

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, December 12, 2007, in Room SC 103 of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Scott Phister Jim Matson Dennis Christensen	Caroline Mills Charlie Krebs Dallas Myers
<u>Absent:</u>	Roger Gose	
<u>Administration:</u>	Jo Anne McFarland Dane Graham Mohammed Waheed	J.D. Rottweiler Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Keith Domke Mark Nordeen Dee Harrison Ruby Calvert Alan Moore Wendy Davis Jeremy Hughes	Carolyn Aanestad Christine Chipala Donna Harrison Barbette Hernandez Tam Moore Wayne Montgomery

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 7:32 p.m. A roll call conducted by the board clerk indicated that all board members were present except for Dr. Gose. Dr. Gose had indicated at the November 14 board meeting that he would not be present at this meeting. A quorum of the board was declared present to conduct business.

Chair Phister announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at the board's last regular meeting on November 14, 2007, and in compliance with Wyoming Public Meetings law. Topics included potential litigation, property acquisition, personnel, and legal follow-up related to the audit.

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

WELCOME AND Chair Phister welcomed the guests present and reminded everyone

INTRODUCTION OF GUESTS: 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. Matson moved to approve the agenda as presented. Mr. Krebs seconded the motion. Motion carried.

Mr. Myers asked that the board recognize the passing of Mr. Jim Fike, who was a big supporter of academics and the rodeo program at CWC.

STUDENT,  
EMPLOYEE  
ASSOCIATION,  
AND WYOMING  
PUBLIC  
TELEVISION  
REPORTS:

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

Student Senate

Ms. Christine Chipala, Vice President of the Student Senate, indicated that students have met with Food Court Chef Duane Van Skike about serving more nutritious foods and about having more employees so that students can be better served.

Mr. Sterling Hall, President of the Student Senate, submitted a written report which included information that the Senate is working on a revised Constitution. CWC Senators assisted with the State High School Drama Festival with over 600 students on campus. Senators reviewed the proposed fee schedules and agreed that the student health insurance coverage fee is a tremendous idea. The Senate held an ice cream social meeting in the Food Court on December 6.

Classified Staff  
Association

Ms. Barbette Hernandez, President of the Classified Staff Association, expressed her appreciation for the help given by the music students and Quality Leaders during the Riverton Christmas parade on December 1. The Classified Staff has nominated Retha Reinke for the WACCT Classified Staff Member of the Year award. She and Linda Bender will represent the Classified Staff at the WACCT conference in February.

Ms. Hernandez submitted a written report which included information that Diana Clark and Retha Reinke were the co-chairs of the CWC float committee for the Riverton Christmas parade. Barbette Hernandez, Kay Keen, Marcia Himes, Renee Fullerton, and Retha Reinke answered phones on November 27 for the WPTV December pledge drive. Suze Kanack is a

Steering Committee member of the Riverton-Lander Business Leader Network which is an organization dedicated to promoting opportunities that benefit people with disabilities.

The Faculty

Mr. Wayne Montgomery, President of The Faculty, reported that The Faculty has nominated Jim Thurman for the WACCT Faculty Member of the Year award. Mr. Montgomery complimented the Public Information Office on the newspaper, radio, and television ad campaign being done on the experience of the faculty. CWC broadcasting students put the television ads together.

Mr. Montgomery submitted a written report which included information that Donna Olson, John Wood, Ross Johnson, Stacey Stanek, and Matt Herr attended the CIT Conference (Conference on Informational Technology) in Nashville, Tennessee. Matt Herr, Stacey Stanek, and John Wood made presentations at this conference. Jane Warren worked with 7th and 8th graders from Wyoming Indian Middle School on listening skills through the Gear Up program.

Professional  
Personnel  
Association

Mr. Jeremy Hughes, President of the Professional Personnel Association, reported that the Professional Personnel Association has nominated Lynne McAuliffe for the WACCT Professional Staff Member of the Year Award. Lance Goede and the CWC Counseling Center helped to observe World AIDS/HIV Day on December 3.

