

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, July 21, 2004, in the BOCES wing multi-purpose room (PTC 150) of the Professional Technical Center on the Central Wyoming College campus. Board Chair Dennis Christensen called the meeting to order at 6 p.m.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Deanna Crofts Nance Shelsta	Scott Phister Vivian Swallow
<u>Absent:</u>	Ann Grospiron	Joe Megeath
<u>Administration:</u>	Jo Anne McFarland J.D. Rottweiler	Mohammed Waheed Jay Nielson
<u>Attorney:</u>	Wes Roberts	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Jason Harris Lindy Paskett Jackie Dorothy Ben Evans Walter Cook	Bruce Bynum Lisa Cunningham Carolyn Aanestad Wendy Finch

WELCOME AND INTRODUCTION OF GUESTS: Board Chair Christensen welcomed the guests present and reminded everyone that Community Input Forms were available at the door for visitors to use if they wished to speak to an agenda item. He indicated that board members Ann Grospiron and Dr. Joe Megeath would be absent from this meeting.

APPROVAL OF AGENDA: Board Chair Christensen indicated that an item needed to be added to the agenda under New Business entitled "FY 05 Budget Request to the Fremont County BOCES." This request involves their budget and is the difference between the amount of their approved budget and the amount projected for the 1/2 mill.

Dr. Shelsta moved to approve the agenda as revised. Ms. Swallow seconded the motion. Motion carried.

EXECUTIVE SESSION: At 6:03 p.m., Dr. Shelsta moved to recess to executive session to discuss legal issues. Ms. Swallow seconded the motion. Motion carried.

At 6:20 p.m., Dr. Shelsta moved to reconvene the meeting. Ms. Swallow seconded the motion. Motion carried.

PRESENTATIONS:

Student Senate

Ms. Robbalee Oleson, President of the Student Senate, reported on the Senate's activities associated with the balloon rally July 17-18.

Classified Staff Association

Ms. Lisa Cunningham, President of the Classified Staff Association, provided a written report which was included in the board packet. The Classified Staff will hold another campuswide picnic on Wednesday, July 28. The group is looking at the Student Employment Procedure and how it is applied to students who work for more than one department during their tenure as students. Classified Staff member Retha Reinke has started a committee to build a CWC float for the Fremont County Fair Parade on July 31.

The Faculty

Mr. Ben Evans, President of The Faculty, indicated that he had nothing official to report from The Faculty.

Professional Personnel Association

Mr. Jeff Hosking, President of the Professional Personnel Association, was absent from the meeting, but a written report was provided in the board packet by Mr. Jason Harris, Vice President of the Professional Personnel Association. Ross Johnson and Pieter Crow have attended Envision Tool Kit training. This training will be used to convert approximately 380 custom programs in Colleague over the next year and a half in preparation for installing Colleague Release 18 at CWC in 2006. Wendy Finch attended the National CUPA-HR Board July 14-16 and the CUPA-HR Association Leadership Program July 16-19. Alice Nicol attended the National Association of Cognitive Behavioral Therapists annual conference and received her certification in Cognitive Behavioral Therapy.

CWC Foundation

Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, provided a written report which was included in the board packet. He indicated that the Foundation held its annual retreat on July 13 and passed appropriate policies and procedures related to planned giving. Work has begun on Oktoberfest which is scheduled for September 25. Prospect evaluation meetings are being held, and work has begun on the employee appeal.

Wyoming Public

Mr. Dan Schiedel, General Manager of Wyoming Public Television, was

Television not present at this meeting, but his written report was included in the board packet. He requested that his presentation time be dedicated to showing the three-minute Nellie Tayloe Ross vignette that won the 25th Annual Bronze Telly Award. This award-winning video was produced by Jackie Dorothy, CWC student, KRTZ reporter, and part-time WPTV production assistant, as well as by WPTV producer Dean King.

CONSENT Board Chair Christensen asked if there were any objections to the consent  
AGENDA: agenda which included the approval of minutes from the June 22, 2004, regular meeting; the acceptance of bills; the board travel budget; the endowment challenge match agreement; the proposed new tenant in the CWC Business Park; and the acceptance of the Student Profile Monitoring Report.

Mr. Phister moved to approve the consent agenda as presented. Dr. Shelsta 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 \$868,920.13 for the month of June 2004: Operations in the amount of \$1,235,107.82; Student Grants and Loans in the amount of \$34,581.53; and Bank Transfers in the amount of \$544,791.38 for a grand total of all payments in the amount of \$1,814,480.73.

Endowment  
Challenge Match  
Agreement The 2004 State Legislature approved Enrolled Act 54 to establish the Wyoming Community College Endowment Challenge Program. This act provides \$4.5 million in state funds for each of the seven colleges over the next five years to match dollar-for-dollar private contributions to foundation endowments at each of the seven community colleges. The act, which became effective July 1, 2004, requires that each college enter into an agreement with its foundation to administer the matching fund endowment program. The agreement meets the requirements of the legislation and was approved by the CWC Foundation on July 13, 2004. Approval of the Memorandum of Understanding with the CWC Foundation allows the college's participation in the Wyoming Community College Endowment Challenge Program.

Proposed New  
Tenant in CWC  
Business Park This legal matter was discussed in executive session.

Acceptance of The board accepted the CWC Student Profile Monitoring Report as

Student Profile  
Monitoring Report

presented at the June 22, 2004, CWC Board of Trustees meeting.

NEW BUSINESS:

Discussion on  
Retreat/Future  
Policy Directions

Board Chair Christensen noted that a board retreat was held in Dubois July 9-10. The board chair and college president of Central Oregon Community College facilitated the retreat, and six board members were in attendance. Chair Christensen asked that these board members give their evaluation of the retreat.

Dr. Shelsta stated that she found the retreat invigorating and challenging. The gist is that in focusing on the future and asking those questions that board members need to be asking, the debate and exchange of ideas would make meetings more exciting and more lively. More views would be expressed, and these views would open discussion during board meetings about how the board would like things to go at the college in the future. The big challenge for board members will be to report on what they are doing to further the mission of the college and how they have interacted with community members. They talked about reports being delivered quarterly instead of every meeting. This would shorten the meetings. However, she loves hearing from students because they are why the college is here.

Mr. Phister noted that the board dictates what is discussed, and the board needs to take a more active role in this process. Reports should be about what the college is going to do in the future instead of what it has done in the past. The board has not dictated any direction on this at all. Reports are not necessary unless requested by the board. Written reports should be provided quarterly and verbal reports provided as requested. At the retreat, the board talked a lot about change. Meetings belong to the board, and part of it is learning the protocol. Disagreement can be constructive. Dr. Shelsta stated that this means having everything out on the table in the meetings and not discussing them before or after the meetings.

Mr. Phister stated that there may be times when board members want to know about something, and they will ask for it. One of the points made was "what about the future?" Dr. Shelsta stated that the college needs to know where it is going with its activities and how these will fit the board's goals and ends. The board has not been asking those questions.

Ms. Swallow indicated that the board was told that it was on the right track. The board has good policies that are in need of some refinement.

She liked Central Oregon's idea of a mission statement. Rather than just a tight statement, they embellished on it. It was specific and futuristic. Mr. Phister said the board was told that they shouldn't worry about appearing perfect in their public meetings. They should be real and inquisitive and should focus on the board's business.

Board Chair Christensen stated that the board needs to get more specific with its ends. The board is too general on this point. Something that can be measured is needed. He thanked the press for allowing the board to meet in retreat, since a quorum of members was present. He appreciates the candor allowed in Wyoming. In viewing the videotapes of the board meetings, the facilitators noticed that CWC board members are very quiet, which gave the perception that items had already been discussed. Dr. Shelsta thought that board members are tired by that point in the meeting.

Mr. Phister stated that the board needs to have a discussion about ends and where the board is going. They received some good direction on what should be discussed. Board Chair Christensen noted that a good point of discussion at board meetings will be what board members did last month to promote the college. Ms. Swallow liked that Central Oregon empowers the vice chair of the board. Chair Christensen indicated that Central Oregon likes to rotate the chair. They only have a chair and vice chair. The chair carries forward board decisions and is the spokesperson for the board. If a person doesn't feel he or she can take on the responsibility of chair, he or she can ask not to do it. This has the effect of getting people to take the position who might not otherwise, and it is described in their policy manual.

Ms. Crofts asked what kinds of "interactions with college staff members" are meant in the suggestions that were made from the review of the board meeting tapes. Dr. Shelsta indicated that one board member had been active with staff members, and this could mean sitting with faculty at Oktoberfest or being a partner with faculty members. Board Chair Christensen said their example was community band. Mr. Phister thought they were talking about having discussions with people, not a question and answer session. Board members would do more listening than speaking and would then be bringing up concerns from those people at the board meetings.

Ms. Crofts asked what the statement "trustees need to seek more specificity" means. This suggestion was made in the section regarding monitoring reports. Board Chair Christensen stated that it means asking

what the college is planning for the future and what the college is doing to recruit more students without getting into specifics about the program. Ms. Swallow indicated that she understood that the board should ask how this is reaching its ends rather than reporting what is in the monitoring report. Mr. Phister stated there are things that are appropriate to hear, not necessarily regurgitating activities that have taken place.

Dr. Shelsta thought the board should get more direction in where it wants to go with this. At the next meeting, the board can decide which ends it wants to tackle. Chair Christensen stated that a committee could be established. Ms. Crofts questioned this, stating that in the past the board has acted as a whole. Chair Christensen indicated that he doesn't like committees, but he is open to suggestion. He prefers the board to work as a whole and not in committees. The use of committees can be reviewed if the board chooses to do so. These committees can work on policy review and board self-evaluation. Dr. Shelsta thought the board could handle these issues at board meetings if they are done one at a time instead of trying to tackle them all.

