

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, March 22, 2006, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Dennis Christensen Deanna Crofts Joe Megeath	Scott Phister Jim Matson Caroline Mills
<u>Absent:</u>	Dallas Myers	
<u>Administration:</u>	Jo Anne McFarland J.D. Rottweiler	Mohammed Waheed Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Jason Harris Retha Reinke Charlotte Donelson Kami Jo Barnes James Wynn John Wood	Margaret Peart Carolyn Aanestad Wendy Davis Dan Schiedel Jackie Dorothy

CALL TO ORDER: Board Chair Crofts called the meeting to order at 5:30 p.m.

EXECUTIVE SESSION: Mr. Phister moved to recess into executive session to discuss 06-07 faculty/professional letters of intent for continuing employees, presidential contract negotiations, and a potential real estate acquisition. Mr. Matson seconded the motion.

Dr. Megeath asked if discussion of the real estate matter in open session would drive up the price. Dr. McFarland indicated that it would.

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

At 7:04 p.m., Mr. Matson moved to reconvene the regular public meeting. Mr. Phister seconded the motion. Motion carried.

WELCOME AND
INTRODUCTION
OF GUESTS:

Board Chair Crofts 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.

A roll call conducted by the board clerk indicated that Board Chair Crofts, Mr. Matson, Ms. Mills, Mr. Christensen, Mr. Phister, and Dr. Megeath were present and that Mr. Myers was absent. Board Chair Crofts announced that a quorum of the board was present. She indicated that Mr. Myers had a work obligation and would not be able to attend the meeting.

APPROVAL OF
AGENDA:

Dr. Megeath moved to approve the agenda as presented. Mr. Christensen 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

Ms. Kami Barnes, President of the Student Senate, reported that she and Camie Dewey appreciated the time spent at the WACCT conference in Cheyenne on February 27. Her written report included information that Senator Richard Fleetwood was named Century Scholar of the Year for the state of Wyoming, senators will be helping to usher for the spring musical *Guys and Dolls*, and senators are helping WPTV with their spring pledge drive through the month of March. The Senate approved the Winter Sport Club, Latter-Day Saint Student Association, Welding Club, Veterans Club, Nursing Club, and the United Tribes Club for the spring semester. Upcoming events include graduation applications due on March 3, *Guys and Dolls* March 2-4 and March 9-11, a spelling bee on March 7, Drug Awareness Week March 6-10, Spring Break March 13-17, Spring Fling Events March 24-30, and Career Planning Week March 27-31.

Classified Staff
Association

Ms. Retha Reinke, President of the Classified Staff, indicated that she had nothing to add to her written report which included information on Barb Rogers' receipt of the Rustler Spirit Award for March 2006. Jody Ray, Foundation Office Assistant, attended a training provided by the Center on Philanthropy at Indiana University Fund Raising School on February 6 in San Francisco. Linda Becker and Taunya Guthrie attended the Wyoming Community College Conference in Cheyenne on February 27.

The Faculty

Ms. Margaret Peart, President of the Faculty Association, reported that Rob Richards, Wayne Robinson, Anne Nez, and she attended the Native American Business Expo today, and it was an outstanding conference. Ms. Peart submitted a written report which included information that Janet Harp was appointed by the Governor to a three-year term on the State Board of Nursing. Janet Harp and Paula Moritz attended the 2006 Nurses Day at the Legislature with 31 sophomore students. Valerie Harris has been named president of the Wyoming Mathematics Association of Two Year Colleges (WYMATYC) for the next two years. Kate Nelson attended the National Conference on Ceramics Arts recently. Jim Thurman has received a \$2,500 course development grant from Department of Education Title IV funds to prepare a course entitled *Turkey and the West*. Kelly Dehnert brought the Kyrgyz Cultural Performance to CWC on March 1. In addition, the Times A Wastin' Big Band and Papa Klutch & the Shifters performed at the Winter Fair on March 9.