Mr. Hughes submitted a written report which contained information that Lance Goede, Susana Lawson, Kellie Webb, and Marilu Duncan assisted in sponsoring CWC's observance of the Great American Smoke-Out on November 15. Garry Trautman and Joanne Slingerland attended a Gear Up Regional Conference in Cincinnati recently. Carol Deering attended the fall meeting of the board of the Wyoming Humanities Council November 15-17. Ben Peterson and John Wood have installed a new network in the college's spaces in the Jackson Center for the Arts. Steve Barlow, Marilu Duncan, Ty Frohbeiter, and Lance Goede attended an audio conference entitled "Drug and Alcohol Prevention on Campus: Programs and Policies That Work" on November 29. Chontelle Gray and the CWC theatre department hosted the Wyoming State Drama Festival November 29-December 1. Lisa Appelhans reported that the CWC Upward Bound Program hosted the Freedom Forums, Inc., Confidence Conference and Workshop on November 11. Coralina Daly Schmidt reported that the CWC Library has received a grant for \$2,843 from the

Wyoming Humanities Council in support of author Teresa Jordan's upcoming visit to Wyoming.

Chair Phister indicated that the State Drama Festival was a huge success. His daughter was involved, and she loved it. The coaches were pleased to be on campus, and they felt welcome.

Wyoming Public  
Television

Ms. Ruby Calvert, General Manager for Wyoming Public Television, complimented Carolyn Aanestad and Dane Graham for the "Real World Experience" ad campaign. It is very well put together. She thanked board member Caroline Mills and Jackson Associate Dean Mike Tomlin for their help in hosting the pledge drive. CWC students helped behind the camera and with answering phones. CWC Classified Staff members also helped with answering phones. Ms. Calvert distributed the annual report from the WPTV Advisory Council to the board. The unveiling of the new logo is set for Wednesday, January 30, at 5 p.m., prior to the board's 6 p.m. work session. The "Fine Tuning" guide for January will have WPTV's new name and logo on it and will include the high definition schedule.

Ms. Calvert submitted a written report which included information on administrative, production, promotions, development, and engineering activities at WPTV. On November 30, WPTV hosted a lunch for Leadership Wyoming participants. WPTV now has a PBS-approved, soon to be licensed logo. PBS has agreed to do all the design and treatment work on the modified logo at no cost which will include some animation.

CONSENT  
AGENDA:

Dr. McFarland explained that an update to the academic fee schedule was included in the board folders which reflects the 4.84 percent tuition increase approved by the WCCC at a teleconference meeting this morning. This increases the resident tuition from \$62 to \$65 per credit. The WCCC determines the standard community college tuition in the state, and the board determines fees.

Dr. Rottweiler explained that any other increases in the academic fees are a reflection of the increased cost of consumables. The increase of \$5 in the distance delivery fee has to do with the cost of mailing fees. In the Arts and Sciences area, they have chosen to do the consumables as a course fee so that financial aid will cover them.

Mr. Nielson indicated that a 3 percent increase for housing and food service is being proposed in non-academic fees to keep up with

operations. The Residence Hall and Mote Hall were full this year because of changing student demographics, so there are many freshmen in the apartments this year. These students were required to participate in the full meal plan which did not make sense, especially if these students had a sophomore roommate who did not have to pay the full meal plan. The proposed apartment rate is half of the full meal plan rate and will be charged regardless of whether the student is a freshman or a sophomore.

Mr. Nielson also reported that the IRS mileage rate is going up to 50.5 cents on January 1, so the college's rate will go up to that as well. In regard to student health insurance coverage, an effort was made to provide an option for the students. Accident insurance is relatively cheap but when health coverage is added, the cost increased to over \$250 per month, so it was not added to the proposed fees for the upcoming year. Health insurance is an issue for the students. Mr. Nielson will continue investigating this option, but the cost is high. He will contact the new health clinic about referring students there for treatment.

Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the November 14, 2007, regular meeting; the acceptance of bills for November 2007; the board travel budget; the 08-09 Academic Calendar; the 08-09 Academic and Non-Academic Fee Schedule; and the 08-09 Holiday Schedule.

