

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, July 18, 2007, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Roger Gose Dallas Myers Dennis Christensen	Scott Phister Jim Matson Charlie Krebs
<u>Absent:</u>	Caroline Mills	
<u>Administration:</u>	Jo Anne McFarland Jay Nielson Dane Graham	J.D. Rottweiler Mohammed Waheed
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Ruby Calvert RoJean Thayer Jeremy Hughes Wendy Davis Mark Nordeen Lindy Paskett	Keith Domke Sterling Hall Wayne Montgomery Barbette Hernandez Rick Haworth

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:34 p.m. A roll call conducted by the board clerk indicated that all board members except Ms. Mills were present. Ms. Mills had indicated at the June 19 meeting that she would be absent at the July 18 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 its last regular meeting on June 19 and in compliance with Wyoming Public Meetings law. Topics included litigation, personnel, and real estate.

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

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

APPROVAL OF
AGENDA:

ACTION:

Mr. Matson moved to approve the agenda as presented. Mr. Myers seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING PUBLIC
TELEVISION, AND
CWC FOUNDATION
REPORTS:

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

Student Senate

Mr. Sterling Hall, President of the Student Senate, indicated that the Senate held an ice cream social on July 11 and that the Senate bought tickets for all CWC students for the production of *The Complete Works of William Shakespeare (Abridged)*.

Mr. Hall submitted a written report which included information that Senators Deven Pitt, Chris Greenwood, and Sterling Hall participated in the 4th of July parade in Lander along with two past senators. The Senate is sponsoring a hot air balloon in the Balloon Rally July 20-22 and participating in the Riverton Fair Week Parade with the CWC float.

Board Chair Phister commended the students for their work on the highway clean-up project.

Classified Staff
Association

Ms. Barbette Hernandez, President of the Classified Staff Association, invited board members to participate in the Fremont County Fair Parade on July 28.

Ms. Hernandez submitted a written report which included information that Classified Staff members Retha Reinke, Judy Hubbard, and Barbette Hernandez participated in the July 4 parade in Lander. The Parade Committee is working on the float for the Fremont County Fair Parade on July 28. Jody Ray attended the 2007 Planned Giving Symposium hosted by TIAA-CREF in New York City.

Board Chair Phister commended CWC's Red Hat Society for organizing and hosting the first Ducky Derby which raised \$1,470 for scholarships.

The Faculty

Mr. Wayne Montgomery, President of The Faculty, indicated that he had nothing to add to his written report which included information that Nita

Kehoe-Gadway has a solo exhibition of her artwork at Lincolnland Community College in Springfield, Illinois, June 4-July 28. Steve McAllister and Suki Smaglik are continuing to work with student Sage McCannon on a study of thermophiles and their habitat at Hot Springs Park in Thermopolis. Suki Smaglik is participating in the National Geosciences Teachers Association North Central Regional meeting in Dillon, Montana, July 29-August 1. Matt Flint's artwork was included in the Governors Capitol art exhibit, and he has a show at the Nicolaysen Museum of Art until September 2.

Professional
Personnel
Association

Mr. Jeremy Hughes, President of the Professional Personnel Association, indicated that he had nothing to add to his written report which included information that Joanne Slingerland and Erin Arnold attended the 2nd annual Brain Basic Convention in Denver, Colorado, June 15-16. The Department of Workforce and Community Education recently hosted a Regional Workforce Solutions Subcommittee meeting on the CWC campus. Jennifer Amend went to the annual PBS Showcase convention in May in Dallas, Texas. Jason Harris conducted an all-day advising workshop in Lander on June 27 for potential and current CWC students. Erin Arnold, Marilu Duncan, Lance Goede, Jason Harris, Jeremy Hughes, and Joanne Slingerland attended a webinar entitled "Using Surveys in Student Affairs Assessment" on June 20. Martha Davey, Wendy Davis, Mickey Douglas, Marilu Duncan, Serol Stauffenberg, and Jamie Stevens walked with the CWC float at the July 4 parade in Lander.

Wyoming Public
Television

Ms. Ruby Calvert, General Manager for Wyoming Public Television, reported that cable operators are supporting the satellite distribution bill which is discussed in her written report. Venessa Dickinson's retirement party was held last week. Ms. Calvert gave copies of the DVD *Dude Ranch Days* to the board, which is the only show that PBS has distributed nationally for WPTV.

Ms. Calvert submitted a written report which included information on administration, production, programming/education services, promotion, engineering, and development activities at Wyoming Public Television. The "Television Freedom Act," co-sponsored by Representative Cubin, is a significant development for WPTV and should be supported. The U.S. Senate and House have increased funding for the Corporation for Public Broadcasting from \$400 million to \$420 million. Dean King has received two silver Telly awards. There are 4,011 WPTV members to date. June pledge raised \$25,950, and the money to be raised from the August and

September pledges will be used as start-up funds for the 25th anniversary events.

CWC Foundation

Mr. Dane Graham, Vice President for Institutional Advancement, asked that board members mark their calendars for Friday, October 5, which is the date of the Oktoberfest event this year. The Foundation funded the construction of the Cozy Cabin which was built by the construction trades program. It will be displayed at the Fremont County Fair and will be auctioned off at Oktoberfest. Construction materials cost \$18,000, and it is a good partnership between the Foundation and the college.

Mr. Graham submitted a written report which included information that donations received since the last board report are in the amount of \$26,816. The current state endowment match total is \$1,912,210. Dane Graham, Lynette Jeffres, and Jody Ray attended the 2007 TIAA-CREF Trust Co. Planned Giving Symposium June 13-18 in New York. Several inquiries have been received regarding the availability of lots in the CWC Business Park, and these requests are being reviewed.

CONSENT
AGENDA:

Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the June 19, 2007, regular meeting; the acceptance of bills for June 2007; and the board travel budget.

ACTION:

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

Acceptance of Bills

The acceptance of bills included payment of the following bills which includes salaries and benefits in the amount of \$1,067,864.14 for the month of June 2007: Operations in the amount of \$1,642,781.75; Student Grants and Loans in the amount of \$8,644.31; and Bank Transfers in the amount of \$746,670.83 for a grand total of all payments in the amount of \$2,398,096.89.

UNFINISHED
BUSINESS:

Public Hearing -
FY 08 Budget and
Approval of FY 08
Budget

Mr. Nielson gave an overview of the FY 08 budget. He indicated that the budget develops a connection between where the college is going and how it will get there. Financial resources are then allocated toward that direction. No change has been made to the budget since it was presented to the board in April.

The most significant change in the budget for FY 08 is the \$1.2 million appropriated for compensation of staff. These funds have been allocated consistent with the request made to the legislature with a 20.3 percent increase for Faculty, an 18 percent increase for Classified Staff, a 10 percent increase for Professional/Administration, and \$102,964 for part-time employees and adjunct. The 5 percent increase in the tuition rate approved by the WCCC has also been included in the budget based on a flat 2006 enrollment.

The college budget has decreased from \$30 million to \$28 million because of a decrease of \$3.1 million in the WPTV budget as the digitization and build out projects wind down. The General Obligation bond issue was paid off on July 1, 2007, from taxes collected this year, so the college will no longer have a tax levied for debt service. The only debt the college is carrying is a Revenue bond for Mote Hall and a lease payment for the Pro Tech Building addition.

This budget was built on an assessed valuation of \$850 million. The certified assessed valuation came in at \$1.191 billion, but there is a protest, so the tax base is \$965 million. Mr. Nielson expects the 5th mill fund and the BOCHES 1/2 mill fund will be increased because assessed valuation is higher. These changes will be brought back to the board for recapture/ redistribution in September or October, but there is no recommendation for any change in the budget at this time.

Board Chair Phister stated that the FY 08 Budget Hearing had been duly advertised to occur at this time and place and that the board would now hold a public hearing on the FY 08 Budget. He asked if anyone present wished to comment on the proposed budget. There were no comments. Board Chair Phister asked for the president's recommendation. Dr. McFarland recommended that the board adopt the proposed FY 08 Budget and Resolutions and asked that these resolutions be entered into the minutes of this meeting.

Board Chair Phister called for a motion to adopt the FY 08 Budget as advertised in the "Notice of Public Hearing" on July 1, 2007, in the *Riverton Ranger* as noted in the budget booklet and according to resolutions published in the budget document. He indicated that the motion should include entering the budget resolutions into the minutes of this meeting.

ACTION:

Dr. Gose moved to adopt the FY 08 Budget as advertised in the "Notice of Public Hearing" on July 1, 2007, in the *Riverton Ranger* as noted in the budget booklet and according to resolutions published in the budget document and that the budget resolutions be entered into the minutes of this meeting. Mr. Matson seconded the motion. Motion carried.

The resolutions are as follows:

EXPENDITURE AUTHORITY RESOLUTION

WHEREAS, on the 18th day of July 2007, 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, 2008; 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 1st day of July 2007; 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, 2008.

BE IT FURTHER RESOLVED, that the following appropriations be made for the 2008 fiscal year ending June 30, 2008, and that the expenditures be limited to the amount appropriated herein.

Dated this 18th day of July 2007.