Professional
Personnel
Association

Mr. Jason Harris, President of the Professional Personnel Association, indicated that he had nothing to add to his written report which included information on the \$625 raised by the Professional Staff at the Souper Bowl fund-raising luncheon on February 17. All proceeds went to the CWC Foundation Endowment Fund. Joanne Slingerland attended a workshop January 27-28 entitled *New Perspectives in Learning: Brain-Based Strategies for At-Risk Students*. Kathy Vincent and the CWC ABE program hosted a Directors Retreat February 16-17. Mickey Douglas attended a Wyoming Lifelong Learning Board Retreat February 9-10 in Casper. Maggie Viani was appointed to an interim board position as Vice President of Membership of the Wyoming Early Childhood Association. She also attended the national conference for the National Educational Telecommunications Association. Patty Trautman reported that the Lander Office is partnering with the Lander Rotary Club to sell "Support Your Lander CWC Foundation" tickets. Roy Darnell attended a Microsoft Systems Management Service class last summer and has been implementing it since then at CWC. Sherry Shelley reported that registrations for Riverton non-credit classes are going well. Sheri Wiechmann is being quoted in the March/April issue of *College Store* magazine. Elaine Patterson has moved from working on a contracted basis for the college to CWC Disabilities Service Coordinator. Ruby Calvert has been elected as Chairman for the State Board of Education.

Mr. Christensen stated that he appreciates the written reports from the association. He congratulated Ruby Calvert on her appointment as Chair of the State Board of Education and Janet Harp for her appointment to the State Board of Nursing. This speaks highly of CWC's employees who are very involved at the state level. Board Chair Crofts also mentioned Lance Goede, who was appointed by the Governor to the Board of Mental Health Counseling; Jeff Hosking, who has been appointed to the Department of Corrections Industry Board; and Carol Deering, who has been appointed to the Wyoming Council for the Humanities Board.

Wyoming Public
Television

Mr. Dan Schiedel, General Manager for Wyoming Public Television, reported that he was glad to cover the Intertribal Center press conference today. WPTV provided a satellite uplink to all the stations in the state. His written report included information on coverage of political debates, the March 23 *Wyoming Perspectives* show on the Hathaway Scholarship, the First Lady's Underage Drinking Initiative live call-in show, coverage of the CWC rodeo and graduation ceremonies, the WPTV UPS building, the WPTV Advisory Council and scenario/strategic planning, the CWC Media Program, the CWC Intertribal Center press conference, WPTV appointments and scholarships, and legislative issues/state appropriations.

CWC Foundation

Ms. Lynette Jeffres, Assistant Manager for the CWC Foundation, submitted a written report which included information about receipt of the first distribution of the Excellence in Higher Education Endowment, donations received since the last report, and the next meeting of the CWC Foundation.

Mr. Christensen asked if there was going to be a way for board members or the public to participate in buying the stones for the walkway to the Intertribal Center. Dr. McFarland replied that gift cards will be sent. Mr. Christensen asked if donations to the center are eligible for the endowment match. Dr. McFarland indicated that donations for the construction of the center are not eligible, but donations to the programming endowment are eligible.

COLLEGE
ADVANCEMENT
IN THE
COMMUNITY:

This agenda item is included so that each trustee can report on the specific ways he or she has advanced the college in the community over the past month.

Ms. Mills reported that she attended the CWC BOCHES meeting on February 22, the Wyoming Community College Conference on February

27, the WACCT and WCCC meetings on February 28, the musical *Guys and Dolls*, and the gathering today in the Arts Center.

Mr. Phister reported that no Teton County BOCES meeting has been held. The February 22 meeting was postponed and has not yet been rescheduled.

Mr. Matson attended the Wyoming Community College Conference on February 27 and the WACCT and WCCC meetings on February 28. Board Chair Crofts asked about the position announcement for the Vice President for Institutional Advancement. Dr. McFarland indicated that this will be a major topic of discussion at the March 28 CWC Foundation meeting. A CWC Foundation Executive Committee meeting will be held on Monday, March 27, to discuss this position as well. The priority deadline for applications is April 14. The position is jointly shared between the college and the CWC Foundation. It is the Chief Operating Officer for the Foundation and will work with the college in developing donor leads and in strategic planning. Dr. McFarland asked board members to encourage any bright, capable person with a lot of interest in the college to apply for the position. The salary range is \$75,000-\$90,000. She hopes to attract a highly qualified professional fundraiser. People should be encouraged to apply in order to have the best possible pool of applicants.

Mr. Matson indicated that he is not on the CWC Foundation Executive Committee and feels he is in the dark because of this. Dr. McFarland suggested that Mr. Matson be invited to the March 27 meeting of the Executive Committee because he is the trustee liaison. She suggested that he call CWC Foundation President Joe Geraud regarding this issue. At the March 27 meeting the screening committee will be identified. The college needs to be well represented on this committee because it is funding one-half of the position. Dr. McFarland stated that she would like one and possibly two trustees on this committee.

Dr. Megeath reported that he enjoyed the legislative session very much. He was glad to see the Hathaway Scholarship passed.

Mr. Christensen enjoyed the musical *Guys and Dolls*. He indicated it was a great community effort. Mr. Christensen was represented at the February 22 CWC BOCHES meeting by Ms. Mills.

Association of Community College Trustees (ACCT) Board Chair Crofts indicated that trustees planning to attend the ACCT Annual Congress October 11-14 in Orlando, Florida, are Ms. Mills, Mr. Christensen, Mr. Matson, Mr. Phister, Mr. Myers, and Dr. Megeath.

Wyoming Association of Community College Trustees (WACCT) The next WACCT meeting is expected to take place on April 27, in conjunction with the next Wyoming Community College Commission Meeting in Casper.

Wyoming Community College Commission Meeting The WCCC will hold a phone meeting on Tuesday, March 28, 2006, at 10 a.m. CWC will host the June 22-23 College Commission meeting in Riverton.

Ms. Mills reported that she will not be able to attend the April 27 WACCT meeting in Casper, so a second voting member from CWC is needed in addition to Dr. Megeath.

Mr. Christensen moved to appoint Mr. Matson as the second voting delegate for the WACCT meeting in Casper on April 27. Ms. Mills seconded the motion. Motion carried.

CWC BOCHES The next CWC BOCHES meeting will be held on Wednesday, June 28, 2006, at 7 p.m. in CWC Pro Tech Rooms 115/121.

Teton County BOCES The next meeting of the Teton County BOCES has not yet been scheduled.

Other Board Chair Crofts received thank you notes from individual members of the CWC Equestrian program. She also received a call from a person who has a student graduating this May and who wanted to know about seating for graduation. Ms. Crofts referred this person to Registration and Records. Because everyone who wishes to attend commencement can't be seated in the theatre, Dr. McFarland indicated that arrangements have been made for individuals to watch commencement in a room adjoining the theatre or on Channel 5. If students let us know they are not using their tickets, someone else can use them. The theatre has been outgrown. Faculty have been moved to the stage in order to make more room for graduates. CWC will have a record number of nursing graduates this year. If the Rec Center is built, graduation may be held there because it will hold 2500 people. Dr. Waheed reported that overflow arrangements are handled in the Arts Center Gallery and CW 129 with big screen TVs.

Board Chair Crofts asked about the Hathaway Statewide Task Force for marketing. Dr. McFarland indicated that the details will be released next month. Dr. Waheed reported that seven committees are working on the procedures for Hathaway. For this year, state funding will be on top of the institution's scholarships. For the following year, the Hathaway money will be first, and the college can supplement it as it wishes. The scholarship package will be presented to the board in April. Recruiting will begin in September. The Hathaway Scholarship was discussed yesterday in open forum and was very well received.

Board Chair Crofts stated that she was starting to see information coming in from other agencies regarding the Hathaway Scholarship program. She hoped that community colleges will get information out to students. The students need accurate information in order to make good decisions. Dr. Waheed stated that Hathaway Scholarships are based on ACT scores and GPA minimum. CWC scholarships require one or the other. Ms. Mills asked if GED students are able to get scholarships. Dr. Megeath stated that based on test scores, GED graduates can get various levels of the Hathaway Scholarship, but they must apply within a year of high school graduation. Dr. McFarland indicated that all the details will be mailed out statewide next week.

Dr. McFarland reported Dr. Waheed is looking into the college becoming a residual testing site for ACT. Everything possible is being done to ensure that every student who qualifies for a scholarship is able to get the information needed. The funds available will be fairly and appropriately distributed to them.

CONSENT
AGENDA

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of the minutes from the February 15, 2006, regular meeting; the acceptance of bills for February 2006; the Board travel budget; and the Adjunct Faculty Appreciation Week Proclamation.

Mr. Matson moved to approve the consent agenda as presented. Dr. Megeath 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 \$1,011,507.19 for the month of February, 2006: Operations in the amount of \$1,193,454.59;

Student Grants and Loans in the amount of \$485,796.28; and Bank Transfers in the amount of \$606,365.06 for a grand total of all payments in the amount of \$2,285,615.93.

UNFINISHED
BUSINESS:

Proposed Revised

Dr. McFarland indicated that the board has seen this policy in draft form at

Board Policy II.G.7
on Bids

the February 15 meeting. This proposed revised policy was presented to staff at the February 24 open forum, with no objections voiced. The proposed revision includes reference to “requests for proposals” as also requiring a competitive process as is the current practice. Dr. McFarland recommended that the board approve the proposed revised Policy II.G.7 on bids on first and final reading, to be effective immediately upon board adoption.

Dr. Megeath moved to approve the proposed revised Policy II.G.7 on bids on first and final reading, to be effective immediately upon board adoption. Mr. Phister seconded the motion. Motion carried.

NEW BUSINESS:

Legislative Update

Dr. McFarland provided the highlights of the 2006 legislative session. Approved for biennial funding were:

1. \$8.9 million parity gap
2. \$4.6 million state employee compensation
3. \$2.3 million to replace federal funding for ABE-GED
4. Major Maintenance at 2 ½ % (increase from 1 ½ %)
5. \$1,088,176 for Intertribal Center
6. \$3.8 million for Eastern Wyoming College Dormitory (with conditions)
7. \$2.8 million one-time funding for community college library databases

Not approved for funding were:

1. \$14M college system one-time equipment
2. \$3.8M salary supplement to cover 38% of 3.5% state employee salary increase not funded for the colleges in the Governor’s plan, plus funding for other college employees not funded at all

Dr. McFarland reported that overall the colleges were treated very well in terms of the parity gap funding and the 1 percent increase for major

maintenance. CWC was fortunate in having one of the two capital construction projects that received funding. In regard to the interim studies, Dr. McFarland indicated that one is through the Joint Appropriations Interim Committee which will require a legislative study of community college capital construction funding. The Governor believes that much more policy discussion needs to be held regarding this issue. As public officials, the board will need to pay close attention to this discussion. Capital construction for K-12 is picked up almost entirely by the state at the cost of local control. Dr. McFarland advised the board to pay attention to and be engaged in discussion which will have very great policy implications for trustees. Strings may be attached to state funding of capital construction, and the board needs to consider how their hands will be tied if the state pays for buildings. However, it is high time that the state pays the costs of capital construction because now only seven counties are taxed for capital construction. Community college district property owners should not be solely relied upon for this burden.

The Joint Education Interim Committee will be looking at funding sources and alternatives for Evenstart, which is an adult literacy program through the Wyoming Community College Commission. The second topic the Joint Education Interim Committee will be looking at is a report from the Wyoming Community College Commission on funding needs, suggested revenue sources, and proposed structural modifications for distributing financial resources. How the community colleges are governed may be a part of this study. Two hundred thousand dollars has been appropriated to study the state funding model.

The real challenge for trustees is to really focus on the big issues and take an active role in those discussions. These topics should be discussed by the trustees at their April 26 meeting.

Mr. Matson noted that the square footage of CWC is very low compared to the other colleges. CWC has the least square footage of any community college in the state, which makes the cost of maintenance very high. Dr. McFarland indicated that CWC's buildings are 40 years old but they don't look much different than buildings that are 15 years old because they are very well maintained and protected. CWC also has a huge amount of acreage that is developed and landscaped. In addition, the college's facilities are used a lot outside of classroom usage.

Dr. Megeath asked if major maintenance or coal lease bonus money can be used for equipment. Mr. Nielson replied that it can be used to install air conditioning or ventilation systems, for example, but it cannot be used for instructional equipment.

Renewal of
Optional One Mill
Levy through FY 08
(notice of intent)

Wyoming statute allows college boards to levy an optional mill levy to support college operations. This mill levy must be reviewed every two years by vote of the CWC Board, after a published notice at least 30 days before a public hearing and final action. The CWC Board has utilized the optional mill for the past sixteen years, and the college has come to depend upon the optional mill levy revenue for regular college operations and for one-time expenditures. The current optional mill expires at the end of the current fiscal year unless renewed by the board. Mr. Nielson asked the board to authorize the advertisement on March 24, 2006, of its intent to levy the optional one mill during FY 07 and FY 08 for the regular support and operation of the college, with a public hearing and final board action to take place on April 26, 2006.

Board Chair Crofts asked what services would disappear if the college did not have the optional one mill levy. Mr. Nielson explained that a lot of one-time purchases for facilities and equipment are made with this money, as well as advertising purchases made by public information. Some of the money is used for operations. About one-half of the money is used for operations, and the other half is used for one-time purchases such as IT equipment, insurance, and the IT network.

Board Chair Crofts asked if the revenue from the optional one mill levy can be carried over from year to year. Mr. Nielson replied that in the college's current fund budget, only 3 percent of the biennial budget can be carried over. The optional one mill levy is at the option of the board and can be carried over, not subject to the 3 percent carryover limit. Reserves can be accumulated in this fund because it is not subject to the carryover requirement.

Dr. McFarland recommended that the board authorize the advertisement on March 24, 2006, of its intent to levy the optional one mill during FY 07 and FY 08 for the regular support and operation of the college, with a public hearing and final board action to take place on April 26, 2006.

Dr. Megeath moved to authorize the advertisement on March 24, 2006, of the intent to levy the optional one mill during FY 07 and FY 08 for the

regular support and operation of the college, with a public hearing and final board action to take place on April 26, 2006. Ms. Mills seconded the motion.

Mr. Christensen asked if the optional one mill is outside the funding formula. Mr. Nielson replied that it is included in the calculation of cost per FTE.

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

CWC BOCHES
Fiscal Year 2007
Budget Ratification

Dr. Rottweiler reported that the proposed 2006-2007 CWC BOCHES budget was approved on first reading by the CWC BOCHES board at their February 22, 2006, meeting. The CWC Board is asked to review and ratify this budget. The value of the 1/2 mill levied by CWC for BOCHES is estimated to be \$532,868 for 2006-2007. Of this amount, \$117,379 (22 percent) is allocated to operational costs, and \$415,489 (78 percent) is devoted to direct student benefits. Dr. Rottweiler recommended that the board approve this budget.

Dr. Megeath moved to ratify the proposed FY 2007 CWC BOCHES budget as presented. Mr. Matson seconded the motion.

Mr. Matson indicated that last year a topic of discussion was that the 1/2 mill was going to generate \$400,000, and now it is going to generate \$500,000. He is concerned about excess revenue and asked if the CWC BOCHES needs all that revenue. Dr. Rottweiler indicated that because of an increase in direct student fees which includes textbooks and an increase in distance education, all of the revenue is needed. Shoshoni and Wyoming Indian are interested in looking at ICN capabilities, and discussions are occurring with the charter high school at Arapahoe. All the resources are needed at this point.

Board Chair Crofts asked if there have been any discussions on the BOCHES board as to where the money was going and where it is going now. Dr. Rottweiler replied that a little is paid for personnel and a big portion is paid for tuition, fees, and textbooks. A budget adjustment had to be done for the current year. The increased revenue is being held in a 17 percent recommended reserve account for protested taxes.

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

Personnel
06-07 Faculty/
Professional
Letters of Intent
for Continuing
Employees

Dr. McFarland indicated that she provided the board a memo from Human Resources Officer Wendy Davis that includes the names of those individuals recommended for initial continuing contracts or subsequent continuing contracts. All contracts are subject to available resources. Dr. McFarland recommended that the board approve the list of initial and subsequent continuing contracts as noted in the memo. A couple of names will be brought forward at the April 26 board meeting because the paperwork was not completed in time for this meeting.

Ms. Mills moved to approve the 06-07 Faculty/Professional Letters of Intent for Continuing Contract as presented and to request that the complete list be recorded in the minutes. Dr. Megeath seconded the motion. Motion carried.

Initial Continuing Contract 2006-2007

Faculty

Michael Manning, Instructor Criminal Justice

Subsequent Continuing Contract 2007-2008

Faculty

Dudley Cole, Assistant Professor Automotive Technology

Sharon Dalton, Instructor Music

Martha Davey, Associate Professor/Director Cisco

Jewel Dirks, Assistant Professor Psychology

Benjamin Evans, Associate Professor English

Valerie Harris, Assistant Professor Mathematics

Princess Killebrew, Associate Professor Education

Margaret Peart, Professor Business Office Systems

Robert Richards, Professor Accounting

Jane Warren, Assistant Professor Communication

Katherine Wells, Assistant Professor Nursing

Tara Womack, Instructor Biology

Professional

Kirk Clark, Maintenance Supervisor

Pieter Crow, Systems Analyst/Programmer

Beverly Koerwitz, Outreach Coordinator Thermopolis
Richard Smith, Rodeo Coach
RoJean Thayer, Publications Coordinator
Patricia Trautman, Distance Education Coordinator Lander

Management

Carol Deering, Director of Library
Lance Goede, Director of Student Life
Lynne McAuliffe, Director of Customized Training

WPTV Professional

Lonny Fairfield, WPTV Technical Operations Technician
Joel Kindle, WPTV Broadcast Master Control Supervisor

WPTV Management

Kyle Nicholoff, WPTV Production Manager

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

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

The Rustler Salute nominees for March are the grounds and automotive staff which includes Dudley Cole, Andy Mitich, and Roy Kennedy. The February Rustler Spirit Award went to Barb Rogers, Senior Assistant Arts and Sciences.

Searches in progress/pending included Vice President for Institutional Advancement; Instructor Communications/Human Services; Instructor Music; Instructor Culinary Arts/Hospitality; Director of Campus Safety and Security; Talent Search Curriculum Coordinator; Business Office Accounting Technician for WPTV; and Accounting Technician Cashier.

Resignations/terminations/retirements/requests for release from contract included Tanya Barry, Accounting Technician Accounts Receivable; Retha Reinke, Accounting Technician Cashier, and Lori Ridgway, Instructor Communications/Human Services.

New hires/Appointments/Internal Transfers included Mary Axthelm, Case Manager; Breez Daniels, Case Manager; Retha Reinke, Distance Education Technician; and Duane VanSlike, Chef/Cook.

Other

Board Chair Crofts asked why representatives from the board are asked to be on the search committee for the Vice President for Institutional Advancement and why this is different from another administrative type of search. Dr. McFarland explained that this position is a joint board appointment.

ACCEPTANCE OF
MONITORING
REPORT:

Staff Profile and
Salary Study

Ms. Wendy Davis presented the 2006 Staff Profile and Salary Study. Turnover is at the college now at 7.35 percent. In comparison, six years ago it was about 25 percent. Ms. Davis pointed out that lower turnover seems to be a national trend. The total number of searches in FY 05 was 28, with an average cost per search of \$409. Dr. Megeath asked what is included in the cost of recruitment. Ms. Davis replied that direct costs only are included. Dr. Megeath indicated that this is misleading because searches cost thousands of dollars when the cost of training and other costs are added in. Ms. Davis agreed that the indirect and direct costs of a search are substantial.

Ms. Davis reviewed the salary data for faculty, classified staff, and professional staff. Dr. Megeath asked about the Western Wyoming Community College Classified Staff Survey. Ms. Davis explained that Western only collects the data, and all seven community colleges participate. Board Chair Crofts asked about faculty duty days and why CWC has 163 while Casper College has 196. Dr. Rottweiler replied that Casper College counts spring break and holidays in determining duty days. Duty days at Casper College include everything between the start date and the end date, which is not how CWC counts them.

Dr. Megeath commented that the Mountain States presidents' salary range had an increase of \$12,000 over what was reported last year. He asked if new schools have been added to the survey. Ms. Finch replied that the Mountain States salary survey relies on who is participating in the survey. The same institutions don't always participate every year. With administrative positions, it is rare to pay someone less than what was paid to the person in the current position.

Board Chair Crofts asked at what turnover rate the institution is comfortable. Ms. Davis indicated that 10 percent is the target. Dr. McFarland pointed out that over the next five years a huge turnover in staff will be created by retirement.

Ms. Davis reported that employment at the college is approaching 220 benefited positions which includes food service and new grants employees. Dr. McFarland indicated that salaries and benefits represent a 75 to 76 percent range of the overall budget, and this has been steady. Ms. Davis noted that WPTV was not included in this salary survey, since they are on their own salary schedule.

Dr. Megeath stated that he didn't realize that internal people taking another position within the college were counted in the reasons for separation. He was surprised that there weren't more opportunities for employees to do this. Ms. Davis replied that a strategic initiative is to provide opportunities for institutional advancement.

Dr. McFarland recommended that the board accept the staff profile and salary survey as presented.

Mr. Matson moved to accept the staff profile and salary survey as presented. Mr. Christensen seconded the motion. Motion carried.

Board Chair Crofts asked that board members take a moment to complete the monitoring report evaluation form.

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

1. Kudos!
 - a. Congratulations to CWC student, Richard Fleetwood, on being named as the "New Century Scholar" for the state of Wyoming. Richard will be honored in April at the American Association of Community Colleges (AACC) convention in Long Beach, California. The highest scoring student from each state receives special distinction among other All-USA Academic Team honorees as "New Century Scholars," who each receive a \$2,000 scholarship. Mr. Fleetwood will be honored at the opening ceremonies on April 22; at an evening reception on April 23; and

- at the Presidents Breakfast on April 24. Mr. Fleetwood's honor brings great credit to himself as well as to CWC and the entire state.
- b. Rojean Thayer, CWC Publication Coordinator, will receive the "Communicator of the Year" Award at the regional National Council for Marketing and Public Relations (NCMPR) conference in Austin, Texas, on March 18. The regional NCMPR includes Wyoming, Colorado, New Mexico, Oklahoma, Arkansas, and Texas, so this is also a huge honor. CWC is doubly blessed because Rojean's colleague in Public Information, Carolyn Aanestad, also received this award in 1996.
 - c. Kudos to Janet Harp, CWC Director of Nursing, on being appointed by the Governor to a 3-year term on the Wyoming Board of Nursing.
 - d. Special thanks to CWC Professional Staff, who raised \$625 toward the CWC Employee Scholar Endowment through their "Souper Bowl Friday," held February 17. CWC's generous and hard-working employees are appreciated.
 - e. An "attaboy" to Frank Berch, Director of Physical Plant, who is monitoring progress and watching every detail of the Wyoming Public Television Wing construction. The board will be treated to a "sneak peek" of the new wing at 5 p.m. on Wednesday, April 26, just prior to the next regular board meeting. The board will also be able to see the progress on the new gym floor and bleachers at that time.
 - f. Appreciation to the 6 CWC students who traveled to Cheyenne with sponsors Kellie Webb and Helsha Acuna on a college holiday (February 20), so that they could spend all day on February 21 at the Legislature to learn about the legislative process and to promote the Intertribal Center. Students who participated were: Nora Pauline Oldman, Veronica Tsosie, Ryan Tyler, Cheena Sage, Diana Mitchell, and Trista Mitchell. Students also met the Governor and with tribal liaisons during their visit.
2. Educational Programming and Facilities Planning. The Leadership Team at the college is turning its attention to finalizing the Educational Programming and Facilities Planning process, which is expected to be completed for presentation to the board on April 26.

3. Strategic Planning and FY 07 Budget Development. The Leadership Team is also working to advance this year's strategic priorities and on more clearly tying these priorities to the FY 07 Budget that will be presented to the board in April. Strategic priorities are: growth; institutional advancement; facilities; and human capital.
4. Plans for CWC's 40th Anniversary celebration events are continuing to progress, with activities including a big "open air" concert, community barbeque, alumni gathering, and the unveiling of the new CWC float for the County Fair Parade and other events in the county.
5. Presidential travels and events
 - a. Work on promoting the Intertribal Center continues through the following activities:
 - (1) Feb. 20-24, 27-28, and March 3 - Work with the Legislature;
 - (2) March 22 - Intertribal Funding Appreciation Gathering at 1:30 p.m. at Peck Arts Center Gallery, attended by Senator Mike Enzi and other dignitaries;
 - (3) March 23 - Presentation on Intertribal Center to RECDA (Riverton Economic and Community Development Association) at 7 a.m. at Riverton Holiday Inn;
 - (4) March 23 - Presentation on Intertribal Center to Wyoming Business Council at 11:30 a.m. at Riverton Holiday Inn;
 - (5) April 20 - Next major funding announcement regarding the Intertribal Center.
 - (6) Continued work with federal delegation for further funding.
 - b. March 30-April 2 - Higher Learning Commission Conference in Chicago
 - c. April 9-10 - Professional Standards Teaching Board meeting in Cheyenne
 - d. March 13-16 - Vacation (Dr. Rottweiler will be acting president in Dr. McFarland's absence)
6. Articles about CWC and other colleges. Articles about CWC and the other community college were included in the board packet.

Vice President's
Report

Dr. Rottweiler reported on the process of locating facilities for the lab portion of the Construction Trades program. The current plan is to use a temporary fabric building. The best location for the project is adjacent to

the bullpen behind the Professional-Technical Building. The 30' x 65' fabric building will need a concrete slab and electricity. It will be close to classroom space and will provide necessary support services. As the Career Center or other facilities become available, the building can be used for storage.

Mr. Christensen asked if the building is insulated at all. Dr. Rottweiler said it is not insulated because the only purpose of the building is to keep equipment and material dry. Work will be done inside the building for the hands-on component of the program. Classrooms will be used in the Pro-Tech Building. Ms. Donelson indicated that she toured a similar building on Burma Road on a cold day, and it was warm inside.

Dr. Rottweiler reported that Cliff Root of BTI has been asked to give a significant presentation on CWC's Railcar Repair program at the Wyoming Business Council meeting tomorrow.

NEXT REGULAR
MEETING/
SUGGESTED
AGENDA ITEMS:

The next regular meeting will be held on Wednesday, April 26, 2006, beginning at 6 p.m. in PTC 115/121. The proposed agenda includes

1. Budget Monitoring Report
2. Adopt FY 07 Budget
3. 07-08 Scholarship Package
4. Perkins Grant Authorization
5. Educational Programming and Facilities Plan

A special board meeting and study session will be held on Wednesday, April 19, from 6-9 p.m. in PTC 115/121. The special meeting business will be Acceptance of Bids for Phase II of Residence Hall Renovation Project. An executive session can be held during the special meeting to continue discussions on contract negotiations with the president. Immediately following the special meeting, the board will conduct a study session at which no board action will be taken. Topics for the study session are the FY 07 Salaries and Benefits and the FY 07 Operations Budget.

Board Chair Crofts has sent a request to the WACCT officers to let the board clerk know when the WACCT meetings will be so that board members can participate if they wish. A situation occurred recently where the two board delegates from another college were out of town and did not

receive the notice. As a result, their college was not represented at the meeting.

Dr. Megeath asked to have a discussion at an upcoming meeting regarding options on buildings and where they can be placed. Dr. McFarland indicated that those are the questions addressed in the education programming and facilities planning. A Quonset hut such as the one being proposed for the Construction Trades program is not viewed as a permanent fix. The facilities plan will be presented at the April 26 meeting, and any specific issues should be communicated to Mr. Nielson in the meantime so they can be included in the final plan.

Board Chair Crofts indicated that she could join Mr. Matson on the screening committee for the Vice President for Institutional Advancement.

Mr. Christensen indicated that he did not appreciate the flyers placed on car windshields after the Gathering this afternoon. Dr. McFarland stated that it happens rarely and that the college has a policy against solicitation, although it would be hard to enforce in this case.

BOARD SELF-EVALUATION OF MEETING:

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

ADJOURNMENT:

At 9:03 p.m., Mr. Matson moved to adjourn the meeting. Mr. Phister seconded the motion. The motion carried.

Secretary

APPROVAL:
