

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, January 20, 2010, in Room SC 103 of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills Scott Phister Roger Gose Charlie Krebs	Frank Welty Judy Pedersen Colton Crane
<u>Administration:</u>	Jo Anne McFarland Jay Nielson	John Wood Mohammed Waheed
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Amara Fehring Bob Connelly Retha Reinke April Peregoy Jim Thurman Jay Rodewald Lynn McAuley Ken Keller Dane Graham	Charlotte Donelson Martha Davey Carolyn Aanestad Wayne Robinson Mark Nordeen Betty Abbott Wendy Davis Tony Thornton

CALL TO ORDER: Board Chair Roger Gose called the meeting to order at 6:33 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business.

Chair Gose announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at the board's last regular meeting on December 16, 2009, and in compliance with Wyoming Public Meetings law. The topic was personnel. Chair Gose also noted that a community dialogue was held at the Riverton Senior Center today with approximately 135 attendees.

EXECUTIVE
SESSION:

An executive session was not held at this point during the meeting.

WELCOME AND
INTRODUCTION
OF GUESTS:

Chair Gose 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 recognized the officials from the Wyoming Department of Corrections.

APPROVAL OF
AGENDA:

Dr. McFarland noted that there was a difference between the way the Personnel agenda items were listed in the packet and the way they were listed on the agenda. She indicated that these items should be considered in the order in which they are listed in the packet. In addition, following the Executive Vice President for Administrative Services report toward the end of the meeting, if the board chooses to call an additional executive session to consider any matters considered confidential by law, the board may call an executive session following the meeting with no action to be taken.

ACTION:

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

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING
PBS, AND CWC
FOUNDATION
REPORTS:

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

Student Senate

Ms. Amara Fehring, Student Senate President, reported that the students' reaction to the campus threat on December 17-18 was that everyone felt comfortable and confident in the actions that were taken by the college. The Student Senate was asked to put on a skit during in-service on January 11 about the problems that new students face when they come here to school. A lot of students have problems with advising, and they wanted to relay this message to the faculty.

Ms. Fehring submitted a written report which included information that the Student Senate is planning activities for the welcome back of the fall semester students and welcoming the new students. They have a movie night planned and a couple of games. The couples dance is coming up, and the Senate is planning activities for Earth Day as well as organizing the annual highway clean up.

Classified Staff
Association

Ms. Retha Reinke, former President of the Classified Staff Association, indicated that she had nothing to add to Mr. Frank's written report which included information that new Classified Staff member Carolyn Kraft started in her position as Assistant to the Dean of Commerce, Allied Health, Technology and Safety on January 4, 2010. Retha Reinke and her husband served meals at the Community Christmas Dinner at the Catholic Church on Christmas Day. Kelly Frank was the only Classified staff member nominated for a Rustler Spirit Award this month.

The Faculty

Mr. Jim Thurman, President of The Faculty, reported that an International Studies articulation meeting is scheduled for February 27 at CWC, and all the community colleges and UW are invited. Mr. Thurman submitted a written report which included information that Lonnie Slack and Nita Kehoe donated time at the Santa Paws event held December 11-12 which helped raise money for homeless animals. Amy Madera recently met with the START Bus Board of Directors in Jackson to propose a college discount for culinary students who take cooking classes at the Four Seasons in Teton Village. Darran and Stacy Wells successfully completed a three-day Avalanche Instructor course in Jackson. Jeff Hosking, Stacey Stanek, and Eric Heiser recently helped Riverton High School students prepare for their "We the People" presentation in Casper. Eric Heiser recently helped Riverton High School business class students to prepare for entering the workforce. Jeff Hosking hosted the Riverton High School sociology dual enrollment students on November 23 at the Rural Justice Training Center.

Professional
Personnel
Association

Ms. Carolyn Aanestad, President of the Professional Personnel Association, reported that she had nothing to add to her written report which included information that Mat Johnson and Sarah Daniels are now assisting with New Student Orientation and assisting the academic advisors. Lance Goede and Steve Barlow advised fellow employees on the importance of referring students with academic, mental health, and disability concerns during an in-service session. Cory Daly gave a session on the new databases added to the library and led a book discussion on *The Tipping Point*. Kristy Salisbury reported that USA Funds approved a grant application of \$2,500 so that her programs may deliver College Goal Sunday events in Riverton and Lander on January 31. New assistant librarian, Juli Davis, began on December 1. Lynne McAuliffe has been awarded the Certified Workforce Development Professional (CWDP)

credential by the National Association of Workforce Development Professionals.

Wyoming PBS

Ms. Mills indicated that in regard to the leases on Winkleman Dome and Sand Hills, the Right of Way Committee will contact Ms. Calvert when they next have a meeting. Mr. Welty indicated that coffee-time segment on *Capitol Outlook* program was very annoying to him. Mr. Bob Connelly, Wyoming PBS Assistant General Manager, reported that Wyoming PBS received an award from National Educational Television (NET) for the station's *Capitol Outlook* program for its innovation and production values.

Ms. Ruby Calvert, Wyoming PBS General Manager, submitted a written report which included information on administrative, production, engineering, development, and promotion activities at Wyoming PBS. In regard to the Satellite Home Viewer Act, this bill was delayed because of health care bills in Congress at the end of December, so a new bill will be taken up again in January or February. The next pledge is scheduled for March 1-7, 2010. Ms. Calvert will make a presentation to the Joint Appropriations Committee on January 13 to request that status quo funding be continued for FY 11-12 with no further cuts and that the Legislature not sweep up any of WPBS's unmatched production endowment. Current WPBS membership is 4,093. The December membership drive generated \$63,775.

Dean for
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, submitted a written report which included information that donations received during the month of December 2009 totaled \$157,290. The CWC Alumni Association met on January 19 to plan an event for this spring and an activity in association with commencement. Discussion will also take place concerning a dues-paying structure, establishment of alumni association by-laws, and possible committee expansion. C. David Clauss gave a presentation to the CWC Foundation Board of Directors on December 10 regarding various techniques on how to save on taxes via planned-giving vehicles.

Ms. Mills asked how long the college has to fulfill the state endowment match. Mr. Graham indicated that he would comment on this next month. Vice President for Academic Services John Wood explained that the initial match was \$4.5 million, and a number of colleges have met this amount. Representative Del McOmie plans to develop legislation that would

provide CWC and two other community colleges the opportunity to seek additional endowment challenge match funds when state resources improve. No appropriation will be attached to this legislation. Four Wyoming community colleges already had additional money matched prior to the sunset of the program, and this proposed legislation will give the other colleges a similar opportunity to grow their endowments.

**CONSENT
AGENDA:**

Mr. Jay Nielson, Executive Vice President for Administrative Services, gave an overview as to what constrained the development of the academic and non-academic fees for the upcoming year. He indicated that the Governor is trying to utilize stimulus funds. With the Governor's application to the federal government, he needs to prove that the funds are needed. As a result, the Governor has asked that the colleges not raise tuition or fees. The proposed 10-11 academic fee schedule is brought forward as status quo. Any new courses have fees that are consistent with other courses. In the non-academic fee schedule, an increase is recommended in housing, the food court, and Sinks Canyon Center.

Board Chair Gose asked if there were any objections to the consent agenda which included the approval of the minutes from the December 16, 2009, regular meeting; the acceptance of bills for December 2009; the board travel budget; and 10-11 Academic and Non-Academic Fees.

ACTION:

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

Acceptance of Bills The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,390,341.94 for the month of December 2009: Operations in the amount of \$1,600,843.69; Student Grants and Loans in the amount of \$104,337.12; and Bank Transfers in the amount of \$827,353.42 for a grand total of all payments in the amount of \$2,532,534.23.

**UNFINISHED
BUSINESS:**

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Legislative Update Dr. McFarland reported that the Joint Appropriations Committee (JAC) hearing for the community college biennium budget request was held on January 13 in Cheyenne. She indicated that potential changes in state

retirement came up when UW officials brought up a potential 2.87 percent increase in state retirement contributions. UW officials expressed concern that the increased contribution might not apply to those employees who had opted for TIAA-CREF instead of state retirement. It appears there would not be sufficient funding allowed to increase the contributions for those employees who elected to take TIAA-CREF. CWC has 85 individuals in that category. Employees will be informed and will be assured that the colleges are working with UW to amend that legislation to ensure equality among employees who are in different tracks for retirement.

In regard to the Joint Education Committee (JEC) hearing which took place January 19-20 in Casper, an update was received on the post secondary education options program. Mr. Wood reviewed the proposed changes to the legislation that has been drafted regarding this program. He indicated that a \$150,000 request for an appropriation has been added to the proposed legislation for the Wyoming Community College Commission to conduct a very inclusive dialogue among all affected parties which includes parents and students. A significant amount of reporting on dual credit has been added to the legislation, but much of it has been voluntarily done by the community colleges already.

Dr. Crane noted that the perception in Lander is that concurrent classes taught at the high school are not as good as those taught at the college. He asked if it can be checked to see if students do as well in the next section of classes. Mr. Wood replied that Jackie Meeker, Director of Distance Ed/BOCHES, has done a study on the "follow on course" comparison. Students in concurrent enrollment courses have to follow the same requirements to get into the next class. Ms. Meeker has looked at those students who matriculate to CWC, and those students do as well or better as native students who take English 1010 at the college and then go on to English 1020. In general, the students do as well in all classes. Dr. Crane indicated that the students don't feel like they are getting as good instruction as those classes being taught at the college. He asked if they are getting the same quality of education at the high school as they are at the college. Mr. Wood replied that one of the concerns statewide is the question of the follow on courses, and a study will be done on this.

10-11 Board
Calendar

Dr. McFarland stated that the proposed 10-11 CWC Board Calendar is patterned from the current schedule that includes alternating monitoring reports and community dialogues, as well as quarterly work sessions and

the summer board retreat. She recommended that the board approve the proposed 10-11 CWC Board Calendar, as may be revised from time to time by the board.

Mr. Welty indicated that he attended a presentation at the ACCT Annual Congress last October which emphasized that if a board is going to have a board retreat, then all board members need to be there. It is very difficult for him to attend anything in the summer. Mr. Phister asked how a board retreat can be held in the summer if he cannot attend. Chair Gose stated that one option is to give it more thought and discuss this further at the board work session on January 27. Arrangements for the retreat will need to be made somewhere very soon.

ACTION:

Mr. Phister moved to approve the proposed 10-11 CWC Board Calendar, as may be revised from time to time by the board. Mr. Krebs seconded the motion. Motion carried.

Housing Project
Update

Dr. McFarland introduced Betty Abbott, Correctional Education Programs Manager for the Department of Corrections; Ken Keller, Warden of the Wyoming State Honor Farm; Tony Thornton, Deputy Warden of the Wyoming State Honor Farm; and Lynn McAuley, Industries Manager for the Department of Corrections. Mr. Nielson explained that one of the objectives of developing a housing construction plan was to continue a quality construction trades program at the Honor Farm. It is proposed that the program be taught at the Honor Farm. College housing has to be built that meets college housing requirements within the college's resources. With the board's concurrence, the construction estimates and processes will be finalized, the construction and one-time costs will be further defined, and a financing plan using housing and other revenues to finance this project will be prepared.

Mr. Nielson introduced Mr. Wayne Robinson, Director of Physical Plant, and Mr. Jay Rodewald, Construction Trades Instructor, who have been helping to plan this project. Mr. Robinson focused on appropriate housing facilities for students, Mr. Rodewald focused on constructability at the Honor Farm and the place on the college campus, and Mr. Lew Moran, consultant for the project, focused on design and materials. The challenge was to build the units at the Honor Farm and to truck them to campus. The design will be modular which is necessary to relocate the "kit of parts" for erecting the units on campus. The current design of the modules

will be less than 14 feet wide to make trucking relatively easy. The design also tries to maximize the construction process at the Honor Farm to minimize work at the site on campus. The construction process does require some Honor Farm trustees working at the site on campus.

The program will provide a comprehensive educational program including all aspects of construction such as carpentry, electrical, plumbing, cement, and mechanical. Energy efficiencies were included in both the construction of the modules and the operating infrastructure. Structured insulated panels (SIPs) are proposed to be used for all external walls. The "R" value is significantly better than standard construction. In addition, energy efficient boiler systems and lighting systems will be used. The five-bedroom units were designed after meeting with students about their preferences for student housing.

The bond underwriter will put together a proposal to finance a bond. To fund this project, Mr. Nielson recommended the college have \$800,000 available to construct four units or 20 beds at a minimum. Up-front costs need to be considered which would include detailed building design documents and the hiring of a bond attorney and finance company. Wells Fargo officials have indicated that they would be willing to refinance the current revenue bond issues for Mote Hall. The current balance is \$787,942.63 and will be paid off on May 1, 2017. They have estimated that refinancing could provide about \$450,000 in funding.

Mr. Welty asked to what day the financing would be extended. Mr. Nielson replied that he didn't know because he has not gotten into this detail. Mr. Welty asked if the current revenue bond was being paid off with fees being paid by housing. Mr. Nielson replied that it was being paid off with fees paid by housing. Mr. Welty indicated that he was concerned that if the energy industry picks up again that the college will see enrollment drop off and would still have this obligation. Mr. Phister noted that the college has had a housing shortage for some time, and this need was established long before the recent enrollment increases. Dr. McFarland stated that this would just be the first step for an already identified need for 72 beds. Mr. Phister indicated that this project wouldn't even come close to meeting the demand the college has had for housing. Ms. Pedersen stated that the city has said that 252 housing units are to be constructed by the private sector. The college is not in the business to be a landlord. Income from housing does not pay for all of housing.

Mr. Nielson stated that the housing auxiliary does very well staying in the black. Dr. McFarland pointed out that the college has some debt service that will be retiring, and the college is almost at the end of the agreement for the Equine Center as well, which will free up more money. Mr. Nielson stated that the Pro Tech addition was paid off last year. Other debt is revenue bond issue plus Foundation expenses. The initial estimate for this project is just over \$100 per square foot and \$188,252 per unit. Lack of labor costs is one reason this process could save the college a significant portion on the cost of constructing housing units. As construction issues are better understood, the objective is to try to get the cost down to \$120,000 per unit. The price of \$188,252 per unit is on the top end.

Mr. Welty asked if there was any place in each unit for a staff member. He asked why the architect didn't put a second floor over the fifth module which could have been used for a staff member. Mr. Nielson replied that a Resident Assistant could be put in any bedroom of the unit. Detailed documents will be brought back on the roof since these details have not yet been finalized.

Ms. Betty Abbott indicated that it is hard to sell programming for inmates, but if they are not trained, they will come back. The inmates need to be given a skill to do when they leave. They need to have a way to apply their skills so they can get jobs when they leave. Ms. Abbott supports the construction trades program at the Honor Farm. Teaching all the skills involved including carpentry, electrical, plumbing, cement, and mechanical will help the inmates. The goal is to be able to provide people with the skills they need. Ms. Lynn McAuley stated that she has reviewed the single family home project, and she would like to build on this program. She is trying to find a contractor who will use the Honor Farm to make homes for Rawlins and Torrington because they are having problems finding housing for the correctional staff in those locations. In order for the inmates to be successful, they need to get an education such as a GED, they need vocational education to give them a skill, and they need to work in a correctional industry. The Governor has said that all correctional industries must be self-sufficient. Warden Ken Keller thanked the board for the opportunity to form the partnership between the college and Honor Farm. He supports the continuation of this partnership because it is a benefit to everyone.

Mr. Nielson pointed out that because of the modular design of the units, the program could be taught in Rawlins and Torrington. The students will learn modern building practices. For the college project, he plans to have one unit built by August with the three remaining units built next year. The modular concept will meet the housing needs on campus. Some of the current housing on campus is very old, and this is a very affordable way to build additional housing. The college needs to modernize its housing to meet student needs. If the board is supportive of this plan, Mr. Nielson will proceed to finalize construction estimates and processes, further define construction and one-time costs, and prepare a financing plan using housing and other revenues to finance this project. He is looking for direction from the board on this project.

Mr. Krebs asked if the units will be furnished. Mr. Nielson replied that they will be furnished. Ms. Pedersen asked if the units will be ADA compliant. Mr. Nielson indicated that the units will be code compliant, and ADA compliance will be addressed. Mr. Krebs indicated that he liked the idea of building one unit and working through the problems before proceeding with construction of the other three units. Mr. Phister asked if the cost to build the same number of units with conventional construction was obtained for comparison. Mr. Nielson replied that he will research this question.

Mr. Welty asked if any information is available as to the ongoing costs to maintain these buildings, their longevity, and maintenance costs. Mr. Nielson indicated that utilities are significantly less. The styrofoam in the SIPs panels is completely enclosed by wood. It will be at least a 25-year building. All walls will be hard-backed and institutional flooring will be used. The buildings will be low maintenance. Steel roofs are being considered.

Dr. Crane wondered about the timing because of the economic situation. He asked about the benefits of students living on campus versus living in town and why it is necessary for students to live on campus. Mr. Phister indicated that there isn't affordable housing anywhere in town. It is a recruiting issue. Mr. Nielson stated that students want to be a part of college life and activities. This is seen at every college in the state. The East and West Apartments are 35 years old, and they need to be remodeled. These apartments are designed for a single person, but the college has been assigning two students per bedroom.

Mr. Phister asked if housing has been a discouragement for students to come to the college. He asked if CWC is the college with the least amount of housing in the state. Dr. Waheed responded that CWC has had to slow down student recruiting because of the lack of housing. Housing is full right now, and even local students want to live on campus. Mr. Phister noted that since he has been on this board, the college has targeted the lack of affordable housing as a huge problem. Ms. Pedersen stated that to live in Riverton, students don't have to stay in housing. The Honor Farm construction program is a good one, but she doesn't know about the college going into the housing business. Just because a student wants to live in housing doesn't mean they need to live in housing. Mr. Phister stated that this is good business for the college. Ms. Pedersen responded that people in town need to be supported. Mr. Welty stated that CWC is not a four-year institution. CWC is a community college which serves the local community. The college needs to set priorities about what it is really trying to do as an institution. Some community colleges do not provide housing, but they are in an urban area. There are other avenues to provide housing in the private sector.

Mr. Nielson reported that the average cost per square foot for student housing is \$161, and this project will cost \$100 per square foot. CWC's students can't live at College Hill because they have to be employed. Ms. Mills noted that housing is a benefit to reservation students. They would be more successful if they could live here. Dr. McFarland stated that the college's strategic priorities have really focused on creating an engaged college community that provides supportive services for students and a taste of college life. The students who attend CWC are interested in a college community. If CWC can't provide that opportunity, the students will seek it elsewhere. Students interested in housing are full-time students who are committed to obtaining a college education and being part of the overall college life. They contribute substantially to the local economy when they live here, since the college only provides minimal essentials. What the college is proposing is to take steps to meet a need that serves another important educational need. The college will move forward in a relatively modest fashion and is not in danger of overbuilding. Renovation of the apartments would not be feasible at this time. More housing is needed.

Dr. McFarland complimented Mr. Nielson on an entrepreneurial partnership which provides students with a valuable skill and provides the college with a means by which it can build housing to meet a need without

going to the public for a bond issue or public tax increase. This program could be modeled across the state. She encouraged the board to allow the college to move forward. The college is up against the wall and out of ideas on how to address a critical housing shortage. Parents and traditional students will choose to go to another college that has the full collegiate experience that includes housing if it is not provided here. Students who are involved in activities are more successful, high-achieving students. She asked the board to allow the college to move forward with the next step.

Chair Gose stated that this is a cost-efficient, energy-efficient way to meet a long-standing need for housing. He asked for a motion to support the plan suggested by Mr. Nielson to go forward as indicated.

ACTION:

Mr. Phister moved to support the plan for additional campus housing as presented by Mr. Jay Nielson. Mr. Krebs seconded the motion. Motion carried with Mr. Welty and Ms. Pedersen opposed.

Updated Campus
Master Plan

Mr. Nielson reported that the updated campus master plan incorporates changes that will be made this summer including the relocation of the electronic sign to the main entrance, construction of a two-way entrance and a turnaround at the front door of campus, restructure of the main parking lot to direct traffic around the parking lot, and appropriately support pedestrian traffic from the new Intertribal Center. Construction is planned to begin by May 15 and will be completed for fall. The entryway to the college is being redone with a \$500,000 grant from the Wyoming Business Council and will include one entrance lane and two exit lanes. The elevation of the entrance will be changed. The new sign will be paid for from insurance funds and college student senate funds.

Phase One of the campus master plan will include a turnaround at the front door of campus which will give the college a central focus. It also includes a pedestrian walkway through campus. Phase Two of the campus master plan provides details as to where the Allied Health and Science building will be built on the eastern side of the front of campus. Parking lots will be moved further out, and future recreational facilities have been added on the end of the Student Center. Phase Three includes the Equine Center. Mr. Nielson pointed out that the greenbelts will be maintained, and these will be labeled in future renderings.

Mr. Phister asked about the chance of Sunset Drive coming through on the north edge of the campus. Mr. Nielson replied that his recommendation will always be no. Mr. Phister noted that there is a major problem at Hill Street and Main Street, and a traffic light needs to be added even though this will not completely solve the problem. Sunset Drive could be brought through to Morfeld Avenue, and this would help. Dr. McFarland stated that an east-west corridor on the edge of the campus is in the city's long-range plans. The college will need to work with the highway department to get a traffic light.

Dr. McFarland recommended that the board accept the updated campus master plan as presented.

ACTION:

Mr. Krebs moved to accept the updated campus master plan as presented. Dr. Crane seconded the motion. Motion carried.

Personnel

10-11

Administrative

Contracts

Dr. McFarland reported that Mr. Jay Nielson serves as Executive Vice Vice President for Administrative Services this year. He is not seeking an extension of his current contract which continues through June 30, 2011.

ACTION:

On Dr. McFarland's recommendation, Ms. Mills moved to approve a one-year contract extension for Dr. Mohammed Waheed, Vice President for Student Services, through June 30, 2012. Mr. Krebs seconded the motion. Motion carried.

Dr. McFarland reported that Vice President for Academic Services John Wood is doing this job on an interim basis in addition to his duties as Chief Information Officer. His regular appointment as CIO will come to the board in March with other professional and faculty appointments. Wyoming PBS General Manager Ruby Calvert's contract recommendation will come to the board in February.

10-11 Early

Retirement

Requests

No early retirement requests were received.

Voluntary
Separation
Program

Dr. McFarland explained that the Voluntary Separation Program (VSP) was developed as a management tool to assist the administration in developing the FY 11 budget to better position the college to meet future anticipated budget shortfalls and to more effectively manage enrollment growth. Employees will have a short window of time to apply for the financial one-time payment that could come to them upon their voluntary resignation of service. To qualify for this program, the employee would have to have a minimum of ten years of continuous service. The college's budget difficulties are expected to become very challenging in the FY 13-14 biennium. It appears that the community colleges will not suffer another budget cut this year and that the colleges will have the opportunity to receive one-time federal stimulus monies for major maintenance and enrollment growth funding. Long-term projections are that the college will see a contraction of resources. The FY 11 budget should look at least four years into the future.

Vacancies through the use of VSP can come about through the use of one-time monies. One-time funding can be converted to give the college greater flexibility for restructuring staff and placing staff in areas of higher need. That flexibility will allow the college to reduce ongoing operating costs. This type of program has been used throughout the country and in Fremont County. Dr. McFarland would like to see if there is an interest from the staff in the hopes that this would delay or reduce the need for involuntary reduction in force. This will give the college some ability to make strategic choices if a declared interest in voluntarily leaving the college makes sense in terms of the area affected. The proposed VSP administrative policy is a management tool only and is presented to the board for their information. If utilized, it will be included in the proposed FY 11 Budget presented to the board in April. Additional revisions to the policy are expected.

Chair Gose asked how many employees are eligible for this program. Dr. McFarland replied that 71 employees out of 234 benefited employees are eligible. Chair Gose stated that he liked the idea of a program that is proactive and which is trying to avoid reduction in force. Ms. Mills asked if an employee could come back after three years. Dr. McFarland replied that the college has been advised to remove this clause from the policy, and it will instead be included in the separation agreement. Subsequent benefited employment would be limited.

Mr. Welty asked why the board is not being asked for approval of this policy. He thinks the policy is useful but wished it had been discussed with the board before implementation. The board needs to be apprised of policies like this before they are so far along. Dr. McFarland replied that the development of this policy came about in a very short period of time because it needed to be offered to employees early enough to utilize it in building the budget. It is coming to the board to ensure that the board is not surprised if it is utilized. Mr. Welty asked why the policy is being implemented this year which is considerably before the projected budget crunch in FY 13-14. Dr. McFarland responded that it is not a retirement policy; it is a separation policy. It is important to use now so the college can reduce its ongoing operating costs or redirect resources now so that the benefit of those savings will be experienced over a longer period of time. If reductions are made in the first year of the biennium, then the benefits are experienced for the full two years. In FY 11, a drop in local valuation is expected, so the college is not only looking at future budget challenges.

Mr. Welty asked if any other community colleges are offering this program. Dr. McFarland replied that she was not aware of any at this time. The purpose of the program is to utilize positions in a better way. It is a strategic use of scarce resources. Mr. Phister pointed out that this falls within the threshold of administrative responsibility through policy governance.

Human Resources Board Report The Human Resources Board Report for January 2010 included the following information:

Searches in progress/pending included Executive Vice President for Academic Services; Instructor Health and Safety Technician; and Office Assistant Environment, Health & Safety/Arts & Sciences. Dr. McFarland reported that 66 applications for the Executive Vice President for Academic Services position have been received to date. The screening committee for this position has been established, and the members are going through those applications which will be accepted for priority consideration until February 1.

There were no resignations/terminations/retirements/transfers/requests for release from contract.

New Hires/Appointments/Internal Transfers included Chanel Day, Case Manager; and Carolyn Kraft, Assistant to the Dean for CATS.

REPORTS:

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

1. Campus Activities.
 - a. The college was hopping over the January 9-10 weekend, with a home basketball game, a high school basketball tournament, and over 400 participants attending the Wyoming Volunteer Fire School on campus;
 - b. January 11 was the first day of Spring 2010 In-Service, with special recognition to faculty and staff who have helped out in a "crunch" to meet the needs of a still-growing student enrollment; and
 - c. Classes begin on January 19.
2. Recent presidential engagements include:
 - a. January 4-6 – Mountain States Association of Community Colleges Meeting (Phoenix)
 - b. January 8 - CWC Update for Leadership Wyoming
 - c. January 13 - Joint Appropriations Committee hearing (Cheyenne)
 - d. January 14 - Riverton Memorial Hospital Board meeting
 - e. January 14 - Meeting with Community Health Center officials
3. Articles about CWC and its sister colleges at the state and national level were included in a separate file in the board packet.

Dr. McFarland reported that she just received news today from the Department of Workforce Services that Lynne McAuliffe, Assistant Dean for Workforce and Community Education, has applied for and received a \$302,000 energy industry partnership grant which will be used to provide tuition and fees for the EHS program and for the development of a new program in facilities maintenance.

Executive Vice
President for
Administrative
Services

Mr. Nielson reported that the December 17 campus threat is an ongoing investigation. He has met with the new police chief who is very willing to partner with the college. Mr. Nielson also reported on the Wyoming Business Council grant application. CWC was awarded a \$750,000 grant to retrofit campus infrastructure. This grant was based on needs quantified in an energy audit and will include an upgrade of the college boiler plant.

Vice President for
Academic Services

Mr. Wood referred to his written report which included information on dual and concurrent education. His report also included information that CWC is now an approved National Center for Construction Education and Research Center, a Jackson campus fall update, information on recognition of the CWC equine program and Professor Patti Stalley, and information that Lynne McAuliffe has been awarded the Certified Workforce Development Professional (CWDP) credential by the National Association of Workforce Development Professionals.

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

The next regular meeting will be held on Wednesday, February 24, beginning at 6:30 p.m. in SC 103.

Agenda items for the next regular meeting include:

1. 10-11 Sabbaticals
2. Community/Leadership Monitoring Report
3. Legislative Update

Dr. Gose indicated that an executive session was needed to be scheduled to discuss personnel. Mr. Welty asked about possibly wanting an update on the December 17 campus threat. Board Attorney Frank Watkins stated that if the board wants this update, it must be listed on the agenda for the executive session. Mr. Welty explained that he wanted this update if it is needed. Mr. Watkins replied that the board can't have a placeholder for an item. There must be a list of items with no ambiguities.

ACTION:

Dr. Crane moved to hold an executive session on February 24, 2010, at 5:30 p.m. in the Student Center Conference Room #SC100, to discuss personnel issues and other matters confidential by law. Ms. Mills seconded the motion. Motion carried.

Dr. Gose reported that the board held a community dialogue today at the Riverton Senior Center which was very well-attended. Mr. Phister suggested that if this format is used again in the future, attendees should be encouraged to write questions beforehand on cards. Ms. Pedersen suggested providing giveaways for those who write something.

A board work session is scheduled for Wednesday, January 27, from 6-8 p.m., preceded by a 5 p.m. tour of campus construction and recent

remodeling. Dr. McFarland indicated that the tour will start at 5 p.m. at the Pro Tech Center and will move to the Student Center. A tour of the Intertribal Center construction will be held in the spring when the weather is better. Board Attorney Frank Watkins will not be present at the work session. Dr. McFarland stated that she did not anticipate that he will be needed.

CWC Foundation The next regular meeting of the CWC Foundation Board is scheduled for Thursday, March 11, at 10 a.m. at CWC.

Association of
Community
College Trustees The next ACCT event is the National Legislative Summit February 8-10, 2010, in Washington, D.C. Chair Phister, Ms. Mills, Dr. Gose, Dr. Crane, and Mr. Krebs have indicated their plans to attend.

The ACCT Governance Leadership Institute will be held March 4-6, 2010, in Phoenix, Arizona. Chair Gose, Ms. Pedersen, and Mr. Welty have indicated their plans to attend.

Wyoming
Association of
Community
College Trustees The next meeting of the WACCT will be held in conjunction with the February 17 meeting of the Wyoming Community College Commission at Laramie County Community College in Cheyenne. The WCCC meeting will be preceded by the Wyoming Community College Conference and Legislative Reception on February 16 at The Historic Plains Hotel. Chair Gose, Ms. Mills, Mr. Krebs, Ms. Pedersen, and Mr. Welty have indicated their plans to attend.

Wyoming
Community College
Commission The next regular meeting of the WCCC is scheduled for February 17 at Laramie County Community College.

CWC BOCHES The next meeting of the CWC BOCHES is scheduled for March 3, 2010.

Teton County
BOCES The next meeting of the Teton County BOCES is scheduled for March 23, 2010, at 4 p.m. via the ICN.

Attendance at
College Events Mr. Welty asked if there have been any negative comments about lack of board attendance at college events. Dr. McFarland replied that trustees' attendance at college events is welcomed and appreciated, and there have been no negative comments.

ADJOURNMENT - Board members were asked to complete an evaluation of the meeting and
BOARD to turn them in to the Board Clerk.
EVALUATION
OF MEETING: Chair Gose adjourned the meeting at 9:22 p.m.

Secretary

APPROVAL:

Chair