EXPENDITURE AUTHORITY

CURRENT FUNDS	\$27,772,853
PLANT FUNDS	<u>952,033</u>
TOTAL EXPENDITURES	\$28,724,886
DEBT SERVICE (G.O. BONDS)	\$ 0

By:
Mr. Scott Phister
CWC Board of Trustees Chair

Attest:
Mr. Charles Krebs
CWC Board of Trustees Treasurer

RESOLUTION TO PROVIDE INCOME

WHEREAS, on the 18th day of July 2007, this Board adopted a college budget for the 2008 fiscal year ending June 30, 2008, calling for the following appropriations:

Current Funds	\$27,772,853
Plant Funds	<u>952,033</u>
Total Appropriations	\$28,724,886
Debt Service (G.O. Bonds)	\$ 0

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, 2008, as shown opposite each fund, amounts to be raised by taxes:

Amounts to be Raised

Current Funds:		
Operating Fund	\$3,600,000	4.00 Mills plus other taxes

Optional Mill Levy Fund	\$ 900,000	1.00 Mills plus other taxes
CWC BOCHES	\$ 450,000	.50 Mills plus other taxes

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, 2008.

Dated this 18th day of July 2007.

By:
Mr. Scott Phister
CWC Board of Trustees Chair

Attest:
Mr. Charles Krebs
CWC Board of Trustees Treasurer

Board Attorney
Update on Tax
Protest

Board Attorney Frank Watkins indicated that the Fremont County Commissioners continued the tax protest hearing to August 14, but he is not sure that this date will hold. The prosecutor's office will ask for an opinion from the Attorney General, and it probably won't be back by then. It is the prosecuting attorney's call as to what questions will be asked of the Attorney General. Mr. Watkins will let the college know of any further news that he receives on this matter.

NEW BUSINESS:

07-08 Board Goals

Dr. McFarland drafted her interpretation of the board goals that emerged from the June 15-16 board retreat. Board policy does not require the board to formally adopt board goals, but the board may wish to do so to ensure general board agreement on major board objectives, as well as to signal these objectives to the general public and to college staff by adopting annual goals at a public meeting. Such goals signal intentions, not formal specific actions on the part of the board. Board Chair Phister indicated that the goals could be discussed at this meeting or be put off until a later date.

ACTION:

Mr. Matson moved to adopt the proposed 07-08 Board Goals as follows:

1. Actively identify and pursue support and funding for CWC facility expansion and enhancement to meet needs of the Main Campus and Lander Off-Campus.

2. Actively identify and pursue support and funding for expanded partnerships and facilities for CWC Jackson Outreach offerings and services.
3. Join with sister Wyoming community colleges in hiring an Executive Director for the Wyoming Association of Community College Trustees.
4. Strengthen board responsibility for an involvement in community dialogues to better understand college service area needs.
5. Identify and finalize board governance policy changes to clarify respective responsibilities of the board and the college president.

Mr. Krebs seconded the motion.

Mr. Matson indicated that the board needs to strongly oppose the move to separate Hot Springs County from CWC's service area and suggested that this be added as a sixth goal. Dr. McFarland was not sure the board would want to include this as a goal at this time. That issue is alive, and it is important that the board understand it and discuss it. Mr. Matson stated that it should at least be part of the legislative agenda. Dr. McFarland indicated that every county in the state is assigned to a college. The whole question is up for grabs and is being revisited by the Community College Study Commission. She anticipates there will be a lot of positioning. It is important that the board invest itself in that process. Dr. McFarland believes that service area designations were included in the charges from the study commission. Her understanding was that it would be raised at the last study commission meeting, but it was not discussed at that time.

Mr. Matson noted that Gillette College is now going to be called the Pronghorns. He asked if they will have athletic teams and if they are going off on their own. Dr. Rottweiler replied that they have requested sanctioning as an independent rodeo team. They are accredited as an independent institution. The issue facing the state is how they are going to be funded. They are not being funded by any local dollars. Once the service area topic is opened up, Casper College will make a great push because they only have Natrona County.

Mr. Myers thought that the CWC BOCHES will be a means to establish a foothold in the Hot Springs service area. He asked how thin the college wants to spread itself to meet the needs of multiple counties.

Board Chair Phister indicated that the goals could be changed or added to during the course of the year.

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

Board Calendar
Changes

February 2008
Board Meeting
Date Change

Dr. McFarland explained that the original date set for the February 2008 board meeting of Wednesday, February 20, takes place the evening before the February 21-22 Wyoming Community College Conference, WACCT Legislative Reception, and College Commission meeting in Cheyenne. In order to allow sufficient travel time for trustees and college staff attending these important events in Cheyenne, Dr. McFarland suggested that the board move the February 2008 meeting date one day earlier from Wednesday, February 20, to Tuesday, February 19. She noted that Monday, February 18, is a college holiday.

Dr. Gose moved to change the February 2008 meeting from Wednesday, February 20, 2008, to Tuesday, February 19, 2008. Mr. Matson seconded the motion.

Mr. Christensen asked about changing the meeting to Wednesday, February 13, in order to leave the meeting on a Wednesday. Dr. McFarland indicated that she would check the calendar and come back with a recommendation at the next meeting. The motion was withdrawn.

ACTION:

Mr. Myers moved to postpone to the next meeting the decision to change the date of the February 2008 board meeting. Mr. Christensen seconded the motion. Motion carried.