Vice President Rottweiler stated that the board should provide more of the detail that they want in the monitoring reports. Whatever the board wants to know will be provided. Ms. Crofts stated that the board didn't want to create more work for staff with policy governance. Mr. Rottweiler indicated that the information that has been gathered has given the college direction, but asked if this information is answering the board's questions.

Dr. Shelsta noted that the ends need to be measurable. Mr. Phister suggested working on the information that is received in the monitoring reports and changing that a little bit rather than changing the ends. Perhaps they don't need to be changed. Otherwise, the process should be changed.

Dr. Shelsta challenged board members to talk about what they have done as board members for CWC. Mr. Phister stated that board members probably are doing things that they don't realize they are doing. It is a way to recognize what members' efforts are. No one should feel pressured to attend every event on the calendar. Ms. Crofts asked if attending functions with fees was discussed. Mr. Phister indicated that this was not discussed. Ms. Swallow stated that community involvement can include what a board member is doing in the community to promote the college. Ms. Swallow is trying to get her clients to come to CWC. She lets people know what resources are available at CWC. Board Chair

Christensen indicated that he would schedule time at the next meeting for each board member to report.

Ms. Swallow noted that this process makes board members aware of their community obligation. Board members need to promote education. Dr. Shelsta stated that the board needs to be externally driven, not internally driven.

Mr. Phister stated that the board talked about changing the order of the reports. Dr. McFarland indicated that she needed direction since there is reference in the policy that says the associations will be on the agenda at every meeting. Board Chair Christensen thought that written reports were fine, and the board could ask questions. Mr. Phister pointed out that if the board doesn't give direction, the associations can write reports however they like. Dr. Shelsta indicated that the board wants the regular monthly reports done quarterly. Mr. Phister agreed. Board Chair Christensen stated that the order of business needs to be shuffled. He thinks the reports are important and valuable, but does not know how to adjust those presentations except that they should be written. The board can ask specific questions about the reports.

Dr. McFarland indicated that she will provide her understanding of this discussion to the board for its review. Dr. Shelsta said that monthly reports should be put on a rotating schedule. Ms. Crofts indicated that she failed to see how this will shorten a meeting if each association has only a three-minute report. Mr. Phister stated that the board is not saying that this is the only way to shorten the meetings. Ms. Crofts replied that the board makes these organizations feel special by listening to them. Changing this would give them the perception that they are not important. The board would not be saving that much time.

Dr. Shelsta stated that possibly the board would have more dialogue by having only two or three reports at each meeting and focusing on those. Ms. Crofts indicated that she liked having the reports ahead of time and having people available to answer questions as needed.

Draft of New Board Policy: Institutional Values Dr. McFarland indicated that most colleges and universities now include a statement of values along with their statement of mission, vision, goals, and ends. The board was asked at its June 22 mini-retreat to discuss the possibility of adopting values to incorporate into the board policy chapter, along with its mission, vision, goals, and ends. Dr. McFarland indicated that it would be helpful to have a motion to ensure that her understanding

of the retreat is sufficient to move forward with internal review and input on the values. She would then bring this back to the board for policy consideration.

Currently, college values are included in two documents:

1. In the “General Executive Constraint” section of board policy II.A.2. relating to the college president, board policy reads as follows:

He or she will not fail to preserve and uphold the following values:

- a. Free inquiry and academic freedom
- b. Mutual respect and civil discourse
- c. Diversity
- d. Innovation
- e. Excellence
- f. Accessibility
- g. Community building

2. The institutional strategic plan includes the following values:

To promote the institutional Mission, Vision, and Goals, CWC collectively agrees to carry out the mission, based upon the following values:

- Student Centered. Support students’ success and improve the quality of their lives.
- Excellence. Commit to high standards in providing quality instruction and services to enhance learning.
- Learning. Promote a blend of learning approaches to foster a learning environment for students, staff, and the community.
- Access. Provide opportunities for students to attend college and to access programs by overcoming barriers to time, place, and cost.
- Diversity. Appreciate individual and cultural differences and respect human dignity in the service of diverse communities.
- Freedom of Expression. Respect and promote a free exchange of ideas and information.
- Innovation. Recognize the importance of strong leaders, innovators, and responsible risk-takers who are persistent, resourceful, and creative.

- Integrity. Perform duties with respect for one another in a spirit of professionalism, cooperation, dedication, and care.
- Shared Governance. Acknowledge and encourage the contributions of employees in the development of the college.
- Community Building. Expand lifelong learning opportunities through economic development and promoting and building partnerships.

On the basis of Dr. McFarland's understanding of board discussion at the June 22 mini-retreat, the board tentatively agreed to consider melding the two lists of values, for possible future adoption and incorporation into the "ends" chapter of board policy as follows:

- Student Centered. Support students' success and improve the quality of their lives.
- Excellence. Commit to high standards in providing quality instruction and services to enhance learning.
- Learning. Promote a blend of learning approaches to foster a learning environment for students, staff, and the community.
- Access. Provide opportunities for students to attend college and to access programs by overcoming barriers to time, place, and cost.
- Diversity. Appreciate individual and cultural differences and respect human dignity in the service of diverse communities.
- Mutual Respect and Civil Discourse. Respect contributions of employees and promote a free exchange of ideas and information.
- Innovation. Recognize the importance of strong leaders, innovators, and responsible risk-takers who are persistent, resourceful, and creative.
- Integrity. Perform duties with respect for one another in a spirit of professionalism, cooperation, dedication, and care.
- Community Building. Expand lifelong learning opportunities through economic development and promoting and building partnerships.

Dr. McFarland recommended that:

1. The board should give direction to the president as to whether or not it wishes to include a statement of values in its "ends" policy chapter;

2. The board should indicate its satisfaction with the proposed values;  
and
3. The board may wish to direct the president to take the proposed values through the internal college review process, for first reading board policy consideration at the October 2004 board meeting.

Board Chair Christensen asked if the board wanted to endorse the proposed values and have the president take these to open forum. The board was in consensus to have the president take these values forward.

Trustee Election  
Filing Intentions

Those board members whose terms expire December 1, 2004, and who are up for reelection in November 2004 are:

- Dennis Christensen (Dubois/Crowheart/Pavillion Subdistrict)
- Dr. Nance Shelsta (Riverton Subdistrict)
- Vivian Swallow (Reservation Subdistrict)
- Dr. Joe Megeath (Lander/Hudson/Jeffrey City Subdistrict)

Dr. Joe Megeath declared his intention to run for reelection at the May board meeting. Dr. Shelsta stated that she will not seek reelection. Her new job has been very demanding with a lot of travel. She indicated that it has been an honor and a pleasure to be on the board. Ms. Swallow announced that for work and family reasons she also will not seek reelection. She feels privileged to have served the college and community.

Board Chair Christensen stated that it has been a pleasure working with both Dr. Shelsta and Ms. Swallow. He will not announce his intentions yet. He is making other plans and will see what happens.

Board Calendar

The president recommended that the board change the date of the March 2005 board meeting from Wednesday, March 23, 2005, to Wednesday, March 16, 2005. This meeting was originally scheduled for Wednesday, March 23, which is the fourth Wednesday immediately preceding the college Spring Holiday (Good Friday). It is also generally better to hold board meetings on the third Wednesday of each month, if possible.

Dr. Shelsta moved to change the date of the March 2005 board meeting from Wednesday, March 23, 2005, to Wednesday, March 16, 2005. Ms. Swallow seconded the motion. Motion carried.

The president recommended that the board change the date of its 2004 Joint Board/Foundation Work Session from October 26, 2004, to October 5, 2004. The board calendar originally placed the date of the Joint Board/Foundation Work Session on October 26, 2004, which conflicts with a scheduled College Commission meeting in Sheridan. It was pointed out that several trustees will be going off the board, so the board may want to wait to schedule this meeting. In addition, board member Ann Grospiron will be going to the ACCT convention on October 5, and she is the board's representative on the Foundation board. Board Chair Christensen recommended that the board postpone consideration of this item until the September meeting.

Mr. Phister moved to postpone consideration of the change of date for the October Joint Board/Foundation Work Session until the September meeting. Dr. Shelsta seconded the motion. Motion carried.

FY 05 Budget  
Request to the  
Fremont County  
BOCES

The FY 05 budget request to the Fremont County BOCES is an additional agenda item for use of the additional funding from the 1/2 mill that has been assessed by the college board. Board Chair Christensen explained that the Fremont County BOCES has passed their budget, and it shows an operating cost of \$302,000. The proposed amount of money coming in from the 1/2 mill will be \$390,000. The difference should be used for the Interactive Classroom Network (ICN). A request will be made to the Fremont County BOCES to earmark that money in their budget for the ICN.

Dr. McFarland indicated that this is not a new concept. Several months ago the college developed a tentative budget for use of the 1/2 CWC BOCES mill, and the major need was assistance in the operation of the ICN. Every school in BOCES does not necessarily utilize the ICN, but all of the schools utilize the network infrastructure and the bandwidth provided. The college asked for help in FY 06 for help with the ICN and bandwidth for Novanet. The college also asked that any excess valuation from the 1/2 CWC mill be directed toward needs directed by the CWC board. Only in the last three weeks was the college able to get a figure that updates projections for the FY 05 1/2 mill BOCES revenues.

Granting this request would be a goodwill gesture on the part of Fremont County BOCES to at least assist in the operations cost of the system that every school supported when the college applied for the grant. The amount of \$88,000 is less than a third of what it costs to run that system. The Fremont County BOCES is being asked to dedicate monies that

exceed the projected revenues already included in their FY 05 budget. The college completely covers the cost of the ICN right now in the amount of \$300,000. This money comes out of the CWC operating budget.

This request must come from the board. Dr. McFarland recommended that the board authorize the request in the form of a letter from the CWC board chair and copy it to all board members. It would be directed to the BOCES chair and copied to other members, to Sandy Barton, and to their attorney. Fremont County BOCES would then have a formal request in writing in time to be included on their August 12 meeting agenda. This letter will probably require some reference to earlier materials that indicated the college's primary interest in receiving support for the ICN.

Mr. Phister moved to write a formal letter to the Fremont County BOCES to request that they earmark the difference between their FY 05 budget and the amount coming in from the CWC 1/2 mill for the Interactive Classroom Network (ICN). Ms. Crofts seconded the motion. Motion carried.

**BREAK IN  
MEETING:**

At 8 p.m. Board Chair Christensen called for a break in the meeting. The meeting resumed at 8:10 p.m.

**UNFINISHED  
BUSINESS:**

Public Hearing  
- FY 05 Budget  
and Approval of  
FY 05 Budget

At 8:10 p.m. Board Chair Christensen announced that the board would now consider the adoption of the FY 05 budget. A copy of the proposed FY 05 Budget and Resolutions was provided with the board packet. The board adopted the FY 05 budget on first reading at its meeting of April 28, 2005, following an April 21 study session. In adopting the FY 05 budget on first reading, the board determined that the proposed budget met the board's predetermined standards for financial planning and budget. First reading board approval also included approval of FY 05 staffing changes as outlined; approval of FY 05 salaries and benefits as outlined; and approval of the Summary of Proposed Budgets for FY 2005 – All Funds and Expenditures as outlined.

Board Chair Christensen stated that the board would now hold a public hearing on the FY 05 budget. He asked if anyone present wished to comment on the proposed budget. There were no comments.

Dr. McFarland indicated that the resolution pages in the budget had been revised and asked that Mr. Nielson briefly outline this change. Mr.

Nielson explained that the budget resolution pages in the board folders were revised to account for an oversight. Both the budget summary on page C-4 of the board packet and the detailed information in the budget book identify a budget of \$27,293,061. The resolutions identified on pages 3, 4, and 5 of the budget book summarize a budget which is \$20,396 less. The advertisement and resolutions were prepared before the detail budget was loaded into the college accounting system. It was discovered that a salary was not included in the Auxiliary fund. This adjustment was made in the master budget, but the resolutions were not corrected.

Board Attorney Wes Roberts stated that it would be appropriate to ask if there are any comments based on this clarification. Board Chair Christensen asked if there was any discussion on this change. There was none.

Dr. McFarland recommended the board adopt the proposed FY 05 Budget and revised resolutions and asked that these revised resolutions be entered into the minutes.

Mr. Phister moved to adopt the FY 05 Budget as advertised in the "Notice of Hearing on College Budget" on July 9, 2004, in the *Riverton Ranger* as noted on page 3 and according to revised resolutions on pages 4 and 5 of the budget document and that the revised resolutions be entered into the minutes. Dr. Shelsta seconded the motion.

Board Chair Christensen stated that a motion to adopt the FY 05 budget had been duly moved and seconded and asked if there was any discussion. Ms. Crofts stated that when resources are reallocated, human resources are important. There is a public perception that the college board doesn't read between the lines. When everything is pushed to a consent calendar or to an entire budget, the board is not as informed as it should be. When a member of the public approaches a board member, that board member should know about staffing changes.

Dr. McFarland responded that the major points of the budget could be outlined again to refresh everyone's memory. It would be a good idea to include some of this information since there is lag time between April and July. Ms. Crofts indicated that she does not agree with the content of the budget. On first reading of the budget on April 28, Ms. Crofts stated that it is an enormous responsibility for the board to look at a budget that is for \$23 million. She expressed her concerns about reallocated resources and staffing changes, and she voted no at that time.

Board Chair Christensen called for a vote on the motion currently on the floor. Motion carried with Ms. Crofts voting no.

The resolutions are as follows:

#### EXPENDITURE AUTHORITY RESOLUTION

WHEREAS, on the 21st day of July 2004, the budget making authority prepared and submitted to the Board of Trustees of Fremont County Community College District, a budget for the fiscal year ending June 30, 2005; and

WHEREAS, such a budget was duly entered at large upon the records of this board and a copy thereof was available for public inspection at the college business office; and

WHEREAS, notice of a public hearing on such budget, together with the summary of said budget, was published in the *Riverton Ranger*, a legal newspaper published and of general circulation in the county on the 9th day of July 2004; and

WHEREAS, a public hearing was held on such budget at the time and place specified in said notice, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, following such public hearing, certain alterations and revisions were made in such proposed budget, all of which more fully appears in the minutes of this board.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fremont County Community College District that the budget as so revised and altered, be adopted as the official college budget for the fiscal year ending June 30, 2005.

BE IT FURTHER RESOLVED, that the following appropriations be made for the 2005 fiscal year ending June 30, 2005, and that the expenditures be limited to the amount appropriated herein.

Dated this 21st day of July 2004.

EXPENDITURE AUTHORITY

CURRENT FUNDS	\$25,829,251
PLANT FUNDS	<u>608,686</u>
TOTAL EXPENDITURES	\$26,437,937
DEBT SERVICE (G.O. BONDS)	\$ 855,124

By:  
Mr. Dennis E. Christensen  
CWC Board of Trustees Chair

Attest:  
Nance Shelsta  
CWC Board of Trustees Treasurer

#### RESOLUTION TO PROVIDE INCOME

WHEREAS, on the 21st day of July 2004, this Board adopted a college budget for the 2005 fiscal year ending June 30, 2005, calling for the following appropriations:

Current Funds	\$25,829,251
Plant Funds	<u>608,686</u>
Total Appropriations	\$26,437,937
Debt Service (G.O. Bonds)	\$ 855,124

AND WHEREAS, after deducting all other cash and estimated revenue, it is necessary that the following amounts be raised by general taxation and in order to raise such sums of money, it is necessary that levies be made for the fiscal year ending June 30, 2005, as shown opposite each fund, amounts to be raised by taxes:

#### Amounts to be Raised

Current Funds:		
Operating Fund	\$2,743,224	4.00 Mills plus other taxes
Optional Mill Levy Fund	\$685,806	1.00 Mills plus other taxes
BOCES	\$342,903	.50 Mills plus other taxes
Debt Service (G.O. Bonds)	\$855,124	1.105 Mills* plus other taxes

\*Estimated by Fremont County Treasurer's Office

NOW, BE IT RESOLVED by the Board of Trustees of Central Wyoming College that the foregoing levies be made for the fiscal year ending June 30, 2005.

Dated this 21st day of July 2004.

By:  
Mr. Dennis E. Christensen  
CWC Board of Trustees Chair

Attest:  
Nance Shelsta  
CWC Board of Trustees Treasurer

Personnel

Human Resources  
Board Report

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

Searches in progress/pending included Assistant Division Chair Distance Education; WPTV Microwave Technician; Maintenance Technician HVAC; Custodian; and Activities and Intramurals Assistant.

Resignations/terminations/retirements/requests for release from contract included Kathy Clabby, ABE/GED Assistant Coordinator Lander; Patty Hessling, Activities/Intramurals Coordinator; Christopher Parker, Upward Bound Academic Coordinator; and April Pendleton, Human Resources Assistant.

New Hires/Appointments/Internal Transfers included Barbette Hernandez, Registration Technician; Kenna Kline, Physical Plant Assistant; and Kenna Manasco, Education Specialist Assistant.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Recent Successes
  - a. The June 21, 2004, issue of the *Community College Times* listed CWC among the "Top 100 Associate's Degree Producers" for

American Indian graduates nationwide. This distinction was based on 2002-2003 IPEDS (Integrated Postsecondary Education Data System) data. The top 100 list includes both two-year institutions, as well as four institutions that award associate's degrees. The article was included in the board packet. This is a great honor and a tribute to CWC's diversity.

- b. Congratulations to Wyoming Public Television for obtaining the 25<sup>th</sup> Annual Bronze Telly Award for its vignette on Nellie Tayloe Ross, produced by Jackie Dorothy and Dean King.
  - c. Successful alumni include Jason Cheney, who was graduated from CWC's Equine Science program in Spring 2003. Jason is currently employed at DevonWood Equestrian Centre in Oregon.
2. 2003-2004 Annual Report. The 03-04 annual report will be printed and distributed in early fall. The intent is to distribute this report to employees at in-service. It will be inserted in every county newspaper after Labor Day.
  3. Wyoming Community College Endowment Challenge Match. With the board's approval of an MOU with the CWC Foundation, a major campaign to raise funds toward various endowments administered by the Foundation will begin. Each contribution toward a college endowment will be matched dollar-for-dollar by the state for up to \$4.5 million over the next five years. The administration will especially be encouraging college employees to contribute toward college endowments through a payroll deduction plan. The aim is to raise \$250,000 from college staff, which, with the state match, will equal \$500,000. The major focus will be on the CWC Scholarship Endowment. Other major endowments include those for Rodeo, the Arts, and for each off-campus site (Lander, Dubois, Jackson, and Thermopolis).
  4. Major Goals for 2004-2005. Based upon the strategic planning by the CWC Leadership Team and further refinement by the Administrative Cabinet, next year's goals to meet board ends are as follows:
    - Growth management plan
      - ✓ Programs
      - ✓ Services

- ✓ Facilities
  - ✓ Recruitment targets
  - ✓ Athletics/activities
  - Facilities Planning
    - ✓ Front door
    - ✓ Renovation of Residence Hall
    - ✓ Upgrading existing facilities
    - ✓ Expansion for growing needs and enrollment
  - Higher Learning Commission Self-Study
    - ✓ Fall 2004 Visit by HLC Liaison
    - ✓ Assessment
  - Salary/Pay Model Analyses for Faculty, Professional and Classified Staff
    - ✓ Staff recognition
    - ✓ Communication
  - Endowment Challenge
5. Review of State Funding Model and Submission of Supplemental Budget Request. Dr. McFarland and Mr. Nielson are spending quite a bit of time this summer on the review of the state funding model and on preparations for possible state rules changes and submission by the College Commission of the colleges' supplemental budget request.
6. State System of Community Colleges in Transition. The state's system of community colleges has experienced turnover in key positions, including the following:
- a. The unanticipated resignation of College Commission Executive Director Dr. Rich Gilliland on June 25, 2004. College Commission Deputy Director, Dr. Ed Boenisch, has been named Interim Executive Director. A new director is expected to be named by December.
  - b. Dr. Walter Nolte has been named President of Casper College, succeeding Dr. LeRoy Strausner who retired at the end of June.

- c. Sheridan College President Dr. Steve Maier resigned in June, and Dr. Kevin Drumm has been named as new President of Sheridan College, with his duties to begin August 15, 2004.
7. CWC Will Be in the Fremont County Fair Parade. Thanks to the initiative of classified staff members, Retha Reinke and Judy Florence, CWC will have a float in this year's Fremont County Fair Parade on July 31, 2004, and the new CWC Rustler mascot will play a role.
8. Presidential Travel/Vacation
  - a. July 16 - Vacation
  - b. July 19 - Executive Council meeting in Laramie on state funding model
  - c. July 20 - Signing/Opening of ICN Partnership with St. John's Medical Center in Jackson
  - d. July 22-August 13 - Vacation (Vice President J.D. Rottweiler will be in charge during this absence)
9. Human Resources Officer Wendy Finch has been elected to the national board of directors for CUPA (College and University Professional Association).
10. The new employee reception will be held on Thursday, August 19, at 5:30 p.m. at the home of Dr. McFarland.
11. Booklet #5 "Planning Better Board Meetings" from the Carver Guide Policy Governance series was distributed to board members. If any board members are interested in reading any of the other booklets, a complete set is available in Dr. McFarland's office.
12. Articles about CWC  
Articles about CWC were included in the miscellaneous section of the board packet.

#### Administrative Reports

Academic Services J.D. Rottweiler, Vice President for Academic Services, referred to his written report which was included in the board packet. A ribbon cutting ceremony/open house for the new Interactive Classroom Network in St. John's Medical Center was held on July 20 in Jackson. Great progress is being made on the new Center for the Arts, the site of CWC's new home in Jackson. The Teton County BOCES approved 1/10 mill to help high

school students take college courses. The tax would generate \$72,000 and would pay for student tuition and fees and the development of programs and staff.

The Administrative Cabinet and Leadership Team have been looking at facilities planning. At this point, facilities tend to be a barrier to the introduction of any new programming. It is believed that a need and a market exist for programming in the trades, specifically Construction Trades, but there is no place to put them. A great opportunity exists to expand the equine programs along with a possible introduction of a Vet Tech program. Various groups will be engaged this coming year to lay the groundwork for some serious growth and facilities planning.

Several members of the Administrative Cabinet met today with the new owners of PerTech. PerTech officials would like to see the college offer drafting and electronics. The college's current bond runs out in July 2007, and long-range facilities planning needs to be done before that time. There is a strong push from the city for an events center/conference center. Capacity issues are very critical.

Each of the past two years, the consideration and exploration of intercollegiate athletics has surfaced during strategic planning. CWC is the only college in Wyoming without some type of intercollegiate athletic program beyond rodeo. Much of CWC's enrollment growth is directly related to the rodeo program. The club soccer program also brings in a number of students. During the recruitment and enrollment process, numerous inquiries are received regarding athletic programs, and it appears that CWC is losing a number of potential traditional age students. Many of CWC's current students desire a more collegiate experience which often includes some type of athletic offering.

Vice President Rottweiler has been directed to explore the possibility of adding women's volleyball for the 2005-2006 academic year. Women's volleyball was selected because of its appeal to local students, its lower cost, and the college's current facility situation. This exploration will include a candid discussion with employees at in-service followed by an open forum, possible community dialogues/public meetings, contact of the National Junior College Athletic Association and the Wyoming Athletic Association, and the establishment of a Booster Club with support pledges pending final acceptance.

Mr. Phister asked what the reservation is on the part of the administration. Vice President Rottweiler replied that it is budgetary. The college needs a major facilities upgrade. The gym is in poor shape. Dr. Shelsta asked why athletics was dropped. Dr. McFarland replied that it was the budget. Vice President Rottweiler stated that LCCC dropped all sports and now has reinstated them. A lot of school support is generated when events are on campus a couple of nights a week. If a decision is made by December, CWC would compete in Fall 2005. The question that needs to be asked is if this is a direction the college wants to take and what are the parameters.

Mr. Phister indicated that he supports the proposal, and it needs to be done with a long-term perspective. Vice President Rottweiler stated that it will take an investment by the students, the institution, and the community. Dr. Shelsta indicated that she is in support of this as well. Facilities decisions will need to be made in the future between a new gym and a trades center. Vice President Rottweiler explained that the college has seen a doubling in its physical education offerings. He thinks he can find monetary community support for this endeavor.

Board Chair Christensen indicated that the original decision to eliminate athletics was extremely difficult. He saw a continuous drain from the scholarship program because the college was giving full-ride scholarships. The games did not fill the gym even when the college had a winning team. If the college is going to compete, it should have a team that can compete. A tremendous amount of information must be gathered before a decision is made. It will be a tough sell on his part.

Vice President Rottweiler noted that with women's volleyball, the college can compete in Wyoming with Wyoming students. If the college went on the men's side, it would have to go out of state if it wanted to compete seriously.

Dr. McFarland stated that at the time athletics was cut, a new funding model was being implemented which cut the college's budget by \$750,000. The board chose not to cut academic programs. Vice President Rottweiler stated that the college would not pull money out of its scholarship programs. Ms. Crofts asked what the maximum student capacity is before more infrastructure has to be added. Vice President Rottweiler replied that it is 1500.

Dr. McFarland noted that she is seeing a lot of interest in the trades and vocational and technical areas which require very specific space. The

college is seeing the need for some specialized facilities to educate students for jobs that are available in the area. Targeted recruitment is necessary in order to fill up seats in particular programs instead of growing in an uncontrolled way. An enrollment management plan is being created. Ms. Crofts asked how the college knows what the lifespan of a program will be. Vice President Rottweiler replied that this is part of the problem in the trades. Rotational programs may have to be considered. The college's curriculum has been geared to what a business needs.

Student Services

Dr. Mohammed Waheed, Dean of Student Services, referred to his written report which was included in the board packet. This report included information on preparations for the new academic year, an enrollment update, information on CWC Upward Bound/GEAR UP/CWC-DOC Summer Programs, grant programs at CWC, and the administrative retreat. He noted in his enrollment projections from last month's monitoring reports that the college is facing dwindling enrollments. Unless something is done differently, the college will lose 8-9 percent in the next five years. The first question being asked by prospective students is "what athletic programs do you have at your school?"

Dr. Waheed has heard unofficially that the college has been awarded a sixth year of the GEAR UP grant in the amount of \$820,745.

Administrative Services

Mr. Jay Nielson, Dean of Administrative Services, referred to his written report which was included in the board packet. This report included information on the revenue and enrollment analysis, keyless entry and video surveillance system, the CWC Field Station upgrade, the Robert A. Peck Arts Center roof replacement, the flooring bid, and the computers and monitors bid. He noted that the college is poised this biennium to benefit from new funding and revenues coming through the system. Fremont County has had a 46 percent increase in assessed valuation. Other counties are experiencing the same thing. When recapture is completed in August, Mr. Nielson hopes to bring an increase in budget to the board. In regard to the CWC Field Station upgrade, the substantial completion date is now September 12. This is mainly due to safety and health issues for the commercial kitchen which require major code revisions.

In regard to the flooring bid for new carpet in the Administrative Wing and in the Pro Tech Building, the apparent low bid from Rocky Mountain Flooring of Lander did not contain the required bid bond. The project was

awarded to Karen's Draperies in the amount of \$21,151.91. It was very important to stay with the bid process, otherwise those who work with the college won't trust its procedures.

ACCT

The national ACCT conference will be held October 6-9, 2004, in New Orleans. Board Chair Christensen, Dr. Megeath, Ms. Grospiron, and Mr. Phister have indicated their tentative plans to attend this conference.

The college was not selected to receive the ACCT Charles Kennedy Equity Award this year.

WCCC

The next regularly scheduled meeting of the College Commission will be held on October 26-27, 2004, in Sheridan.

CWC Fremont  
County BOCES

The next BOCES meeting will take place on August 12, 2004, at 7 p.m. in the BOCES Multi-Purpose Room.

CWC Teton  
County BOCES

A date has not been set for the next meeting.

NEXT REGULAR  
MEETING/  
SUGGESTED  
AGENDA ITEMS:

The next regular meeting will be held on Wednesday, September 15, 2004, beginning at 6:30 p.m. in Pro Tech Room 115/121. The proposed agenda includes the following agenda items:

1. 04-05 Institutional Operational Goals
2. Planning and Institutional Effectiveness Monitoring Report
3. Academic Profile Monitoring Report
4. Trustee Report on Involvement in the Community
5. Date for Board/Foundation Joint Meeting

BOARD SELF-  
EVALUATION OF  
MEETING:

Board members were to complete an evaluation of the meeting and to turn them in before leaving.

ADJOURNMENT:

There being no further business, Board Chair Christensen adjourned the meeting at 9:09 p.m.

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Secretary

APPROVAL:

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Chair