of bills for February 2012; the board travel budget; and 12-13 revised additional academic fees.

ACTION:

Dr. Crane moved to approve the consent agenda as presented. Ms. Pedersen 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 \$1,587,713.87 for the month of February 2012: Operations in the amount of \$2,182,839.45; Student Grants and Loans in the amount of \$1,214,238.50; and Bank Transfers in the amount of \$912,818.34 for a grand total of all payments in the amount of \$4,309,896.29.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Adjunct Faculty
Appreciation Week
Proclamation

Chair Mills read the Adjunct Faculty Appreciation Week Proclamation. She indicated that adjunct faculty provide a great service and provide opportunities for many students. Ms. Pedersen stated that the work on the web site for adjuncts will be very helpful. There was a disconnect when she was an adjunct faculty member. Adjuncts are somewhat isolated, and they are very dedicated to teaching students.

On behalf of President McFarland, Mr. Nielson recommended that the board approve the Adjunct Faculty Appreciation Week Proclamation.

ACTION:

Mr. Krebs moved to approve the Adjunct Faculty Appreciation Week Proclamation. Dr. Gose seconded the motion. Motion carried.

Renewal of
Optional One Mill
Levy through FY 14

Mr. Nielson indicated that the optional one mill must be renewed every two years after a published notice at least 30 days before a public hearing and final action. At this meeting, the board authorizes the advertisement of its intent to levy the optional one mill during FY 13 and FY 14 for the regular support and operation of the college. The public hearing and final board action take place on May 16, 2012. At the hearing, the board will discuss the fifth mill for the next two years. The CWC Board has utilized the optional one mill for the past 22 years. The optional one mill is the only source of funding that, by statute, is totally under the control of the local elected governing board and typically provides just under \$1 million. The majority of the money is used for special needs as they come up.

Chair Mills asked about the approximate value of the optional one mill. Mr. Nielson replied that it is about \$870,000 this year and next year should be about \$950,000.

On behalf of President McFarland, Mr. Nielson recommended that the board authorize the advertisement on April 13, 2012, of its intent to levy the optional one mill during FY 13 and FY 14 for the regular support and operation of the college, with a public hearing and final board action to take place on May 16, 2012.

ACTION:

Dr. Crane moved to authorize the advertisement on April 13, 2012, of the board's intent to levy the optional one mill during FY 13 and FY 14 for the regular support and operation of the college, with a public hearing and final board action to take place on May 16, 2012. Mr. Krebs seconded the motion. Motion carried.

Broadcasting of
Board Meetings

Mr. Nielson stated that the main purpose of webcasting is to provide constituent access to board meetings at minimal cost and least impact on staff. This topic was tabled last month. The meeting is being webcast tonight. Board Attorney Frank Watkins indicated that in regard to legal archiving requirements and other considerations, there is no requirement to broadcast or digitally store meetings. If a meeting is recorded and stored, it is then a public record and must be made available for copying. If a meeting is broadcast only, there is no public record.

Mr. John Wood, Chief Information Officer, stated that the estimated budget impact is roughly \$10,000 to install dedicated video cameras in the Wind River Room for the purpose of webcasting the CWC board

meetings. He expects that this equipment would last for this dedicated purpose for at least ten years. High quality productions such as those through WPBS would require substantial equipment expenditures in the range of \$100,000. Dr. Gose expressed his concern about the audio quality of the meetings. If the board is not coming across clearly, this could lead to misinformation. Mr. Wood replied that the \$10,000 will include a review of the sound system. An expenditure of \$100,000 would be for a professional live broadcast. The president's recommendation is to not do that. The sound issues can be resolved, and the quality should be similar to the Riverton City Council meetings.

Mr. Welty asked what the City of Riverton spent to do the broadcasting they are doing. Mr. Wood replied that he did not know. Mr. Welty stated that he would like to see the college's broadcast do as well as the city's broadcast. Mr. Wood replied that it should cost \$10,000 to get it up and running and then no cost after that. Mr. Krebs asked if the number of people who are watching can be monitored. Mr. Wood replied that they can only tell when someone clicks in to the meeting. Ms. Pedersen asked if it would help if board members talked into the microphones. Mr. Wood indicated that there would be some training involved should the board wish to go forward. "Push to talk" microphones would make a difference in the sound. The current microphones could possibly broadcast side conversations.

Ms. Pedersen stated that it is a good idea. It gives the community a feeling of transparency, and they feel more engaged. The college doesn't have to go to WPBS's quality of production. Mr. Wood indicated that there is no technical reason to record the meetings and to make them available. The concern is a legal concern about being a public record. Dr. Gose asked about using lapel microphones. Mr. Wood replied that unintentional discussion is a real problem with using lapel microphones. He explained that the City of Riverton records over their tapes and only save about two months' worth of meetings. Mr. Watkins stated that he would not recommend that a public record be destroyed. Mr. Wood indicated that a DVD copy could be made, but if the board decides to webcast only, there would be no requirement to keep a permanent copy of the meeting.

Mr. Krebs stated the cost may be up to \$10,000. If the board webcasts its meetings until September, then it can see how many people are tuning in. If it is a small percentage, he doesn't see a reason to do it. Dr. Crane agreed with Mr. Krebs to broadcast the meetings with the current

equipment and then check in September. He didn't want to spend \$10,000 and find out that only seven people are watching. Mr. Wood explained that the \$10,000 is to bring the meetings to the quality of the City of Riverton. If the broadcasting continues as is, the quality is not that good, and people may not continue viewing because of this quality. Chair Mills indicated that the board can see if there is an interest with a small investment. Mr. Welty stated that he would like to go ahead with it. He agreed that if no one is interested that it should be discontinued. The college serves a wide area, and if broadcasting can help to engage this population and gain their support, it is a small amount to spend to get greater engagement and interest.

On behalf of President McFarland, Mr. Nielson recommended that the board authorize live webcasts only of regular board meetings and monitor how many people tune in for the next several months with a report back to the board in September. He indicated that these will be live webcasts, not recorded, for the next several months. Based on feedback, the board can decide how to proceed in September.

ACTION:

Dr. Crane moved to authorize live webcasts only of regular board meetings and to monitor how many people tune in for the next several months with a report back to the board in September. Mr. Welty seconded the motion.

Mr. Welty asked how the word about this would get out. Mr. Wood replied that the Public Information Office would do publicity.

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

Mr. Wood asked if the \$10,000 investment would be made now. Dr. Gose asked if it is made up front. Mr. Wood replied that is a capital cost. He can continue doing what he is doing or spend \$10,000 to have what the City of Riverton has now. Mr. Nielson recommended that the \$10,000 not be expended until after the board makes a decision in September. The board agreed with this recommendation.

Personnel

12-13 Faculty/
Professional
Letters of Intent
For Continuing
Contract
Employees

On behalf of President McFarland, Mr. Nielson recommended the following individuals for subsequent continuing contract effective 2013-2014:

Dudley Cole, Professor Automotive and Welding
Sharon Dalton, Instructor Music
Jewel Dirks, Professor Psychology
Benjamin Evans, Professor English
Todd Guenther, Assistant Professor Anthropology and History
Valerie Harris, Professor Mathematics
Steven McAllister, Assistant Professor Biology and Microbiology
Wayne Montgomery, Associate Professor Human Services
Amanda Nicholoff, Assistant Professor TV Broadcasting/Communication
Stacey Stanek, Associate Professor Nursing
Jane Warren, Professor Communication
Michael Wells, Assistant Professor Outdoor Education and Leadership
Tara Womack, Associate Professor Biology
Carolyn Aanestad, Public Information Officer
Leon Clark, Maintenance Supervisor
Pieter Crow, Senior Technician Administrative Computing
Lonny Fairfield, Wyoming PBS Network Operations Technician
Joel Kindle, Wyoming PBS Master Control Supervisor
Kyle Nicholoff, Wyoming PBS Production Services Manager
Richard Smith, Rodeo Coach
RoJean Thayer, Publications Coordinator

On Dr. McFarland's behalf, Mr. Nielson recommended the following individual for initial continuing contract effective 2012-2013:

Paula Kihn Assistant Professor Nursing

ACTION:

Mr. Welty moved to approve the subsequent continuing contract and initial continuing contract recommendations as made by Mr. Nielson on behalf of President McFarland. Dr. Gose seconded the motion. Motion carried.

Early Retirement Request Mr. Jason Wood, Vice President for Academic Services, explained that a request for early retirement had been received from Jane Warren, Professor of Communication. He recommended that the board approve this request.

ACTION:

Mr. Welty moved to approve the request for early retirement request from Jane Warren with regret. Mr. Krebs seconded the motion. Motion carried.

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

There were no Rustler Salute Nominees. The Rustler Spirit Award recipient for February 2012 was Anne Even, Workforce Training Coordinator Lander Grant.

Searches in progress/pending included Assistant Librarian/Coordinator for Testing Services.

There were no separations/transfers/requests for release from contract.

New hires/appointments/internal transfers included Clint Acres, Maintenance Technician.

Discussion/
Information Topics

Construction
Update

Mr. Nielson reported that the first bid tabulation on the Health and Science Center was a little over \$1 million over the initial guaranteed maximum price. After value engineering, the project is within budget and back to the guaranteed maximum price. They have not had to modify the site work, but there have been some changes. The project is within budget and is ready to move forward to finalize contracts. The issue of the distribution of the state funds for this project has been resolved. The WCCC has acknowledged that they will not impose an allocation formula that would prohibit the college from receiving the full \$6.55 million state appropriation. The Construction Management office will continue to help the college organize and manage the project to completion and will allocate the state funds to the construction contract with FCI Constructors, the construction manager. This process will use the state funds first and leave all bond funds to complete the project and be allocated according to the project budget. The other major issue was that 70 percent of the

project had to go to in-state contractors. The project will consist of 76 percent in-state contractors and 24 percent out-of-state contractors. Mr. Nielson will come back to the board with a budget. State statute requires a 5 percent contingency budget for the project, and the college will carry a 9 percent contingency. Mr. Nielson is comfortable moving forward with the construction manager. The groundbreaking is scheduled for May 10, and construction will start on May 14 with occupancy scheduled for July 1, 2013.

Mr. Nielson reported that master planning meetings will be held March 22-23. These meetings are important because the college received state funding for improvements to the Riverton campus and to the Lander Center. Jackson master plan focus group meetings are being scheduled for the week of April 23. The facility master plan will be the documentation to take these two projects to Level II planning. The funding from the state will be used to do Level III planning, which is the completion of construction documents. The project will be presented to the State Building Commission to authorize construction and funding. Construction will possibly begin in the summer of 2013. If the college wants to request additional facilities in the future, they must be included in the master plan.

Ms. Pedersen noted that the master plan will be in effect for many years in the future. A problem she sees is the present location of the Lander Center. She asked if it is wise to put money into that building. Mr. Nielson replied that the Lander Center is 4800 square feet with no place to expand. The discussion has been that the college needs 10,000 square feet to meet its needs in Lander. The request is to upgrade the current facility or to buy or expand. The college is not necessarily confined to that site.

State Legislative Update

Mr. Nielson reported that the colleges received \$7.5 million in enrollment growth funding. CWC will receive approximately \$400,000 per year. The way the formula works, they are not permanent funds. The college receives a significant portion of funds that are not long-term. If staff members are hired with this money, the college is making long-term commitments with short-term money. CWC received a 4 percent increase in its overall budget, but a 4 percent cut is anticipated next year. Making permanent adjustments with short-term money creates dilemmas. Two CWC capital construction projects were approved for a total of \$3.5 million. These projects included \$2.3 million for CWC academic space improvements and design planning on the main campus which requires over \$1.3 million in local matching funds and \$1.2 million for

improvements/expansion and design planning of the Lander Center which requires \$728,000 in local matching funds.

ACCEPTANCE OF
MONITORING
REPORT:

Staff Profile and
Salary Study

Ms. Jennifer Rey, Executive Director for Human Resources, presented the Staff Profile and Salary Study Monitoring Report. She indicated that staffing management includes all aspects of recruitment, selection, screening, hiring, retention, and staffing planning. FTE by fund type showed that 72 percent of CWC's employees were non grant funded in 2010-2011, and 28 percent were grant funded. Gender demographics for FY 11 indicated that staff members are 43.6 percent male and 56.4 percent female. Ms. Rey indicated that turnover is on a slightly upward trend, which could be further influenced by the number of pending retirements. However, turnover appears to be within a normal range. In the future, voluntary vs. involuntary turnover will be tracked.

Average days to hire during search year 2011 were 125 for all positions; 144 days for administration; 54 days for classified; and 58 days for faculty and professional/management. Recruitment policies and procedures will be reviewed, and existing policies, procedures, and systems will be evaluated for overall effectiveness and efficiency. The return on investment in recruitment expenditures will be assessed by looking at the number and quality of applications per ad and job offers extended and accepted. In regard to succession planning, college employees range in age from 22 to 69. The concern is that the average age and median age are about the same at 47.5 and 48 years respectively. Beginning this year and continuing through the next ten years, the college will need to engage in workforce planning to address the significant number of retirements that are expected. Succession planning is a current, critical issue facing the college. To address the issue, the college will be developing a succession planning policy; implementing a formal success planning program to include identifying relevant positions; assessing potential internal candidates; building professional development maps; and instituting knowledge transfer programs.

Compensation management encompasses all aspects of employee compensation and benefits from base salary to health insurance and from pension plans to other fringe benefits. Legal compliance, market analysis, and retention strategies are also a critical part of compensation

management. Graphs were presented which showed the two-year trend in average salary for benefited employee groups and the average salary raise percentage from 2006 to 2010. Payroll management includes all aspects of processing and recording payroll transactions. One graph showed wages paid from FY 00 through FY 11 and another showed the number of W-2s issued from 2005 through 2011.

Performance management encompasses performance evaluation, performance development, training, professional development, and supervisory training. Trainings provided included 290 persons in Sexual Harassment Awareness, 297 in FERPA training, and 297 in Customer Service Training. Future plans include enhancing tracking of performance evaluation scores, establishing an ongoing training program for mandatory compliance issues and professional development trainings, and enhancing tracking of training attendance and training effectiveness.

Employee engagement and employee relations focus on retention through communication, morale building, engagement, and feedback. A graph showed the number of employee service awards given at 5 years, 10 years, 15 years, 20 years, 25 years, and 30 years. Compliance and recordkeeping involves significant recordkeeping and reporting, data analysis, and policy and procedure development. New initiatives include a recordkeeping audit which includes a personnel file audit, W-4 audit, I-9 compliance audit, and FMLA audit.

Human Resource foundations include valuing people as individuals, influence, service, integrity, opportunity, and new ideas. The four core elements to Human Resources are transparent, congruent, data-driven, and principle-based. A Human Resources operations and strategic planning initiative is to get to know CWC through individual, team, and focus group meetings; site visits to each outreach center; and a four-part employee survey. A summary of findings will be compiled, and an HR strategic plan with operational objectives based on college goals will be developed.

Dr. Crane asked about the length of time it takes for a search for an administrative position. Ms. Rey explained that there were two major administrative searches. If a search is not successful or only a few candidates apply, the search is opened, closed, and then reopened. She does not expect that trend to continue. Dr. Crane noted that the classified, faculty, and management/professional positions only take around 50 days.

He asked why administrative positions take 144 days when there were only 2 of them. Mr. Welty asked how the average length to fill a position is figured and why there are delays. Ms. Rey replied that the average time to fill a vacancy is figured from the day the position opens until the day it is filled. The other issue is the effectiveness of the search. One of the challenges is that the college has a very participatory process when doing a search. This can take several months because of schedule challenges with the committee as well as the candidate. She doesn't have enough information to say what is driving this, but she will be looking at it. Mr. Welty stated that he appreciated the clear picture that has been presented. Ms. Pedersen asked if a faculty position becomes open in the middle of year if that would extend the search time also. Ms. Rey indicated that she would have to break out what needs to be tracked, and she will be looking at ways to develop this process.

Ms. Pedersen asked about succession planning. Ms. Rey stated that the college will have two retirements this year, and she recognizes that it is an issue. Ms. Pedersen asked how salaries paid at the college compared with local employment. Ms. Rey replied that depending on the makeup of the local labor force, it is a benchmark in which the college would be interested. It would also depend on the position. Competitive salaries and comparative aspects are considered. Salaries are competitive but the total financial picture doesn't necessarily work because of home prices here compared to those in the Eastern half of the country. Ms. Pedersen stated that excellence in education has to do with the quality of the faculty. She asked if faculty members are highly qualified in their areas and if they are required to have a certain amount of hours in those areas. She also asked if there are locally qualified applicants and if the entire faculty are treated equally. Ms. Rey replied that there are minimum qualifications for faculty, and these qualifications are applied equally to all applicants. A policy is in place regarding faculty load and expectations. No specific preference is given to local applicants over applicants elsewhere. Hiring decisions are based on qualifications.

Ms. Pedersen asked if there is a requirement for the number of credit hours that an instructor has to have to teach a class. Mr. Jason Wood, Vice President for Academic Services, replied that the college has minimum faculty standards. A statewide effort is being made to standardize these requirements. Dr. Gose indicated that this was an excellent presentation. He asked how CWC compares to other community colleges in terms of

length of time to hire. Ms. Rey replied that she did not know but that she would find out.

On behalf of President McFarland, Mr. Nielson recommended that the board accept the Staff Profile and Salary Study monitoring report as presented.

ACTION:

Mr. Krebs moved to accept the Staff Profile and Salary Study monitoring report as presented. Dr. Gose seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Out of so many outstanding efforts chronicled in this month's student and employee reports, special kudos to:
 - a. Lynne McAuliffe and her entire Workforce Education team for continuing to confirm CWC's top place in the state for innovative partnerships to offer a growing number of workforce training opportunities. Special acknowledgement to:
 - (1) CWC Workforce team members Lori Ridgway and Michael Cheek for having become the only Franklin Covey certified trainers in the state;
 - (2) Lynne McAuliffe with substantial assistance from Kathy Wells for their remarkable success in obtaining a \$2.5 million grant over four years to expand healthcare offerings through CWC. This grant also includes \$382,000 in scholarship funding for participants in these new and expanded programs.
 - b. Todd Guenther for superlative work in expanding archaeological research opportunities for his committed band of students, as well as adding to the cultural understanding of our local history.
 - c. Frank Berch, Sinks Canyon Center Manager, for partnering with the Lander Children's Museum in hosting a series of classes for local youngsters.
 - d. Financial Aid office staffers Jacque Burns, Judy Nethercott, Kathryn DeWitt, Tasha Plumb, Danielle Hood, and others for

efforts above and beyond the call of duty in better acquainting future students and their parents of the opportunities for financial aid for college.

2. State Level Issues

- a. College Commission has proposed rules described as minor and non-substantive “clean up” rules which substantially reduce collaboration and consultation between Commission staff and college officials; limit the opportunity to bring matters of importance before the Commission; and substantively change academic standards and funding for the colleges. Special thanks to Jason Wood and John Wood and his entire Academic Council for attending closely to these proposed rules. Trustees may need to be prepared to weigh in on this disturbing issue.
- b. Northwest College President Dr. Paul Prestwich has submitted his resignation, effective June 30, 2013.

3. Internal Issues

- a. Co-curricular learning, as well as exciting and substantive curricular changes at the college, has really taken off.
- b. Budget development for the next two years will be challenging at best. Ron Granger’s report provides details.
- c. Employees have expressed deep concern about state changes in the state retirement system. These changes likely will negatively impact both retention and recruitment of college employees.
- d. The entire college has been involved in the merger of student and academic services at the college.
- e. The college continues to work hard on the update of the college’s master plan for programs and facilities, due to come to the board in June (at which time it will also be shared at a June 20 Community Dialogue Dinner).

4. An article from *The Chronicle of Higher Education*, entitled “State Support for Colleges Falls 7.6% in 2012 Fiscal Year” was included in the board packet.
5. Articles from CWC’s sister colleges in the state and from throughout the country were included in the board packet.

Mr. Nielson reported that Bill Hitt, Assistant Professor Fire Science, had 75 people in attendance for a Haz Mat conference over spring break. Sherri Lovercheck, a trustee from Eastern Wyoming College, has been appointed to the Wyoming Community College Commission.

Executive Vice
President for
Administrative
Services

Mr. Ron Granger, Associate Vice President for Administrative Services, provided his analysis of the impact of legislative funding and other revenue streams on the FY 13 college budget process. He reported that the legislature passed an exception budget to add \$7.5 million for enrollment growth for community colleges for the biennium. CWC will receive \$822,000 for the biennium. However, those funds will only add a small amount to the overall revenues because the ARRA funds have ended. Local funds are not anticipated to increase much. Tuition revenue will increase because of the 4 percent increase which will add about \$180,000 to the budget.

One of the important factors to consider in preparing the expenditure side of the budget is to maintain the salary model by giving each eligible employee the step increase based on this model. The amount needed for FY 13 is \$206,000. Another factor to consider is the added expense of the Health and Science building in FY 2014. The operational cost for the building, estimated at \$250,000, needs to be considered in light of possible decreases in state and local funds for FY 2014. The third factor to consider is the anticipated increase in some noneducational expenses such as travel costs, delivery charges, utilities, and facilities maintenance due to increased gas prices. For FY 2013, the college will be in good shape but for FY 2014, there is the possibility of a 4 percent decrease in state funding as well as a 5 percent decrease in local funding.

Vice President for
Academic Services

Mr. Jason Wood, Vice President for Academic Services, presented information on two major grants received by the college. The Wyoming Healthcare Solutions Project will provide \$2.5 million for the U.S. Department of Labor to train 1,400 workers. The grant will provide for a project manager, two full-time faculty, and two success coaches.

Programs include CNA, Medication Assistant, Medical Billing/Coding, Medical Transcription, Clinical Medical Assistant, Phlebotomy, Pharmacy Tech, Athletic Training, and Dental Assistant. Program recruitment will emphasize low-income single mothers with children at home, Native Americans, veterans, and unemployed workers. Lynne McAuliffe and Kathy Wells worked on this grant.

The second grant is the Wyoming Community College Coalition: Preparing supervisors, managers, and entrepreneurs today for tomorrow's economy. Other colleges involved in this \$2.7 million grant are Western Wyoming Community College and Northern Wyoming Community College District. This grant will provide CWC \$817,136 for an instructional designer, one full-time faculty member, a supplement for two existing faculty salaries, and funding for clerical support. Programs include Innovations Institute/Academy for Small Businesses and entrepreneurship. Significant programming will occur on the local reservation. Angel Sparkman, Charlotte Donelson, Eric Heiser, Mohammed Waheed, Lori Ridgway, and Lynne McAuliffe wrote this grant.

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, April 18, beginning at 6:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Budget Monitoring Report
2. FY 13 Preliminary Budget Adoption
3. CWC BOCHES Fiscal Year 2013 Budget Ratification
4. 13-14 Scholarship Package
5. Perkins Grant Authorization
6. Construction Update

ACTION:

Mr. Welty moved to hold an executive session regarding personnel at 5:30 p.m. in ITECC 121, the Intertribal Center Conference Room, prior to the April 18 board meeting. Dr. Crane seconded the motion. Motion carried.

A study session will be held on Wednesday, April 11, from 6-8 p.m. in ITECC 116. No board action will be taken. Topics for the study session are FY 13 Salaries and Benefits and FY 13 Operations Budget.

CWC Foundation The March 8 meeting of the CWC Foundation was cancelled. The next meeting is scheduled for June 14.

Association of
Community
College Trustees The ACCT National Legislative Summit was held February 14-16, 2012, in Washington, D.C. Mr. Krebs noted that the Wednesday morning Wyoming breakfast was a good time to visit with the delegation from Wyoming. Dr. Gose noted that President Obama has an \$8 million program to help fund community colleges in meeting the two million highly skilled jobs that are going unfilled. Wyoming's congressional delegation was skeptical about this program and wanted to know where the money would come from to fund it. Every community college should pay attention to this program.

Mr. Krebs reported that the last speaker of the conference was The Honorable Eric Shinseki, Secretary, U.S. Department of Veterans Affairs, who talked about hiring veterans and getting them into community colleges. He recommended that colleges give a lot of support to the veterans. Chair Mills indicated that the WACCT will be looking into sending two students to the conference next year. Mr. Welty stated that less than one percent of the total population is serving in the military, and he greatly agrees that the colleges need to offer all the help they can.

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 February 22. Ms. Pedersen reported that the award for Trustee of the Year was given to John Kaiser.

Wyoming
Community College
Commission The WCCC met on February 22. The next meeting of the WCCC is scheduled for April 20 at Western Wyoming Community College.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for March 22, 2012.

Teton County
BOCES

The Teton County BOCES met on March 20. Dr. Gose reported that in May he would like to travel to Jackson to participate in person in the Teton County BOCES meeting. Ms. Jackie Meeker presented data on what is going on at Jackson Hole High School in dual enrollment. She is a great resource for the college.

Other Engagement
with the
Community to
Advance the
College

Ms. Pedersen reported that she went to the play, and it was excellent. She also went to the art show featuring graduating students which was a very good experience. Chair Mills noted that the Lady Rustlers made it to the semi-finals at the regional tournament. Dr. McFarland was presented with a Lifetime Service Award by the Riverton Chamber of Commerce on March 10.

ADJOURNMENT -
BOARD
EVALUATION
OF MEETING:

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

Chair Mills adjourned the meeting at 9:02 p.m.

Secretary

APPROVAL:

Chair