Student Profile
Monitoring Report
Date Change

Dr. McFarland explained that in the past, the Student Profile Monitoring Report has been presented to the board at their June meeting. She explained that gathering data for this report has become very difficult because of graduation, final exams, final grades, and graduation transcriptions. Student needs are put on hold in order to put together this annual report. Dr. McFarland recommended that board change the date of

the Student Profile Monitoring Report from the month of June to the month of July.

ACTION:

Mr. Myers moved to change the date of the Student Profile Monitoring Report from the month of June to the month of July. Dr. Gose seconded the motion.

Mr. Matson indicated that it is a management decision as to when monitoring reports are presented to the board. Dr. McFarland replied that this item was brought to the board because it is part of the board-approved calendar, and she was being attentive to those details. Mr. Matson thought it would be acceptable to just let the board know when these dates are changed rather than tie the board to a formal motion. Board Chair Phister agreed.

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

Acceptable Usage
of CWC Business
Park

Board Chair Phister explained that the CWC Foundation has requested direction from the CWC Board as to whether or not a restaurant is considered by the board to be an acceptable use of the CWC Business Park. Dr. McFarland stated that the board is not being asked to act on a specific lease request. There are other issues related to restaurant operations that may relate to its compatibility with the college. The Business Park is owned by the college. The administration has a policy relating to the possession or consumption of alcoholic beverages which does not allow any alcohol to be consumed on college-owned land with the exception of the Sinks Canyon Center upon approval of the president. A restaurant business does not necessarily have to have an alcoholic beverage permit, but it is important to point out what it is in current administrative policy.

This is solely a board issue, and the board is only being asked for direction. It would be helpful to the Foundation to have an idea if there are certain things to which the board will not give their consent. The board can override the alcohol policy. The board can indicate that it is at least open to the use of alcoholic beverages by an approved tenant in the Business Park, and the administrative policy would have to be changed to be compatible with this.

Board Chair Phister stated that the board needs to give direction to the Foundation as to whether it would even consider this. Mr. Myers thought that since the board ratifies leases, the issue could wait until it gets to that point, and the board could approve or disapprove then. He indicated that he would not have a problem with a restaurant in the Business Park.

Mr. Matson indicated that there are two different issues involved: (1) is a restaurant acceptable, and (2) does the board want to allow alcohol on college property. Dr. McFarland stated that the board may want to consider how a restaurant business could enhance educational programming at CWC. The potential tenant has indicated a willingness to work with the college on the culinary arts program and that may be a consideration. Board Chair Phister stated that the question is if the board will consider this. He does not have a problem with it. Dr. Gose indicated that he doesn't have a problem with it either, and he likes the idea.

Mr. Rick Haworth, the prospective tenant, explained that he wants to put together a restaurant that would be called "Wyoming Smokehouse." Mr. Haworth has worked in the restaurant industry for 15-20 years. He feels there is a void in the restaurant marketplace, and it is something the area needs. He put together a plan for a conservative family-friendly restaurant which would be a combination of an Olive Garden, an Applebee's, and an Outback. His restaurant would have a unique menu which would offer authentic Western barbecue items. He would like to serve beer and wine which would require a restaurant liquor license, but not a bar liquor license. He does not want to get into mixed drinks or have a sit-down bar. The Bull Restaurant and Perrett's have restaurant liquor licenses, but not bar liquor licenses. Restaurant liquor licenses are available.

Board Chair Phister indicated that the consensus is that the board is willing to entertain the idea of a restaurant in the Business Park and to give that direction to the Foundation. Board Attorney Frank Watkins indicated that the owners of the premises must take reasonable care. If alcohol is added, there could be liability to the owners of the premises. The college has immunity of liability with some exceptions, but that doesn't mean there couldn't be liability coming back, especially with alcohol. Mr. Haworth indicated that the facility will be smoke-free.

Mr. Graham indicated that he spoke with Carter Napier, Riverton City Manager, and Mr. Napier had no problem with the proposed restaurant being close to the high school. If the board approves this project, the city council will approve it as well.

Dr. McFarland stated that the board, which establishes policy for the college, was indicating a willingness to consider a restaurant business very similar to that described by Mr. Haworth. She explained that her concern relates to a much bigger picture. She can't imagine a greater business need in the Riverton community than the type of establishment described by Mr. Haworth. Her concern is the proposed placement of the restaurant on college-owned property. She personally would patronize the facility, but her responsibility as college president is to have the board look at the big picture. It probably would not be in the college's best interest to have sanctioned a business that sells and serves alcohol on college-owned land that is not far from the residence halls. The board could decide otherwise, and she would accept that decision and carry it out.