**ACTION:**

Mr. Krebs moved to approve the consent agenda as presented. Mr. Christensen seconded the motion. Motion carried.

Acceptance of Bills The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,228,139.01 for the month of November 2007: Operations in the amount of \$627,308.39; Student Grants and Loans in the amount of \$74,142.08; and Bank Transfers in the amount of \$721,249.09 for a grand total of all payments in the amount of \$1,422,699.56.

UNFINISHED  
BUSINESS:

Minor Policy  
Governance  
Manual Revisions Dr. McFarland stated that the board approved minor revisions on first reading to the policy governance manual in Chapter II, Policy C, Treatment of Staff; Chapter III, Policy D, Acting President; Chapter III,

Chapter II, Policy C, Treatment of Staff Policy E, CWC President's Evaluation Instrument; Chapter IV, Policy C, Board Job Description; and Chapter IV, Policy G, Board Meetings. These minor policy revisions were presented at open forum to CWC Staff on November 29. The two minor changes from first reading both relate to Chapter IV, Policy G, Board Meetings as follows: (1) The CWC Foundation report was moved to the Reports section at the end of the meeting along with the other reports from the vice presidents as suggested at the November 14 board meeting and (2) the reference to the above reports from vice presidents strikes the reference to "quarterly" reports, since these reports are given on an as needed basis.

Chapter III, Policy D, Acting President

Chapter III, Policy E, CWC President's Evaluation Instrument Dr. McFarland recommended that the board approve the above proposed minor policy revisions on second and final reading, to be effective immediately upon board action.

Chapter IV, Policy C, Board Job Description

**ACTION:**

Mr. Krebs moved to approve the proposed minor policy revisions on second and final reading, to be effective immediately upon board action. Ms. Mills seconded the motion. Motion carried.

Chapter IV, Policy G, Board Meetings

Board Attorney Update on Tax Protest

Board Attorney Frank Watkins distributed copies of the decision made by the Fremont County Board of Equalization regarding the tax protest. The decision affirms the assessor's valuation and determination that this property is not tax exempt. At the October 17, 2007, board meeting, the board authorized the board attorney to proceed with an appeal if the Fremont County Board of Equalization ruled against CWC in the tax protest matter. Mr. Watkins is prepared to move forward with this appeal to the State Board of Equalization.

Mr. Krebs asked if the State Board of Equalization determines if the Fremont County Board of Equalization has done everything correctly. Mr. Watkins indicated that it is an appeal on record, and no new evidence is presented. The State Board of Equalization can ask for oral argument as well as briefs. Chair Phister asked if there was any explanation as to why this matter came up after 40 years. Mr. Watkins replied that a new, big development occurred in the Business Park, and this threw up a red flag. They were assessing personal property and then decided to do real property.

Mr. Watkins indicated that the next level of appeal beyond the State Board of Equalization would be the local district court and then the Wyoming

Supreme Court. The notice of appeal has to be filed by January 4. The State Board of Equalization would then set some scheduling deadlines if they wanted more complete briefs, and oral arguments may be set after that. The State Board of Equalization has 60 days to have a record prepared and set up, and then they will set scheduling deadlines.

Mr. Graham stated that the CWC Foundation has agreed to pay the taxes on the land. The checks will be forwarded to Mr. Watkins, and he will include them with a letter of appeal. A request will be made for the tax payments to be held in escrow until the matter is resolved.

**NEW BUSINESS:**

Approval of  
Intertribal  
Education and  
Community  
Center MOU

Mr. Watkins explained that the Intertribal Education and Community Center MOU is between the college and the CWC Foundation. The MOU clarifies the responsibilities of each entity in raising funds, building, and managing the planned Intertribal Center. The proposed MOU satisfies HUD requirements relating to the \$1 million grant to the Foundation for the Intertribal Center.

Dr. McFarland recommended that the board approve the proposed MOU between the college and Foundation relating to the Intertribal Education and Community Center, for signature by the CWC Board Chair and Secretary and to be presented to the CWC Foundation Board of Directors for their approval.

**ACTION:**

Ms. Mills moved to approve the proposed MOU between the college and Foundation relating to the Intertribal Education and Community Center, for signature by the CWC Board Chair and Secretary and to be presented to the CWC Foundation Board of Directors for their approval. Mr. Myers seconded the motion. Motion carried.

Auditor  
Acceptance of  
Proposal

Mr. Nielson indicated that the current contract to provide auditing services expired at the conclusion of the fiscal year 2007 audit. The college advertised for auditing services for the next three fiscal years on November 25, 2007. The college received one proposal from McGee, Hearne & Paiz, LLP, of Cheyenne, Wyoming. This firm is definitely qualified as they currently audit Eastern Wyoming College, Laramie County Community College, Northwest College, the University of Wyoming, and Wyoming Public Radio.

Mr. Nielson has talked to McGee, Hearne & Paiz about the management letter and two issues that need to be addressed. Their interpretation of SAS 112 indicates that this standard does not prohibit the auditor from posting adjustments during the audit or consulting with the client to determine appropriate accounting treatment. They believe that better communication than auditor and clients have typically had in the past can resolve many of the issues related to SAS 112. A pre-audit conference will be held in May, which will allow time to review the prior year adjustments and changes occurring in the current year.

Due to the increasing standards imposed on auditors and their clients, this firm expects that the time to complete an audit will increase 20-50 percent next year. They are projecting that their fees will need to increase by 25 percent next year. Mr. Nielson indicated that their first year at a cost of \$65,000 is consistent with what would be expected. All of the auditors that work with the community colleges as well as the college's previous auditor were contacted to see if they were interested. Auditing community colleges is a specialty, and staff must be trained to meet education requirements to audit a public entity. The college's previous auditor chose not to submit a proposal.

Mr. Matson indicated that an audit of the Foundation is not included in this proposal. He asked if Mr. Nielson has had any contact with the proposed auditor regarding the Foundation. Mr. Nielson replied that the CWC Foundation is not included, but they are a component unit. He does not know what the Foundation plans to do next year. Mr. Graham stated that the Foundation Investment and Budget Committee is interested in seeing what the college's next step will be. They will decide at a later time whether to go with the current auditor or a new one.

Dr. McFarland recommended that the board accept the proposal from McGee, Hearne & Paiz, LLP, of Cheyenne for college audit services, including KCWC, for the next three years (or fiscal years 2008, 2009, and 2010) at the costs noted in the board meeting packet, with any agreement with the auditing firm to clarify an understanding that should statutes, rules, or regulations change that would lead the college not to conduct its own financial audit that the college could terminate the agreement within the three year period. It is important to have an "out" clause in case the WCCC decides that they will do financial audits.

**ACTION:**

Mr. Krebs moved to accept the proposal from McGee, Hearne & Paiz, LLP, of Cheyenne for college audit services, including KCWC, for the next three years (or fiscal years 2008, 2009, and 2010) at the costs noted in the board meeting packet, with any agreement with the auditing firm to clarify an understanding that should statutes, rules, or regulations change that would lead the college not to conduct its own financial audit that the college could terminate the agreement within the three year period. Mr. Myers seconded the motion.

Mr. Krebs asked if Mr. Nielson spoke with his counterparts at the other colleges that this firm currently audits. Mr. Nielson replied that he did speak with them and that he received good recommendations. Mr. Matson asked what the process is if the Foundation does its own audit. Mr. Nielson explained that the Foundation audit is separate from the college. The Foundation must have an audit and provide audited financial statements to the college's auditor. Dr. McFarland indicated that this is generally a one-page summary. This firm would have done the same kind of summary for all of the other college foundations at the colleges they audit.

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

Equine Center  
Property

Dr. McFarland explained that CWC currently leases land where the CWC Equine Center and its related operations are located. A strip of that land adjacent to the Smart-Start Academy on the southern boundary of the corral of the Equine Center is now of interest to IDEA, Inc., for placement of a building on a portion of that property right along the fence line. This piece of property is 40 feet wide by 182 feet long. The college does not own this land. It is owned by the CWC Foundation and is leased by the college. The Foundation cannot sell the property until they make sure that it is all right with the college as lessee and if there are any specific conditions. The Foundation decided to refer the matter to the college. Mr. Nielson has reviewed the proposal carefully along with Wayne Robinson, Director of Physical Plant, and Mike Donelson, Equine Center Operations Manager. They concluded that, given certain conditions, they would support and recommend that the board endorse this effort. Alan Moore, President of IDEA, Inc., and Dee and Donna Harrison, owners of the Smart-Start Academy, were present at the meeting to answer any questions.

Dr. McFarland recommended that the board support having the CWC Foundation, in consultation with the college to meet its conditions and needs, enter into negotiations with IDEA, Inc., to sell a plat of land not to exceed 40 feet wide by 182 feet long of Foundation property adjacent to the Smart-Start Academy and to the Central Wyoming College Equine Center.

**ACTION:**

Mr. Matson moved to support having the CWC Foundation, in consultation with the college to meet its conditions and needs, enter into negotiations with IDEA, Inc., to sell a plat of land not to exceed 40 feet wide by 182 feet long of Foundation property adjacent to the Smart-Start Academy and to the Central Wyoming College Equine Center. Mr. Krebs seconded the motion.

Mr. Alan Moore, President of IDEA, Inc., indicated that the Wyoming Business Council awarded the City of Riverton and IDEA, Inc., a grant to build the community an extended hours day care facility. Mike Bailey was one of the original partners, and he withdrew from the project. The building was subsequently redesigned, and new partners Dee and Donna Harrison were found. They have agreed to manage and operate an extended hours day care facility, and they have agreed to transfer a portion of their existing property to IDEA, Inc., so that the building can be constructed. The original plan was to put the two buildings in close proximity, but the International Building Code requires a three hour firewall separation between buildings when there are two property owners. This would be cost prohibitive. The alternative plan is to draw the two buildings away from each other which would require additional land. IDEA, Inc., would like to buy 40 feet of CWC property in order to construct the building.

Dr. Rottweiler indicated that the Equine Center is at capacity, but it is believed that the sale of this land will not impact the college's ability to maintain current livestock. The 40 x 182 piece of property is about half of a lot and will not have a significant impact on current operations. An important point is that there must be appropriate fencing.

Ms. Donna Harrison stated that the new facility would support the college because it will provide clinical opportunities for CWC's early childhood education program.

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

Personnel

Human Resources  
Board Report

Dr. McFarland asked that the monthly Human Resources Board Report be entered into the official board minutes. She pointed out the hire of Lori Ridgway, who was hired as Temporary Workforce Development Instructor/Community Relations Coordinator. Ms. Ridgway will assist the college with workforce development and with information efforts regarding upcoming capital construction projects. She started on December 3 and will work through June. She will be in attendance at the community dialogue dinner on January 17. A number of meetings will be held around the community to let people know of the college's vision for the future and ways it can grow to better meet the educational needs of the community it serves.

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

The Rustler Spirit award recipient for November was Cory Daly, Assistant Librarian/Coordinator of Testing Services.

Searches in progress/pending included Instructor Nursing; Director of Marketing; Web Developer; WPTV Director of Content and Education Services; Activities Assistant; Maintenance Technician HVAC; Office Assistant Mailroom Student Life; Line Server Food Services Assistant; Chef/Cook; Business Office Accounting Technician for WPTV; and Instructional Technologist.

Resignations/terminations/retirements/requests for release from contract included Matt Herr, Director of Instructional Technology; David Madison, WPTV Producer; Sarah Ivie, Business Office Accounting Technician; and Brian Sprague, Chef/Cook.

New Hires/Appointments/Internal Transfers included Matt Herr, Senior IT Technician – Portal/Administrative Computing; Lori Ridgway, Temporary Workforce Development Instructor/Community Relations Coordinator; Brian Sprague, Assistant Food Services Manager; and Kristin Hamlin, Registration Technician Counter Assistant.

Reorganization of  
the Board

Chair Phister stated that board governance policy IV.G.8. requires that at the first December meeting of each year, the board of trustees

Election of Officers shall elect its officers and make other appointments as are necessary to conduct regular business.

**ACTION:**

Mr. Matson moved to reelect the present slate of officers with Mr. Scott Phister as Chair, Mr. Jim Matson as Vice Chair, Dr. Roger Gose as Secretary, and Mr. Charlie Krebs as Treasurer. Mr. Myers seconded the motion. Motion carried.

Appointment of Board Representatives Chair Phister made the following appointments of board representatives:

CWC Foundation Board Mr. Matson was appointed as representative to the CWC Foundation.

State Trustees Association Ms. Mills and Mr. Krebs were appointed as representatives to the State Trustees Association.

CWC BOCHES Representatives Ms. Mills and Mr. Christensen were appointed as representatives to the CWC BOCHES.

Teton County BOCES Representatives Chair Phister and Mr. Myers were appointed as representatives to the Teton County BOCES.

Other Appointments/Designations Chair Phister indicated that the recommendations regarding the designation of official depositories and investment agencies, designation of official newspapers, appointment of legal counsel, appointment of audit firm, appointment of assistant treasurer, and appointment of board clerk are accepted as presented along with the recommendation for a new auditing firm.

These recommendations are as follows:

Designation of Official Depositories and Investment Agencies All financial institutions as specified in the list of depositories are designated as official depositories and investment agencies for college funds according to the Depository Authorization Resolution and the Depository Authorization Resolution Public Funds Collateral Pledge.

Designation of Official Newspapers All newspapers in Fremont County are designated as official newspapers for the college.

Appointment of Legal Counsel Mr. Frank B. Watkins is appointed as legal counsel for the college as retained by the Board of Trustees.

Appointment of Audit Firm McGee, Hearne & Paiz, LLP, is named as audit firm for the college.

Appointment of Assistant Treasurer Mr. Jay Nielson, Dean of Administrative Services, is appointed as assistant treasurer for the Board of Trustees, and the related resolution is to be entered into the minutes.

The resolution is as follows:

WHEREAS, on the 12th day of December 2007, the Board of Trustees of Central Wyoming College (CWC) reorganized the Board during a regular public meeting, and;

WHEREAS, Joseph Jay Nielson, Vice President for Administrative Services, was duly appointed as the Board Assistant Treasurer, and authorized:

1. to accept and release pledges of security types deemed sufficient by the CWC Board for the purpose of collateralizing college bank deposits, and;
2. to invest and redeem investments of college funds when excess cash is identified, according to the guidelines established by the State of Wyoming, Department of Audit, and;
3. to initiate transfers of cash between college bank accounts, and;
4. to stop payment on college drafts, where necessary, and;

5. to sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or acquired hereafter in the name of Fremont County Community College District, d.b.a. Central Wyoming College.

NOW, THEREFORE, BE IT RESOLVED, that Avelinda M. Paskett be designated to act on behalf of Joseph Jay Nielson in his absence or at other times necessary to efficiently discharge the duties of Board Assistant Treasurer.

Appointment of Board Clerk Ms. Linda Bender is appointed as board clerk for the Board of Trustees.

REPORTS:

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

1. Kudos.
  - a. The many successes, as well as substantial community involvement, of CWC's students, faculty, and staff were noted in student and association reports at the beginning of the meeting. They are a credit to CWC and should be recognized.
  - b. Special kudos to Auto Technology instructor Dudley Cole, who received an e-mail from a former student in Thermopolis who credited Dudley and CWC, indicating that he had recently opened up his own business and was finally able to "do what I like." That's what it's all about.
2. Community Involvement
  - a. CWC, in partnership with NOLS, will be co-sponsoring a "national teach-in" called *Focus the Nation: Global Warming Solutions for America* on January 31, 2008.
  - b. The list of 3-5 "key influencers" from each board member's sub-district will be needed before the holidays. Board members should indicate whether or not they have contacted these individuals. Chair Phister indicated that it goes a long way if board members contact these people personally.

- c. Steve Peck's *Ranger* editorial about the State Drama Festival at CWC was included in the board packet.
  - d. A picture of CWC's float in the snowy December 2 Riverton Christmas Parade was included in the board packet.
  - e. CWC is once again providing holiday gifts to children of students who have limited resources.
  - f. A letter from the National Weather Service thanking CWC for hosting the 2007 Women in Science Conference was included in the board packet.
  - g. The college is conducting phone research in the community on attitudes and perceptions about the college. The research is being conducted by Interact Communications, a Wisconsin-based company that works with two-year colleges nationally. When completed, information from 1200 residents across CWC's community will be provided, and this information will help in the college's program planning and outreach efforts. The research began on December 5, 2007, and is expected to be completed by December 14.
3. Dr. McFarland gave a brief update on the December 5-6 Joint Education Interim Committee and other state legislative activity at the meeting. She indicated that four bills came forward at the December 5-6 JEIC meeting that relate to the college. Minor adjustments were made to the bill on the Hathaway scholarship. Another bill involved substantial redistricting of the service areas of all of the colleges and would have brought in trustees from outside the college districts, even though the number of trustees would still be limited to seven on each board. That bill also would have eliminated the current means of establishing the college commission. It was proposed that a trustee from each college board serve as a member of the WCCC. That bill died for lack of a second. The bill proposed for a statewide mill levy that would have replaced the optional fifth mill with a statewide mill paid by all 23 counties in the state also failed. The JEIC co-chairs indicated they would come forward with another bill at the January 28-29 JEIC meeting that they believe will answer some of the problems with the two bills that failed regarding a statewide mill levy.

Dr. McFarland indicated that the JEIC also approved a bill that appropriates \$15 million for workforce development start-up costs associated with statewide priorities in workforce development. Those monies can be used for construction, equipment, and curriculum development, but not ongoing operational costs. That bill specifically emerged from a recommendation of the Community College Study Commission. More attention is now being placed on the Community College Study Commission recommendations.

4. A couple of articles were included in this section of the board packet:
  - a. "Emergency Communication at Colleges and Universities;" and
  - b. An excerpt from the Wyoming Catholic College newsletter, which featured CWC's offering of equine science to WCC students.
5. Articles from sister colleges and other articles of interest were included under separate cover in the board packet.

Vice President for  
Institutional  
Advancement

Vice President for Institutional Advancement Dane Graham reported that he is working with the family of George Krause in setting up a memorial fund. The family has decided to donate \$10,000, which will be \$20,000 with the match. Dr. McFarland indicated that it is important for the board to know that George Krause was on the very first CWC board and is generally credited for being one of the key drivers in establishing CWC. He contributed substantially to the college in the early years. An endowment in his honor is particularly meaningful to the college. Mr. Graham also reported that Linda Brown has created an endowment in Sherry Douglas's memory.

Mr. Graham provided a written report which included information that donations received by the Central Wyoming College Foundation since the last board report totaled \$13,804. A notable donation received and pending is the Dr. Dan Hauck Excellence in Science Award for \$500 annually. Over 3,000 annual appeal letters were mailed November 15. The CWC Foundation Board will hold its quarterly meeting on Thursday, December 13, at the CWC Lander Center. Interact Communications, the college's new marketing consultant, has begun working with the Marketing Implementation Task Force and other faculty and staff in designing phone surveys targeting Fremont, Teton, and Hot Springs Counties, as well as other identified areas in the state where the college has very little or no presence.

**NEXT REGULAR MEETING/ SUGGESTED AGENDA ITEMS/ ADDITIONAL TRUSTEE COMMENTS AND/OR REPORTS ON ADVANCEMENT IN THE COMMUNITY:** The next regular meeting will be held on Thursday, January 17, 2008, beginning at 7:30 p.m. in the Little Theatre in the Student Center.

Agenda items for the regular meeting include:

1. Administrative Contracts
2. 08-09 Early Retirement Requests
3. 08-09 Board Calendar

In addition, the CWC Board will host a community dialogue dinner for key influencers prior to the January 17 meeting from 5:30-7 p.m. in the Fremont Room (SC 103) of the Student Center on the CWC campus.

**ACTION:**

Mr. Myers moved to hold an executive session at 7 p.m. on Thursday, January 17, 2008, in the Student Center Conference Room #SC 100, to discuss property acquisition and personnel. Mr. Krebs seconded the motion. Motion carried.

Chamber Meet  
Your Legislators  
Sessions

Dr. McFarland indicated that Mr. Matson and Mr. Christensen were present at the December 6 Meet Your Legislators session in Riverton. Mr. Christensen reported that they learned a great deal about the pricing of natural gas in the state and how that affects the state budget. Dr. McFarland indicated that at the January 4 Meet Your Legislators session in Lander, all local Fremont County legislators have indicated their plans to attend. Mr. Krebs, Mr. Christensen, and Ms. Mills plan to attend this session.

Mr. Nielson indicated that he has responded to the legislators on the three issues they asked about at the Riverton Meet Your Legislators session. These issues included capital construction, salaries and comparators (average salary for public schools), and the \$15 million block grant request. Mr. Matson reported that they discussed CWC's placement on the capital construction list. Mr. Christensen noted that there was some confusion on the percentage that the legislature funded last year for capital construction projects.

Mr. Myers noted that traditionally there is a budget for capital construction projects, and these projects were funded based on the priorities set by the WCCC. He asked if the projects which were not funded last year were re-prioritized. Mr. Christensen stated that last year was the first year for capital construction requests, so there was no priority

list. Dr. McFarland indicated that with very few exceptions, all community college facilities have been paid for by revenue bonds or by property taxes in the counties where the colleges are located. The process has not settled yet.

Mr. Matson noted that CWC was #5 on the capital construction project list last year. Instead of becoming #1 on the list this year, #6 and #7 from last year went to the top, and CWC dropped to #6. Mr. Christensen stated that the state constitution provides funding for capital construction for the University of Wyoming only. Until an amendment is made to the constitution, the legislators will have difficulty funding capital construction at the community colleges. Dr. McFarland added that community colleges are not in the constitution but they are much more nearly free than the University of Wyoming and have much more local support. Community colleges are not congratulated for having their local communities and taxpayers provide the level of support that is provided when community colleges serve the entire state. Students from counties not taxed in the state pay the same tuition as those from counties that are taxed.

CWC Foundation

The next meeting of the CWC Foundation is scheduled for Thursday, December 13, in Lander.

Association of  
Community  
College Trustees

The next ACCT event is the National Legislative Summit which will be held February 11-13, 2008, in Washington, D.C. Board members who are planning to attend are Board Chair Phister, Dr. Gose, Ms. Mills, Mr. Matson, Mr. Christensen, and Mr. Krebs.

Wyoming  
Association of  
Community  
College Trustees

The next meeting of the WACCT will be held in conjunction with the February 22 meeting of the Wyoming Community College Commission at Laramie County Community College in Cheyenne. The WCCC meeting will be preceded by the Wyoming Community College Conference at Little America. Ms. Mills, Mr. Matson, Dr. Gose, and Mr. Krebs indicated that they would attend the conference.

Wyoming  
Community  
College  
Commission

The next meeting of the WCCC will be held on February 22 at Laramie County Community College in Cheyenne.

CWC BOCHES      The next meeting of the CWC BOCHES is on Wednesday, February 27, 2008. Mr. Nielson will represent the administration at this meeting as Dr. McFarland and Dr. Rottweiler will both be out of town.

Teton County  
BOCES      A Teton County BOCES meeting was held on November 27. Draft minutes from this meeting were included in the board packet.

Other      Mr. Christensen asked if the college has looked at establishing a sleep academy. Sleep studies are being done at Riverton Memorial Hospital. Since there are many sleeping problems in the United States today, there may be a need for this kind of program. Dr. Rottweiler agreed to look into this.

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

BOARD  
EVALUATION  
OF MEETING:      Chair Phister adjourned the meeting at 9:06 p.m.

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Secretary

APPROVAL:

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Chair