

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, July 18, 2012, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills Roger Gose Scott Phister Colton Crane	Charlie Krebs Frank Welty Judy Pedersen
<u>Administration:</u>	Jo Anne McFarland Jason Wood	Ron Granger
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Jan Jensen David Gray Carolyn Aanestad Charlotte Donelson Joshua Scheer Jennifer Rey	John Wood Martha Davey Ruby Calvert Lynne McAuliffe Caleb Blakeman Corey Daly

CALL TO ORDER: Board Chair Caroline Mills 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 except Mr. Welty. A quorum of the board was declared present to conduct business. Chair Mills announced that an executive session to discuss personnel and potential litigation issues as announced at the June 20 meeting was not needed.

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

WELCOME AND INTRODUCTION OF GUESTS: Chair Mills 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.

Dr. McFarland announced that she had learned today that the college has lost one of the most prominent people in its history. Professor Emeritus Don Quayle was one of the original faculty members at the college. He was a long-time coach, professor, and director of intramurals. He retired in 1988 as the chair of the Science, Health and Education Division and

was awarded the distinction of professor emeritus in 1989. Services are planned for Tuesday, July 24.

Dr. McFarland indicated that the board packet included a reference that Carolyn Tyler had passed away on July 10. Ms. Tyler was a long-time supporter of the college and authored the college's 25<sup>th</sup> anniversary history book. Her husband Bob raised the funds to publish the book.

**APPROVAL OF  
AGENDA:**

**ACTION:**

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

**STUDENT,  
EMPLOYEE  
ASSOCIATION,  
AND WYOMING  
PBS REPORTS:**

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

Classified Staff  
Association

Ms. Jan Jensen, President of the Classified Staff Association, indicated that she had nothing to add to her written report which contained information that Diana Clark was the most recent Rustler Salute Award recipient. Suze Kanack and Sonja Fairfield were test proctors for the ACT test given on June 9. Suze Kanack and Bev Cheney administered the Praxis test the same day. Suze Kanack and Kelly Dempster administered the first testing at CWC of LSAT (Law School Admission Testing). Retha Reinke did the cooking at the Annual Classified Staff Picnic, and Kathryn DeWitt planned the event. Doug Miller attended the Jackson Hole Festival on June 20 and helped staff a CWC booth promoting ESL and a new course being offered this fall by CWC. Doug Miller also attended a "Non-Profit Breakfast Club" meeting on June 29 sponsored by the Community Foundation of Jackson Hole. Mary Tasi participated in a Quilts of Valor Sew-In, and the finished quilts will be given to local veterans in November. Jan Jensen, Anne Masters, and Lynda German walked in the 4<sup>th</sup> of July Parade in Lander.

The Faculty

Mr. David Gray, President of The Faculty, indicated that the Student Profile Monitoring Report shows that over the last five years the college's enrollment has grown over 42 percent. Dr. Gose asked to see the paper which was submitted by Jonathon McFall, a recent CWC graduate, on West Nile virus. Mr. McFall was one of only 16 students to receive a travel award and was competing against students from universities and medical schools across the nation.

Mr. Gray submitted a written report which contained information that Bob Husa reported that the Hot Notes Cool Nights concerts in the park began on July 2 and will end on August 6. Buck Tilton reported that the Wyoming Outdoor Writers Conference has received a \$2,500 Wyoming Arts Council Grant. Steve McAllister accompanied three CWC undergraduate researchers who presented their research at the National IDEa Symposium for Biomedical Research Excellence in Washington, D.C., June 25-27. Jim Thurman recently returned from a Department of Education-funded research trip to South Korea.

Professional  
Personnel  
Association

Ms. Carolyn Aanestad, a member of the Professional Personnel Association, indicated that she had nothing to add to the report submitted by Ms. Lindy Paskett, President of the Professional Personnel Association. This report included information that Mickey Douglas has accepted the presidency of the Wyoming Lifelong Learning Association for this year. R Recreation hosted the Summer Academy in June. Mickey Douglas, Ken Colovich, Jan Jensen, Anne Masters, Jane Johnston, Tara Womack, Lynda German, and Chontelle Gray volunteered to represent CWC in the Lander 4<sup>th</sup> of July Parade. Scott Rockhold designed the shirts for the parade. Carolyn Aanestad was successful in obtaining a Wyoming Arts Council grant to help support the first Wind River Outdoor Writers Conference which is scheduled for August 24-25 at the Sinks Canyon Center. Pieter Crow, John Wood, Jeremy Hughes, Kelly Dempster, Cindy Keenan, and Shaylene Hancock attended the Rocky Mountain User's Group for Datatel Conference June 14-15 in Glenwood Springs, Colorado. Chontelle Gray was asked to serve on the Physical Education Standards and Content Committee and as part of the movement subcommittee. These committees involve the Wyoming Board of Education and a team of educators from across the state and will establish the standards that will be adopted for K-12 students in the state of Wyoming.

Student Senate

Mr. Caleb Blakeman, Student Senate President, reported that the Senate is working on moving their office to the Foundation office. They are also working on a new skit for New Student Orientation. They will be helping with the balloon rally this weekend.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, explained that the Labor, Health and Human Services, and Education Appropriations Subcommittee passed out of subcommittee a bill that, if signed into law, would phase out federal support of the public broadcasting system. Specifically, the bill would strike the two-year advance appropriation mechanism, rescind

\$111.3 million of the FY 2013 advanced appropriation, rescind \$222.5 million of the FY 2014 advanced appropriation, and eliminate the Ready to Learn program. A U.S. Senate bill has status quo funding in it and will go to conference committee after the election. Ms. Calvert will attend the Joint Appropriations Committee meeting on July 31 to talk about the budget. She will also go to the WCCC meeting on August 2 to present the budget. WPBS has been working on a new production called *End of Track* which is the story of the Union Pacific railroad as it goes across the southern portion of Wyoming. It is scheduled for completion in December.

Mr. Krebs asked what the prognosis is for U.S. Senate action on PBS funding. Ms. Calvert replied that Senator Enzi has been very helpful and supportive. Representative Lummis is on the appropriations subcommittee, and Ms. Calvert has contacted her.

Chair Mills asked for a copy of the tribal leases, and she will try to move these forward. They need to be dealt with in a joint session with both tribes. Mr. Krebs asked about the new executive director for the WPBS Foundation. Ms. Calvert replied that Lee Haines used to edit the Dubois newspaper. He has been at the Buffalo Bill Historical Center doing major gifts and was a member of the WPBS 25<sup>th</sup> anniversary committee.

Ms. Ruby Calvert, WPBS General Manager, submitted a written report which included information on administrative, development, production, engineering, and promotions activities at Wyoming PBS. Current membership is 3,814.

**CONSENT  
AGENDA:**

Chair Mills asked if there were any objections to the consent agenda which included the approval of the minutes from the June 20, 2012, regular meeting; the acceptance of bills for June 2012; and the board travel budget.

**ACTION:**

Mr. Phister moved to approve the consent agenda items including the approval of the minutes from the June 20, 2012, regular meeting; the acceptance of bills for June 2012; and the board travel budget. Dr. Gose 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 \$1,685,965.98 for the

month of June 2012: Operations in the amount of \$1,615,829.25; Student Grants and Loans in the amount of \$22,610.56; and Bank Transfers in the amount of \$949,980.82 for a grand total of all payments in the amount of \$2,588,420.63.

UNFINISHED  
BUSINESS:

Public Hearing -  
FY 13 Budget

Mr. Ron Granger, Vice President for Administrative Services, reported that the total budget for FY 13 is \$56,625,162 which is 0.6 percent more than FY 12. The increase was due to an increase in capital construction approved by the state and decreases in federal grants and WPBS funding. The FY 13 Fund 10 budget is \$20,319,734, which is a 4.9 percent increase over FY 12. The overall budget is very similar to what it was last year. Overall the budget is about \$1 million less than last year if capital construction is taken out.

Approval of FY 13  
Budget

Chair Mills stated that the FY 13 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 13 Budget. She asked if anyone present wished to comment on the proposed budget. No comments were made. Chair Mills asked for the president's recommendation. Dr. McFarland recommended that the board adopt the proposed FY 13 Budget and Resolutions, including the earned step salary model adjustment as per policy and other staffing changes and compensation as proposed, in the total annual budget amount of \$55,510,930 and asked that budget resolutions be entered into the minutes.

**ACTION:**

Mr. Krebs moved to adopt the proposed FY 13 Budget and Resolutions, including the earned step salary model adjustment as per policy and other staffing changes and compensation as proposed, in the total annual budget amount of \$55,510,930 and that the budget resolutions be entered into the minutes. Dr. Gose seconded the motion.

Ms. Pedersen indicated that the amount of understanding she has of the budget is minimal. She stated that for a \$55 million budget, the board has not spent much time studying it. There are some things she does not know such as if the college has enough money for maintenance and repairs.

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

The budget resolutions are as follows:

EXPENDITURE AUTHORITY RESOLUTION

WHEREAS, on the 18th day of July 2012, 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, 2013; 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 5th day of July 2012; 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, 2013.

BE IT FURTHER RESOLVED, that the following appropriations be made for the 2013 fiscal year ending June 30, 2013, and that the expenditures be limited to the amount appropriated herein.

Dated this 18th day of July 2012.

EXPENDITURE AUTHORITY	
CURRENT FUNDS	\$32,217,559
PLANT FUNDS	<u>23,293,371</u>

TOTAL EXPENDITURES                   \$55,510,930  
  
DEBT SERVICE (G.O. BONDS)         \$ 1,055,325

By:  
Ms. Caroline Mills  
CWC Board of Trustees Chair

Attest:  
Mr. Scott Phister  
CWC Board of Trustees Treasurer

RESOLUTION TO PROVIDE INCOME

WHEREAS, on the 18th day of July 2012, this Board adopted a college budget for the 2013 fiscal year ending June 30, 2013, calling for the following appropriations:

Current Funds	\$32,217,559
Plant Funds	<u>23,293,371</u>
Total Appropriations	\$55,510,930
Debt Service (G.O. Bonds)	\$ 1,055,325

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, 2013, as shown opposite each fund, amounts to be raised by taxes:

Amounts to be Raised

Current Funds:		
Operating Fund	\$4,172,266	4.00 Mills plus other taxes
Optional Mill Levy Fund	\$1,044,529	1.00 Mills plus other taxes
CWC BOCHES	\$ 562,815	.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, 2013.

Dated this 18th day of July 2012.

By:  
Ms. Caroline Mills  
CWC Board of Trustees Chair

Attest:  
Mr. Scott Phister  
CWC Board of Trustees Treasurer

**NEW BUSINESS:**

Master Plan Update and Level II Funding Studies Mr. Welty joined the meeting at this point.

Dr. McFarland indicated that the board had a community dialogue dinner on June 20 regarding the master plan. An addendum to the master plan that includes detailed academic and administrative facility needs and housing requirements in Jackson will be forthcoming in the fall. This will allow the college to pursue a Level II planning grant to further develop these plans to meet facility needs in Jackson, if the board so chooses.

Dr. McFarland recommended that the board approve the CWC Master Plan Update and Level Two Funding Studies as presented.

**ACTION:**

Dr. Crane moved to approve the CWC Master Plan Update and Level Two Funding Studies as presented. Ms. Pedersen seconded the motion. Motion carried with Dr. Crane, Mr. Krebs, Dr. Gose, Ms. Pedersen, Mr. Phister, and Chair Mills voting yes, and with Mr. Welty voting no.

Vending Machine Agreement

Dr. McFarland reported that the RFP for vending machine proposals is an iteration of a long-standing tradition of seeking out a sole provider for vending machine services and choosing a proposal that is best for the college.

Dr. McFarland recommended that the board accept the five-year exclusive partnership offered by Fremont Beverages, Inc., (Pepsi-Cola) and that the CWC administration be authorized to work with the board attorney to negotiate and finalize the contract for the partnership.

**ACTION:**

Mr. Krebs moved to accept the five-year exclusive partnership offered by Fremont Beverages, Inc., (Pepsi-Cola) and that the CWC administration be authorized to work with the board attorney to negotiate and finalize the contract for the partnership. Mr. Phister seconded the motion.

Mr. Welty asked why the decision was made to have only one vendor. Coke products cannot be served on this campus, and having only Pepsi seems exclusionary. Mr. Granger replied that if the contract was not exclusive, there would not be any benefits such as scholarships. The college is not trying to exclude one or the other. Mr. Phister noted that exclusive contracts are very customary. Ms. Pedersen asked if a check is written to the scholarship fund and distributed by the Scholarship Committee. Mr. Granger replied that the money goes to athletic scholarships, and the committee distributes the money. Ms. Pedersen asked if this is included in athletic scholarships. Mr. Granger said yes. Mr. Welty asked if over a five-year period the college will get \$60,000 in scholarships. Mr. Granger replied that the college will receive \$20,000 the first year and then \$10,000 for the next four years.

Chair Mills called for a vote on the motion currently on the floor. Motion carried with Dr. Crane, Mr. Krebs, Dr. Gose, Ms. Pedersen, Mr. Phister, and Chair Mills voting yes, and with Mr. Welty voting no.

Wyoming PBS FY  
14 Supplemental  
Budget Request

Ms. Calvert indicated that the process to develop the WPBS FY 14 supplemental budget request started about 18 months ago when discussions on replacing digital equipment began. The station is in a position where a lot of digital equipment needs to be replaced. This was mentioned to the Joint Appropriations Committee last January, and Senator Phil Nicholas encouraged Ms. Calvert to come back with an equipment replacement plan. It was recommended that a certain amount be added to the budget request. In order to prepare for future emergencies and regular equipment replacement, this request would fund a depreciation allowance of 1 percent of the station's equipment assets, which would be \$117,670, a figure to be added to the station's standard budget starting in 2013. Senator Nicholas also asked for an historical review of supplemental appropriations, which Ms. Calvert provided. WPBS needs approval for a supplemental budget request to be submitted to the Wyoming Community College Commission, the Wyoming Governor, and the Joint Appropriations Committee of the Wyoming State Legislature in

preparation for the 2013 session of the Wyoming Legislature. Ms. Calvert does not know what will happen because of the 8 percent budget cuts.

Mr. Welty stated that his understanding is that the WPBS staff opted to reduce the budget but to give salary increases. He asked for the total of these increases. Ms. Calvert replied that they were about \$34,000. If a similar increase is given next year, the amount would be about \$40,000. Ms. Pedersen stated that with the dire forecast for the station and public television, she asked how much money is needed to continue and when is the decision made to stop throwing money at it. Ms. Calvert replied that \$100,000 is not much and might help WPBS to repair and replace the equipment. However, \$100,000 will not replace major pieces of equipment. Over time, transmission needs will change and a serious engineering study will be required. Some stations are merging master controls so they don't have to replace their equipment. There might be one regional hub for all the stations in the Rocky Mountain area. WPBS needs to be protected with some sort of equipment replacement plan. Ms. Pedersen indicated that she was concerned because WPBS has a limited number of people which it serves, and it will be asking the state to come up with money. She is concerned that they will look at CWC and WPBS as entities which only want money all the time. Ms. Calvert replied that WPBS serves the state and has 75,000 people tuning in every week. Ms. Pedersen replied that unfortunately these people don't pay for it. If public television wants to continue, they are going to have to figure out how to do it without asking the taxpayers for money. Ms. Calvert replied that it boils down to what is important to a person as a citizen. There will be a 30 percent turnover in legislators this year. WPBS is not very big piece of the state budget. She does not believe that WPBS is seen as a threat to CWC's funding.

Dr. Gose stated that PBS subscribers comment in surveys that it is the best investment in the nation after national defense. Federal and state support of public TV is very important to maintain. It is a valuable resource which will have to be scaled down. A new development team is in place at the WPBS Foundation. Over the last few years some dollars were not pursued that should have been. Ms. Pedersen noted that she doesn't know that public television can be called commercial free anymore. She asked about WPBS's two stations. Ms. Calvert explained that WPBS has three transmitters and two separate channels which are 4.1 and 4.2. Dr. Crane asked if there was anything in the budget that could be used to replace equipment. Ms. Calvert replied that as budgets shrink, the money

has to come from somewhere. Mr. Welty noted that since 2001 the total capital investment in Wyoming PBS by the state of Wyoming is \$10,522,823. He asked if all of this money is from the taxpayers of the state of Wyoming. Ms. Calvert replied that the money comes from mineral royalties and from the general fund. There are no more federal grants for equipment.

Dr. McFarland stated that she cannot imagine a PBS station working any harder or at a higher level of quality than WPBS. She recognized all of the efforts made to continue to have the necessary resources to keep high quality programming on the air. Dr. McFarland recommended that the board approve the WPBS proposed FY 14 Supplemental Budget Request to the Wyoming Legislature for establishment of an ongoing standard budget "1% equipment depreciation allowance" in the amount of \$117,670 for FY 14 and asked that this request be forwarded to the College Commission for consideration at their August 2 meeting.

**ACTION:**

Dr. Gose moved to approve the WPBS proposed FY 14 Supplemental Budget Request to the Wyoming Legislature for establishment of an ongoing standard budget "1% equipment depreciation allowance" in the amount of \$117,670 for FY 14 and asked that this request be forwarded to the College Commission for consideration at their August 2 meeting. Mr. Phister seconded the motion.

Mr. Phister stated that one doesn't hire someone to do a job and then tie their hands behind their back. If this is going to be done, it has to be done right. WPBS can't be shut down for anything that they bring forward. Chair Mills indicated that during the 25<sup>th</sup> anniversary, Allison Sage said if it wasn't for WPBS, people on the reservation wouldn't have anything to watch. Dr. Crane stated that whether the board thinks it is a good thing or not, a decision to stop public television isn't made at this level. He doesn't feel it is the board's job to block this. They need to be given the tools to do the job. Mr. Krebs indicated that it is the prudent thing to do to set aside something for maintenance with \$11 million in assets. Ms. Calvert indicated that they are not able to set anything aside.

Mr. Welty stated that he supports WPBS and he watches it, but he does not feel it is the taxpayers' responsibility to support it. Ms. Calvert replied that she looks at it as a public institution and not an elitist thing that should only be supported by a few individuals.

Chair Mills called for a vote on the motion currently on the floor. Motion carried with Dr. Crane, Mr. Krebs, Dr. Gose, Mr. Phister, and Chair Mills voting yes, and with Ms. Pedersen and Mr. Welty voting no.

Wyoming PBS  
Editorial Integrity  
Policy Appointment

Dr. McFarland recommended that the board appoint a trustee to serve on the WPBS Editorial Integrity Policy Committee.

**ACTION:**

Mr. Phister moved to appoint a trustee to serve on the WPBS Editorial Integrity Policy Committee. Mr. Welty seconded the motion.

Dr. Gose's current position for WPBS is lay member of the board for the Association of Public Television Stations. It would not be a conflict with this board for him to serve on the WPBS Editorial Integrity Policy Committee. Dr. Gose is willing to serve on this committee. Ms. Calvert noted that in 2007 the board approved the editorial policy which had to do with the way programs are produced. This committee has nothing to do with board interference with programming. It only has to do with production. This policy has to do with programming balance and objectivity. Nationally there has been a lot of research, and this new editorial policy might include a whole section on social media. Chair Mills asked if the WPBS editorial mission policy in the board's policy governance manual would have to be adjusted. Ms. Calvert replied that the board will need to add to it. Board representation is needed on the committee and should also include someone from the community. Mr. Welty asked if the need for an editorial integrity policy has grown out of the situation in Alabama. Mr. Calvert replied that the committee was already being formed when this happened. Mr. Welty asked if anything like the Alabama situation has happened anywhere else. Ms. Calvert replied that she did not know of any other instance. Mr. Welty asked if PBS has developed a policy. Ms. Calvert replied that they will look at the policy PBS has developed as well as other stations' policies.

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

Chair Mills appointed Dr. Roger Gose to the WPBS Editorial Integrity Policy Committee.

Personnel

Human Resources Board Report The Human Resources Board Report for July 2012 included the following information:

There were no new Rustler Salute nominees. The next Rustler Spirit award recipient will be named in September.

Searches in progress/pending included Instructor Education; Instructor Microcomputer Applications and Social Media; Instructor Communication; Instructor Communication/Director of Forensics; Instructor Film, Movie, and Digital Content Production; Instructor Instrumental Music/Director of Bands; Campus Safety Coordinator; Rodeo Coach; Program Director Healthcare Solutions Grant; Director of Library Services; Accounting Technician I; Administrative Assistant II – Athletics and Student Life; and Payroll Benefits Specialist.

Separations/transfers/requests for release from contract included Kathy Wells, Dean Health and Sciences; and Martha Davey, Associate Vice President for Academic Services as transfers; and Mohammed Waheed, Vice President for Student Services; Jay Nielson, Executive Vice President for Administrative Services; and John Little, Associate Professor Film Production/Mathematics as separations.

New hires/appointments included Tasha Plumb, Financial Aid Technician I; and Craig Blumenshine, WPBS Web Developer.

Discussion/  
Information Topics

Construction Update

Mr. Granger reported that the Health and Science Center is still on schedule for completion in July 2013. He invited the board to take a short tour at the September 19 board meeting. The biggest highlight is that the attorney general's opinion specifically stated that the state funds will be paid out first before CWC's funds are to be used. In regard to new student housing, a Request for Qualifications/Request for Proposals for architectural and engineering services for the new student housing project in Riverton and possibly at the Sinks Canyon Center has been advertised and distributed. Qualifications and proposals are due back to the college on July 24, 2012. Architects will be interviewed in early August, and a recommendation will be made to the board for selection of the architect at the September 19 board meeting. A meeting was held last week, and about 12 companies were here. A breakdown of housing expenses was

included in the board's folders which shows that the college is getting more revenue from housing every year.

Ms. Pedersen asked how the payments for the Health and Science Center are scheduled. Mr. Granger replied that FCI receives invoices from their subcontractors. If they agree, they send the invoices to the architects, and if the architects agree, the invoices are sent to the college. The invoices are then reviewed by the college and are paid if the college agrees. Ms. Pedersen asked if there is a certain timeline and if payments are made at certain periods of time. Mr. Granger replied that the invoices are paid when the work is completed. Payments vary according to what is being done. Ms. Pedersen asked if the college will be able to tell when they are at 50 percent completion. Mr. Granger replied that the schedule the contractor has given the college is being followed. Ms. Pedersen asked if the college has a general idea of what it will have to pay. Mr. Granger said yes.

Ms. Pedersen asked if the money that CWC received from the bonds is in the bank. Mr. Granger said yes. The money is transferred to the college's account when it is needed. Ms. Pedersen asked if there was no possibility that the college could have used the \$11.5 million from the bonds for the project before the attorney general's opinion was given. Mr. Granger replied that there was a possibility that the college could have spent all of that money until the attorney general's opinion came in. Ms. Pedersen stated that she thought the college had already paid an architect to design some housing. Mr. Granger replied that the college paid for a design concept but now needs a complete design. Ms. Pedersen indicated that she attended the meeting with the architects, and there were less than 12. The concern is with the Sinks Canyon Center project because a well, septic, and sprinkler system will be required. The other concern was fire equipment accessibility on the bridge. She would like to hear more about this at another time. More money will have to be charged for this housing so that it can pay for itself.

Mr. Krebs asked if any comments or anything unfavorable had been heard on the attorney general's opinion. Dr. McFarland said no.

Discussion/  
Information Topics

Datacenter  
Upgrade

Dr. McFarland explained that even though the datacenter upgrade collectively exceeds the \$100,000 level requiring board action, she did not believe that this item requires formal board action because each component was separately bid out and no part of the upgrade exceeded the \$100,000 limit. However, she wanted to give the board the opportunity to make a different call if it determines that the datacenter project was one project. All of the separate components have been put out to bid.

Mr. John Wood, Chief Information Officer, reported that the Wyoming Community College Commission revised the amount of money they will appropriate for this project. They will reimburse CWC \$108,215 for the project which increases CWC's contribution from \$25,000 to \$29,000. The information along with an official letter from the WCCC saying they will reimburse the college was included in the board's folders.

Board Attorney Frank Watkins has talked to Mr. Wood about this matter. These are separate component purchases, and no contract will be let. The components will be purchased under separate purchase orders. Board policy indicates that the college cannot make a single purchase or enter into a contract of greater than \$100,000 without board approval. The individual components of this project do not reach that level, and board approval is not required.

Mr. Phister asked if this was an all or nothing project. Mr. Wood replied that some of the pieces of equipment are quite dependent on one another and are quite connected. They are separate purchases but part of one large upgrade of equipment. Mr. Welty stated that when the components of a project are connected and is over \$100,000, it seems that this decision should come before the board. Mr. Wood explained that he was holding off all action until the board takes action. Dr. Crane agreed that the project is all connected. Ms. Pedersen suggested that the board approve the project, and then all bases are covered. The board's policy doesn't say the board can't approve the project. Mr. Welty stated that it is a matter of openness and information for the board. It was appropriate for the project to be brought before the board.

Dr. McFarland explained that there have been only a handful of instances over a very long period of time since the policy governance manual was adopted where there has been a case of whether it is a single project or not.

Because she, Mr. Wood, and Board Attorney Watkins agreed and had no problem bringing it to the board, it is a judgment call. The matter was brought to her attention by Mr. Wood, and she believes that people at the college are professionals and will continue to bring issues like this forward to the board. If the board wishes to take action, these purchases have not been made, and the board can take action on this item.

**ACTION:**

Mr. Welty moved to approve a total of \$255,178.97 to the vendors indicated for the datacenter upgrade as outlined. Ms. Pedersen seconded the motion.

Dr. Crane stated that possibly the problem is the wording of the policy. If the board attorney says they are separate projects, then they are separate projects. Mr. Wood explained that this project is mission critical. If the motion is passed, it means that in the future if he has a similar issue, he will bring it forward. Mr. Phister stated that the board attorney has said it is not defined as one project. Dr. Crane asked if the wording in the policy should be changed from “purchase” to “project.” The way the policy is currently written, each purchase is under \$100,000.

Chair Mills called for a vote currently on the floor. Motion failed with Mr. Welty and Ms. Pedersen voting yes, and with Dr. Crane, Dr. Gose, Mr. Krebs, Mr. Phister, and Chair Mills voting no.

Chair Mills stated that the result of this vote means that board approval was not necessary for this project. The datacenter upgrade was considered a series of separate projects, none of which meet the \$100,000 purchasing threshold indicated in board policy.

ACCEPTANCE OF  
MONITORING  
REPORT:

Student Profile

Ms. Cory Daly, Associate Vice President for Student Services, presented the highlights of the 2012 Student Profile Monitoring Report. She indicated that CWC’s enrollment is beginning to decline as the local economy improves. She presented unemployment figures for the United States, Wyoming, and Fremont County, which showed that unemployment is down. The college experienced a lot of growth with a high of more than 1826 FTEs. Last year, the figure dropped to 1777 FTEs, which is a decrease of 2.68 percent. The Strategic Enrollment Management plan

encompasses recruitment, retention, and Graduation Matters in an effort to evaluate who enrolls, how they enroll, and their completion rates. This plan focused recruiting on three programs with capacity. Enrollment goals for Agriculture, and Radio, TV, Film, and Communications met or exceeded expectations. The goal for Environment, Health and Safety was not met, but the goal for this program was very high.

In recruitment, the focus was on Native American students and GED students. In retention, a process called faculty-initiated withdrawals was initiated. The Graduation Matters initiative has been very successful with more than 175 students participating in commencement activities. Of those graduates, 73 percent had earned associate's degrees. New initiatives for the upcoming year include the recognition of student work outside of the classroom by awarding credit for co-curricular learning and by changing diversity from a general education requirement to a fifth student attribute. Students receiving financial aid will be required to take a financial literacy course. The Financial Aid office is working on a default prevention plan and has initiated Student Education Plans for those who are not meeting federally-mandated standards of progress.

Dr. Gose noted that the report indicated that CWC could reach a 25.1 percent default rate and asked if all these efforts are enough to keep the college out of the hole. Ms. Daly replied that no one has come up with an answer for this question. The financial literacy course is now a requirement. Mr. Welty noted that the report stated that "the default rate at CWC has varied from 7% to nearly 22%. For the past five years it has remained around 14%, the highest in Wyoming." He asked what the factors are that put the college in this position. Ms. Daly replied that the rate is connected to having the most poverty and lowest education success in terms of high school graduation rates. The Financial Aid office is going to determine the characteristics and see how the college can better help these people.

Mr. Phister noted that the college can't refuse to provide the service because it is afraid it won't get paid. Mr. Welty stated that he found it disturbing that CWC has the highest rate. According to the National Student Loan Data System estimates, the college could reach 25.1% in 2014. This is nearing the critical point, and then the college is out of business. The trend seems to be going the wrong way. A crisis is coming if this isn't brought under control. Dr. Crane stated that students take out loans, they get grants, or pay out of pocket. He asked what percentage are

loans. Ms. Daly replied that 65 percent receive federal financial aid. Dr. McFarland stated that the college's statistics are impacted by what students do at the institutions to which they transfer. The situation is being taken very seriously. The effects of it are carried out years beyond when the student is at CWC. The college does not want to lose its Title IV eligibility. Mr. Krebs noted that the financial literacy course is extremely important and hoped that it will continue.

Ms. Daley reported that most of the grants were renewed that provide services to students and include Talent Search, Upward Bound, Gear-Up Wyoming, and Student Support Services. The total amount of grant funding is a little over \$6.7 million.

Ms. Pedersen asked if the college has a student satisfaction survey. Ms. Martha Davey, Associate Vice President for Academic Services, replied that an engagement survey is done every other spring and will be done again in spring 2013. She also interviews every graduate. Ms. Pedersen asked about treatment of students and if the college has had students who have filed complaints and have left the college. Ms. Daly replied that those complaints would come to the Student Senate. Dr. Waheed met with students and was able to resolve their issues informally. No formal grievances have been filed. Ms. Paskett, as Student Senate Advisor, reported that the Senate has not had a formal grievance for the last three years.

Dr. Wood indicated that students have a number of avenues to air their grievances. The approach has been to work through these in a constructive way. There is a petition process with the academic deans, and he can provide a summary. Grade appeals are received on a regular basis. Grievances are reported in Administrative Cabinet and the Academic and Student Services Councils. Overwhelmingly the experiences here are positive.

Ms. Pedersen indicated that she brought this up because she ran into a person who had a grandchild here who witnessed a student being dragged out of class by two staff members. She needs to know that this doesn't happen. Dr. Crane pointed out that grandma may not have been unbiased about it. Mr. Phister advised the board to let people deal with it who are hired to deal with it.

Dr. McFarland recommended that the board accept the Student Profile Monitoring Report as presented.

**ACTION:**

Dr. Crane moved to accept the Student Profile Monitoring Report as presented. Mr. Phister seconded the motion. Motion carried.

**REPORTS:**

President's Report

Dr. McFarland included the following information in her report:

1. Kudos.
  - a. Official notification has been received that the college has been awarded a U.S. Department of Labor training grant entitled "The Second Wind Project," in the amount \$1.2 million. Intended for young adult ex-offenders age 18-21 to reduce recidivism, classes will be offered in the fall, and the curriculum is designed for full-time programming to provide vocational and life skills. The Division will offer education programs as well as life skills (human relations, financial literacy and workplace expectations). Each student who completes the program will be tracked. Congratulations to Lynne McAuliffe for her tireless efforts to continue to expand workforce training opportunities within the college's service area.
  - b. CWC has been named the "lead" institution of 24 institutions nationwide to head up the Community College Consortium for the Degree Qualifications Profile Project (CCCDQP), funded by a grant through the Lumina Foundation. Congratulations to Dr. Jason Wood, Executive Vice President for Student and Academic Services, for this major success.
  - c. Special appreciation to Political Science Professor Jim Thurman for his work as co-chair of a three-year statewide higher education global studies project, funded by the U.S. Department of Education. Working with UW and the other Wyoming community colleges, this project developed over 20 new courses available to Wyoming students, began and sustained a state-wide articulation meeting for International Studies, hosted a successful Wyoming Model United Nations for high school and college students, and developed a speaker series focusing on significant global events which has had a great impact across the state. Through this project, CWC's new International Studies program was significantly strengthened. In the fall, Japanese will be available to

- all Wyoming students on-line under the sponsorship of Central Wyoming College.
- d. With help from Carolyn Aanestad, Amanda Nicholoff and her talented broadcasting students produced television promos for the College Commission for statewide distribution, as well as some short promotional videos for the college as well. These TV spots are also on the CWC website and YouTube.
  - e. Many thanks to Mickey Douglas, Assistant Coordinator of the CWC Lander Outreach, for organizing CWC's participation in Lander's 4<sup>th</sup> of July parade. Thanks to the college volunteers, too.
2. Early Fall 2012 registrations are down from the same point last year, but still exceed Fall 2008 enrollments before CWC's 45% increase over three years. Although fall enrollments are preliminary, this issue is being tracked closely. Enrollment patterns are changing, making comparisons with prior years difficult, and other Wyoming colleges are also seeing some enrollment slowdowns. There is confidence that the college's enrollment will settle at a level that is higher than historic levels.
3. State Level Issues
- a. The community colleges are scheduled to appear before the legislative Joint Appropriations Committee on Tuesday, July 31, in Cheyenne to discuss how the College Commission and colleges plan to deal with the 8% budget cuts directed by the Governor, as well as to respond to questions about salary and other data submitted in early July.
  - b. Dr. Rose of the College Commission received an Attorney General's opinion in late June that clarifies WCCC reimbursement of state funding for CWC's Health and Science Center and for Northern Wyoming College's Big West Academic Center. The college is pleased with the opinion and very happy to have this thorny issue resolved without any delay in construction. The AG's opinion specified that the College Commission should reimburse the colleges for their respective projects until the state funding appropriations have been exhausted.
  - c. The College Commission changed the date of their October meeting, which caused a scheduling conflict with CWC, who was to host the October meeting. CWC traded dates with Northwest College and is now scheduled to host WCCC's April 2013 meeting

instead. Progress on the Health and Science Center should be substantial by then.

4. In addition to community college articles provided in a separate packet with the meeting materials, a June 22, 2012, article from the *Wyoming Business Report* entitled “UW earns a ‘D’ from the US Chamber,” was included in this section of the board packet.
5. Carolyn Tyler, longtime college supporter and author of *Central Wyoming College: The First Twenty-Five Years*, passed away July 10.

Vice President for  
Administrative  
Services

Mr. Ron Granger, Vice President for Administrative Services, provided a brief follow-up to board questions brought up last month relating to the extinguishment of bad debt. He indicated that he will check the other colleges’ board reports and will try to get this information. Mr. Welty asked if there is a uniform way that all the colleges have to look at this. Mr. Granger replied that there is no set way to do it. Ms. Paskett explained that the loan default rate is for federal loans. The college’s uncollectible debt is what the students owe CWC, which is completely different than the loan default rate. For the loan default rate, the federal government collects, but the college is held responsible. The college is doing everything it can to teach responsibility, but the federal default rate is completely out of the college’s hands.

Chair Mills pointed out that the board’s policy governance manual under “Delegation to the President” states that in the case of board members requesting information or assistance without board authorization, the president may refuse such requests that require—in his or her opinion—a significant amount of staff time or funds or is disruptive.” Ms. Pedersen asked if the Freedom of Information Act applies to the college. Board Attorney Frank Watkins replied that it does because it has to do with public records.

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

The next regular meeting will be held on Wednesday, September 19, beginning at 6:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Construction Update
2. 12-13 Institutional Strategic Priorities
3. Planning and Institutional Effectiveness Monitoring Report
4. Property and Liability Insurance

Dr. McFarland noted that although there appears to be no need for a special board meeting in August in terms of action that needs to be taken, she asked if the board would be interested in taking a tour of the facilities at Sinks Canyon Center and learning about the programs that are being offered there. Perhaps dinner with the staff could follow the tour. No action would be taken. It was decided that this opportunity would be planned for another time. In the meantime, trustees were invited to contact Ken Colovich at the Lander Center for an individual tour.

CWC Foundation

The next meeting of the CWC Foundation will be held on September 13.

Association of Community College Trustees

The next ACCT event is the Annual Congress which will be held October 10-13 in Boston, Massachusetts. The annual board retreat will be held on October 13, immediately following the Annual Congress. This retreat will be facilitated by Narcisa Polonio, ACCT Vice President for Education, Research and Board Services.

Dr. Crane gave a brief report on the ACCT Board Retreat which was held July 12-15 in Long Beach, California. The ACCT is getting a lot of publicity for the work it is doing and the partnerships it is forming. Registrations are up for the Annual Congress in Boston. The number of memberships is up. The ACCT continues to push completion and partnerships with communities and K-12. They recommend that boards meet with K-12 at least once a year.

Wyoming Association of Community College Trustees

The next meeting of the WACCT will be held in conjunction with the August 2 meeting of the WCCC in Douglas. Ms. Pedersen will attend this meeting.

The second annual Wyoming Summit on Community Colleges will be held on Tuesday, September 18, in Casper. Final details about arrangements for this meeting will be coming directly to the board.

Wyoming  
Community College  
Commission

The next meeting of the WCCC is scheduled for August 2 in Douglas.

CWC BOCHES

The next regular meeting of the CWC BOCHES for March 11, 2013.

Teton County  
BOCES

The next meeting of the Teton County BOCES is scheduled for September 18, 2012.

Other

Mr. Phister congratulated the women's rodeo team for taking second in the nation. The college has a national champion. He also commended the student athletes for their GPAs. They far exceeded expectations. Chair Mills expressed her appreciation for the college's submission of a nomination for the ACCT Equity Award.

ADJOURNMENT -  
BOARD  
EVALUATION  
OF MEETING:

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

Chair Mills adjourned the meeting at 9:17 p.m.

---

Secretary

APPROVAL:

---

Chair