Mr. Christensen indicated that the college is recruiting younger students, and he doesn't like the precedent being set. He also doesn't like the unfair competition to other restaurants in town. Many restaurants come and go, and he is not in favor of having a restaurant on campus. Board Chair Phister asked how the boundaries of the campus are defined. He doesn't perceive that part of the property as being part of the campus. He doesn't think that any student going to CWC would even know that the Business Park is part of the campus. He is not a fan of having a restaurant on campus that serves alcohol.

Mr. Myers pointed out that the Foundation manages the Business Park. When the board talked about where it wanted to go with the campus, the negative side is the proximity to the residence halls and the high school. The alcohol consumption would take place inside the restaurant, and it is not a retail outlet. He doesn't have a problem with having a restaurant on campus.

Board Chair Phister stated that he was not in favor of having a building built and then vacated. It would be too expensive to convert it to another business. Mr. Haworth indicated that he would own the building personally.

Mr. Matson stated that the question is if a restaurant is an acceptable use of the Business Park. He believes that it is an acceptable use. However, he is not a fan of having alcohol on campus. It would be prudent on the board's part to not allow alcohol on campus. Dr. McFarland indicated that the college allows alcohol to be served at numerous events at the Sinks Canyon Center, which is college property. The consumption of alcohol is

approved by the college president and by administrative policy, not board policy. Dr. McFarland stated that she is very much in favor of a restaurant being located in the CWC Business Park. It is a wonderful location and a very appropriate kind of business, particularly as it might relate to culinary arts. The board could very clearly make a distinction that the CWC Business Park is not defined as part of the main campus. At other colleges in urban areas, a college may be right next door to a bar, a gym, or a retail store. The denser the population becomes, the further away that location will actually appear. If the board has a problem with alcohol being served on college owned property, Dr. McFarland needs to know because what is being done at the Sinks Canyon Center will have to change.

Board Chair Phister indicated that he would be in favor of separating the Business Park from the campus. For example, Brunton is not considered to be on the campus. Mr. Krebs asked if the board would get negative feedback from other restaurant owners. Mr. Christensen stated that he was not sure the board could get away from that. Board Chair Phister stated that he looked at it as two separate locations. The board will need to decide if it is interested in pursuing it further. The board is not approving a lease at this time, it is just approving an option.

ACTION:

Mr. Matson moved that a restaurant is an acceptable use of the CWC Business Park. Mr. Krebs seconded the motion.

Dr. Gose indicated that there is a need for any good alternative restaurant. He looks at a restaurant liquor license as being different than a bar liquor license. He likes the idea of the restaurant being used as an intern program. He would be in favor of further discussion on this.

Mr. Christensen suggested turning the management of the Business Park over to the Foundation solely for the purpose of getting it fully occupied. Dr. McFarland indicated that the Foundation is just asking for a general guideline. The Business Park was originally called the CWC Technical Research Park. A few years ago the Foundation requested a change in the name of the park for the purpose of broadening the types of businesses that would be located in the park. The Foundation just wants some kind of parameters regarding the types of businesses. They now have primarily industrial and manufacturing types of businesses in the park. This would be the first retail business.

Board Chair Phister indicated that he respects and appreciates anyone who is willing to take a risk and provide a service. This wouldn't be his first choice, but it is a viable option. Dr. McFarland stated that any potential business has an equal opportunity to establish a business in the Business Park.

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

Dr. McFarland stated that alcohol was not included in the Foundation's request, but at some point more clear direction should be given. Mr. Haworth indicated that a bar has the potential to attract students and a younger crowd. However, with a restaurant liquor license, drinks are only served with a meal. There needs to be a real distinction between a bar and a restaurant that only has the ability to serve a glass of wine or a beer with a meal. Every restaurant associated with the culinary arts program is going to serve alcohol. He believes it is in keeping with being in business and offering a product. Riverton needs the restaurant. There are not that many suitable locations in Riverton which is why Mr. Haworth decided that it was better to build a new building.

Dr. Rottweiler pointed out that this is a familiar issue as the college works with the culinary arts students at Four Seasons. Dr. McFarland pointed out that in that situation, students are in a laboratory which serves alcohol. Board Chair Phister noted that the board is talking about if alcohol is going to be allowed, period. Mr. Graham stated that the Foundation felt the idea of having a restaurant in the Business Park was a little gray and said it was an issue for the trustees. Board Chair Phister commented that the reality of it is that the Foundation is not going to fill up the Business Park with light industrial. Some things will have to be defined differently. Mr. Matson pointed out that there are liability issues with serving alcohol. If someone becomes drunk and has an accident, it is possible that the college could be liable.

Dr. Rottweiler mentioned that with respect to alcohol, the college doesn't know what the other tenants are doing. With current tenants, the issues are possession and consumption. How the Foundation writes leases may need to change because of the administrative policy regarding alcohol.

Chair Phister indicated that the issue is now back to the Foundation. The next step should be for them to give the board a proposal or lease.

CWC BOCHES
Membership
Approval

Dr. Rottweiler reported that a formal request had been received from Hot Springs County School District #1 in Thermopolis for inclusion in CWC BOCHES. This request was approved by CWC BOCHES board at their meeting of June 25, 2007. This request requires all participating school districts to also approve the request. A proposed amended agreement was included in the board packet. Dr. McFarland indicated that this is not an unprecedented request. Fremont County School District #14 was approved by the board in July 2005 after the CWC BOCHES was formed. Hot Springs County School District #1 is out of county, but this seems to be fine.

Mr. Christensen noted that this is a rare opportunity for this college to promote a program that is working in Fremont County. The CWC BOCHES has a great success rate, and student numbers have increased. The BOCHES board now has seven board members; five are from the school districts, and two are from the college. The board is allowed to have nine members, and the addition of Hot Springs will make it eight. This is great opportunity to help the district with students who want college credit.

Dr. Rottweiler noted that the Hot Springs ICN classroom is in the new Hot Springs High School. CWC has been doing dual credit in Hot Springs for a number of years, and they now want to move up the level of service. No Fremont County money will be spent in Hot Springs County. They will directly fund the tuition, fees, and textbooks for their students.

ACTION:

Mr. Myers moved to approve inclusion of Hot Springs County School District #1 in the CWC BOCHES and to authorize the college president to forward a letter stating this action to Hot Springs County School District #1, the CWC BOCHES Board, and other current participating members of such action. Mr. Christensen seconded the motion. Motion carried.

Personnel
Human Resources
Board Report

Dr. McFarland asked that the monthly Human Resources Board Report be entered into the official board minutes.

ACTION:

Mr. Matson moved that the monthly Human Resources Board Report be entered into the official board minutes. Dr. Gose seconded the motion. Motion carried.

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

Searches in progress/pending included Instructor Nursing; Instructor Chemistry Half-Time; Director of Marketing; Student Recruiter; Food Service Manager; Activities Coordinator; Student Support Services Education Coordinator; WPTV Network Operations Technician; WPTV Director of Content and Education Services; Line Server/Food Service Assistant; Chef/Cook; and Library Assistant, Circulation/Testing Services.

Resignations/terminations/retirements/requests for release from contract included Scott Barlow, Maintenance HVAC; Frank Berch, Director of Physical Plant; Jeff Hosking, Assistant Dean DELL; and Kathy Wells, Associate Professor Nursing.

New Hires/Appointments/Internal Transfers included Jeff Hosking, Assistant Professor Rural Health and Safety; Martha Davey, Assistant Dean Student Learning and Curriculum Development; Sandy Eisenman, Registrar; and Michael Tomlin, Associate Dean Jackson Campus.

REPORTS:

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

1. Kudos.
 - a. Community Involvement. Kudos to students and staff who participated in the very "hot" July 4 Lander parade. Special thanks to Retha Reinke and Judy Hubbard for coordinating the building of the float and encouraging staff and student participation. Those who walked in the parade included the following persons:

Dane Graham
Marilu Duncan
Mickey Douglas and grandchildren
Michelle Eubank and kids
Deven Pitt
Sterling Hall as the CWC Rustler
Judy Hubbard
Barbette Hernandez
Tom Hernandez - driver of the float
Retha Reinke

Regina Barton
Heather Higinbotham
Chris Greenwood
Serol and Tiffany Stauffenberg
Jamie and Sarah Stevens
Wendy Davis and Savanna
Jeff Hosking and Children
Martha Davey

Photos were included in the board packet. Plans are now underway for the July 28 Fremont County Fair Parade in Riverton.

- b. Staff Scholarship Fundraiser. Special thanks to Linda Becker and Julie McCray and the “Red Hat CWC Ladies” for spearheading the June 29 “Red Hat Rubber Ducky Derby,” which raised over \$735 for the CWC Scholarship Fund, which, when matched by the Endowment Challenge Fund, totals \$1,470. Participants included Linda Becker, Judy Hubbard, Carol Rardin, Diana Clark, Rita Duty, Marilu Duncan, Debbie Lucas, Margaret Peart, Julie McCray, Jill Nieme, Kay Keen, Lynette Jeffres, and Jody Ray, plus enjoyed and cheered on by many others.
- c. Community Service. CWC Librarian Carol Deering, reports that the CWC Library is applying for a grant to establish an endowment to provide the campus/community with the opportunity to interact with important authors.
- d. Community Service by CWC Students. As part of ongoing highway cleanup effort, students recently joined CWC staffers to pick up 52 bags of garbage along a section of highway adopted by CWC. Special thanks to the Student Senate, CWC staffers Lance Goede, Pieter Crow, and Retha Reinke, plus Upward Bound students and staffers for these efforts.
- e. Community Service to Fight Cancer. CWC staffers Pamela Cowling and Wendy Davis put together a CWC team, sponsored by generous donations of CWC staff members, to participate in the August 11, 2007, Susan G. Komen Wyoming Race for the Cure in Cheyenne.

2. Congratulations to Kathy Vincent for a complimentary report on CWC ABE-GED sites, all found by the state to be in full compliance with all rules and regulations governing their operation.
3. State-Level Work.
 - a. Major state-level work is at a fever pitch this summer, with work on the state funding model, capital construction, facilities inventory, and preparation of the Community College FY 09 and FY 10 Biennial Budget Request ongoing, in preparation for the College Commission at its August 29 meeting in Rock Springs. Still unknown is whether or not the “optional” one mill will be included in the state funding model.
 - b. Jay Nielson attended the July 5-6 meeting of the “Bridges to Opportunity” meeting in Casper. Information shared at that meeting in excerpts from *The Emerging Policy Triangle: Economic Development, Workforce Development, and Education* was included in the board packet. It should be noted that Wyoming community colleges are #1 in the nation in producing credentials and degrees. It should also be noted that UW is almost last in the nation in producing bachelor’s degrees.
 - c. Information on the Hathaway Scholarship Program that was distributed at the June 21 College Commission meeting in Sheridan was included in the board packet.

Dr. McFarland reported that there is a move to change the legislation regarding the Hathaway Scholarship Program to make it broader and available to a greater number of students. Some moves are associated with workforce development and making college accessible to a larger number of students.

4. Exciting News on the Federal Level. A July 11 article from the *Casper Star-Tribune* was included in the board packet, indicating that two of CWC’s requests have been included in Representative Cubin’s federal appropriation requests: \$1.15 million for CWC’s Virtual Medical Training Center (of which \$200,000 made it into the bill), with another \$500,000 requested for CWC’s Rural Criminal Justice Training Center.

Included in the Senate Appropriation bill was \$600,000 requested by Senator Enzi.

Dr. McFarland included an update in the board folders on where CWC is with regard to federal appropriations. A number of the college's projects are currently in federal appropriation bills.

5. News from Sister Colleges. Articles about CWC's sister colleges in Wyoming and the national scene were included under separate cover in the board meeting packet. Two articles of interest were included in the meeting packet.
6. Special Thanks to CWC Administration. Special thanks to the superb administrative team for keeping everything moving along like clockwork while Dr. McFarland was off-campus vacationing via a wonderful Alaskan cruise.
7. Presidential Community Involvement
 - a. Rotary board meetings and regular meetings
 - b. Rotary Chair of Vocational Service
 - c. July 12 – Riverton Memorial Hospital Board Meeting

Dr. McFarland indicated that an article was included in the board folder that talks about the relationship between sports and enrollment increases.

Dr. McFarland reported that the state budget office has been directed to prepare the WCCC biennial budget request in such a way as to eliminate that portion of the legislative salary appropriation that was not included in the Governor's original budget request last year. This means that the entire recent salary appropriation would not be biennialized in the upcoming budget. The result would be that the community colleges would be short over \$11 million.

Mr. Nielson explained that this year the state system received \$12.96 million for salaries. If this amount were biennialized, it would be \$25.933 million. CWC would need to find \$550,000 to fund salaries that were funded this year. Dr. McFarland stated that the WCCC staff has assumed that the only effect of this action by the budget office would be that the WCCC would simply include the \$11.2 million additional monies to maintain current salaries as part of their exception budget request. There is a huge difference between rolling salaries into the budget and putting

them in an exception budget request. The problem with the WCCC putting this into an exception budget request is that the colleges will use all of their political capital to keep the salaries they currently have rather than moving forward and looking at cost of living increases or other needs at the institutions.

Dr. McFarland indicated that this is very preliminary. There will be many discussions at the state level. If this is not resolved and results in the WCCC including salaries in an exception request, it is important that trustees are aware of that and speak out about it at the August 29 WCCC meeting in Rock Springs. It would appear that the executive branch of the state government is ignoring legislative action. The legislature fully intended that salaries continue. The colleges sought and received assurance from legislators that the salary money was intended to be ongoing.

Dr. McFarland reported that the University of Wyoming is working with Laramie County Community College to jointly fund a facility on the LCCC campus in Cheyenne. This is a \$22 million facility that UW will include in its own biennial budget request for \$111 million. Of that, \$22 million will be utilized through the matching program for capital construction projects. Casper College is likely going to request a joint building with UW in the 2009 legislative session. UW will visit with each of the other community colleges, but they should not expect anything of the size, scope, or cost of LCCC or Casper. However, UW has had a preliminary discussion on joint facilities at the Gillette campus.

Dr. McFarland reported that over 250 students will be on campus on Friday and Saturday for a basketball camp. The Riverton Rendezvous Balloon Rally will be held on campus this weekend. The Car Show will be also be held on Circle Drive on Saturday, and the Riverton Modelers airplanes and helicopters will be using the lawn north of the Arts Center on Saturday.

Vice President for
Administrative
Services Report

Vice President for Administrative Services Jay Nielson reported that at the June board meeting the board authorized the college administration to proceed to advertise for bids for an activity bus and to finalize a purchase up to \$125,000. After discussion with several vendors, it was decided that the possibility of purchasing a new bus would be investigated. Specifications that were advertised were included in the board packet. One bid was received from Colorado West Equipment in the amount of \$107,122 for a 33-passenger bus. Mr. Nielson is concerned about the

quality of the bus, so this will be investigated and a contract awarded if everything works out.

Vice President for
Student Services
Report

Vice President for Student Services Mohammed Waheed reported that enrollment figures for summer and fall 2007 continue to exceed the levels reported at the same time period last year. As of July 1, the summer 2007 figures have surpassed the end-of-the-semester report for the previous year, with 509 students enrolled in 225 FTE. These figures compare to 416 students enrolled in 178.95 FTE in 2006, showing a 22.36 percent increase in headcount and a 25.73 percent increase in FTE. Advanced registrations for fall 2007 have shown promise, with 623 students signing up for 596.04 FTE as of July 1, compared to 521 students enrolled in 514.42 FTE for fall 2006. The current figures are 19.58 percent higher for headcount and 15.87 percent higher for FTE over the same registration period last year. The actual figures and comparative percentages for fall 2007 will change as the regular registration period continues for several weeks.

Internet courses showed a healthy increase this summer. Dr. Rottweiler explained that distance education courses have expanded. Seventy-six percent of those who take Internet courses also take a campus course. The quality of instruction is as good as or better than a live classroom.

NEXT REGULAR
2007,
MEETING/
SUGGESTED
AGENDA ITEMS/
ADDITIONAL
TRUSTEE
COMMENTS AND/
OR REPORTS ON
ADVANCEMENT
IN THE
COMMUNITY:

The next regular meeting will be held on Wednesday, September 19, beginning at 6:30 p.m. in SC 103 in the Student Center.

Agenda items for the regular meeting include:

1. 07-08 Institutional Operational Goals
2. Planning and Institutional Effectiveness Monitoring Report
3. Property and Liability Insurance

ACTION:

Mr. Matson moved to hold an executive session at 5:30 p.m. on Wednesday, September 19, 2007, in the Student Center Conference Room #SC 100, to discuss personnel, potential litigation, and potential real estate acquisition. Mr. Myers seconded the motion. Motion carried.

Board photos will be taken in the Student Center prior to the September 19 board meeting. Board members and attorney are asked to arrive no later than 5 p.m.

There may be a need for a special board meeting in August, so board members were asked to hold Wednesday, August 22, in reserve in case the need arises.

CWC Foundation The next meeting of the CWC Foundation is scheduled for Thursday, September 13, at 2 p.m. at CWC.

Association of
Community
College Trustees The next ACCT event is the Annual Congress to be held September 26-29 in San Diego, California. Chair Phister, Mr. Christensen, Ms. Mills, Mr. Matson, Dr. Gose, Mr. Krebs, and Dr. McFarland are planning to attend.

Wyoming
Association of
Community
College Trustees The next meeting of the WACCT will be held in conjunction with the August 29 meeting of the Wyoming Community College Commission. Ms. Mills and Mr. Krebs are planning to attend.

Wyoming
Community
College
Commission The next meeting of the WCCC will be held on August 29 at Western Wyoming College in Rock Springs.

Community College
Study Commission The next meeting of the Community College Study Commission is scheduled for Wednesday, July 25, at Northwest College in Powell.

CWC BOCHES The next meeting of the CWC BOCHES is on Wednesday, February 27, 2008. Mr. Christensen reported that the board decided they could do their business in two meetings per year. The February meeting will be for the proposed budget and the June meeting will be for ratifying that budget. They also voted to accept the Hot Springs County School District #1 into the CWC BOCHES membership. Other school district members of the CWC BOCHES will approve that membership.

Teton County
BOCES The next meeting of the Teton County BOCES is scheduled for Tuesday, August 21, 2007.

Approval of
Resolution **ACTION:**
Mr. Myers moved to add "Approval of Resolution" to the board meeting agenda. Dr. Gose seconded the motion. Motion carried.

Dr. McFarland explained that the resolution was regarding the expansion of the partnership with the Jackson Center for the Arts to further the

purposes that have already been identified in a Memorandum of Understanding that was signed on July 11.

ACTION:

Mr. Myers moved to ratify and adopt the Memorandum of Understanding between the Jackson Center for the Arts and the Fremont County Community College District, operating as Central Wyoming College, and to authorize CWC President Dr. Jo Anne McFarland or her designee to negotiate and coordinate with the chairman of the Center or his designee to further the purposes of the Memorandum of Understanding, as more fully set forth in that document. Dr. Gose seconded the motion. Motion carried.

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:

ACTION:

At 8:49 p.m., Dr. Gose moved to adjourn the meeting. Mr. Matson seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair