

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, September 21, 2005, in Room PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus. Board Chair Deanna Crofts called the meeting to order at 5:34 p.m.

ATTENDANCE:

Present: Deanna Crofts Scott Phister
Jim Matson Joe Megeath
Dennis Christensen Caroline Mills

Absent: Dallas Myers

Administration: Jo Anne McFarland Mohammed Waheed
J.D. Rottweiler Jay Nielson

Attorney: Frank Watkins

Recorder: Linda Bender

Guests: Martha Davey Dan Schiedel
Jackie Dorothy Carolyn Aanestad
Charlotte Donelson Chontelle Gray
Bruce Bynum Retha Reinke
Kami Barnes Margaret Peart
Lynne McAuliffe Frank Berch
James Wynn Jeff Hosking
John Wood Bob Husa

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. She indicated that Mr. Myers was unable to attend the meeting this evening. Dr. Megeath announced that he had to leave the meeting by 8:30 p.m.

A roll call conducted by the board clerk indicated that Board Chair Crofts, Mr. Matson, Ms. Mills, Mr. Phister, and Dr. Megeath were present and that Mr. Christensen and Mr. Myers were absent. Board Chair Crofts announced that a quorum of the board was present.

Board Chair Crofts indicated that the meeting would begin with an executive session to discuss personnel items and the acquisition of real estate.

Mr. Christensen joined the meeting at this point.

Board Chair Crofts explained that the format of the meeting had changed because of changes in the open meetings law which require that the board be in open session in order to call an executive session. In the past, the board met in executive session before the meeting. Interim Board Attorney Frank Watkins stated that executive sessions are properly held on a motion, second, and majority vote of the board. Action may not be taken in executive session, and this includes voting, coming to consensus, or promising to vote a particular way. If action takes place, a board member's objections should be noted in the minutes and made public. More than one executive session may be held during a meeting.

Dr. McFarland stated that the purposes for recessing into executive session this evening are related to acquisition of real estate and personnel. The board attorney reviewed the topics and trimmed them accordingly. Acceptable topics to discuss in an executive session are specified in Wyoming Statute 16-4-405.

EXECUTIVE
SESSION:

At 5:42 p.m., Dr. Megeath moved to recess into executive session for the purpose of discussion of personnel and the acquisition of real estate. Mr. Phister seconded the motion. Motion carried.

At 7:19 p.m., Mr. Matson moved to reconvene the regular public meeting. Dr. Megeath seconded the motion. Motion carried.

APPROVAL OF
AGENDA:

Dr. McFarland proposed adding three additional items to the agenda:

1. Under New Business, add October Board Meeting Date right after Date for Board Educational Programming Facilities Planning Session.
2. Under New Business, add Mileage Allocation right after Business Park Lease Extension.
3. Under New Business, add Real Estate right after Mileage Allocation.

Mr. Christensen moved to approve the agenda as amended. Mr. Matson 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 new senators for the fall are Kami Barnes, Richard Fleetwood, Kim Ogg, Brian Ness, ReGina Barton, Katherine Skates, Naomi Cross, Shayla McNiven, Jacob Bailey, Jerod Ready, Jon Darnell, and Carnie Dewey. Her written report included information on Student Senate events, actions, and upcoming events.

Classified Staff
Association

Ms. Retha Reinke, President of the Classified Staff Association, indicated that she had nothing to add to her written report which included information on activities of the members of the classified staff. She brought the sweepstakes trophy won by the college for its float in the Fremont County Fair parade.

The Faculty

Mr. Margaret Peart, President of The Faculty, pointed out a card provided by Nita Kehoe-Gadway, Head of the Art Department, which showed photos of Ms. Kehoe-Gadway's art show called *Totem 2005*. Her written report included information on new faculty members and the activities of faculty over the summer.

Professional
Personnel
Association

Ms. Chontelle Gray, Vice President of the Professional Personnel Association, indicated that she had nothing to add to the written report submitted by Jason Harris, President of the Professional Personnel Association. This report included information on the activities of the members of the Professional Personnel Association.

Wyoming Public
Television Update

Mr. Dan Schiedel, General Manager of Wyoming Public Television, invited the board to the WPTV groundbreaking on Wednesday, September 28, at 10:30 a.m. He asked the board to consider the possibility of allowing WPTV to do office and building name recognition of donors. He will develop a proposal and submit it to Dr. McFarland and the board of trustees. This could generate some revenue for WPTV and the college. Mr. Schiedel submitted a written report which included information on programming, engineering, development, administration, and an executive summary of WPTV's 2005 strategic plan.

CWC Foundation Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, reminded board members of Oktoberfest on Saturday, October 24. His written report included information on the activities of the CWC Foundation.

Mr. Matson noted that the Foundation audit was unqualified for the years 2004 and 2005.

Higher Learning Commission Self-Study Update Dr. McFarland presented an update on the institutional self study in preparation for the October 10 board dinner with the Higher Learning Commission site visit team. She noted that the board establishes the mission, vision, goals, values, and ends, and the college president is responsible for overseeing the means to achieve those ends. This is the most important role of the board. The board implemented policy governance which specifies boundaries of responsibility and authority for both the board and the college president. Policy governance provides for the college president to be evaluated by institutional performance as reflected in regular monitoring reports to the board.

The board links to the community through its hosting of regular community dialogue dinners with various community constituencies. At each board meeting, trustees report on specific ways each trustee has advanced the college in the community. In regard to the board-president relationship, board policy specifies that the only employee who reports directly to the board is the college president. The board authorizes the college president to carry out its mission, vision, and goals in a legal, ethical, and reasonable manner. The board links to college staff by receiving reports from employee and student associations, Wyoming Public Television, and the CWC Foundation at the beginning of each regular meeting. In addition, board policy requires an open and inclusive policy-making process which is accomplished through two readings of policy revisions, taking proposed policies to staff open forum, and through college advisory committee recommendations.

The board is dedicated to maintaining its regional accreditation through the Higher Learning Commission. Board policy states that the college president “shall not fail to maintain regional accreditation.”

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.

Mr. Phister reported that he attended the ACCT Annual Congress in Seattle September 7-10 and Convocation on September 13. He talked to several students in the days following Convocation who really enjoyed the day. It was great for getting students together.

Mr. Matson attended the reception for scholarship recipients on September 15, the ACCT Annual Congress, Convocation, and the WCCC special meeting on August 26.

Ms. Mills attended the board retreat July 22-23 in Jackson and the CWC BOCHES organizational meeting on August 24. She indicated that it is nice to have a person answering the phone instead of getting a recording when calling the college's 800 number. She reported that she could not find a printable application form on the college's web site.

Dr. Megeath attended the ACCT Annual Congress. He enjoyed the sessions on tribal colleges, long-term facility capital, federal legislation priorities, and the process of developing vision. Dr. Megeath also attended the reception for scholarship recipients on September 15. The Merit Scholarship Committee met on September 13. A bill was drafted to present to the legislature which is very complex. It now includes an allowance for part-time students, and a student does not have to be felony-free to get the scholarship. It will be very difficult to start the program successfully for fall of 2006. The Merit Scholarships will be funded with the earnings from a \$400 million trust taken out of minerals money. The scholarships are for Wyoming students to go to Wyoming colleges. The scholarships are granted based on a certain GPA and ACT score and are set at \$1,800 per student for four years. For a lower GPA, \$1,200 will be granted.

Mr. Christensen reported that he attended the CWC BOCHES meeting on August 24. This board will meet three times per year. He also attended the ACCT Annual Congress in Seattle.

CONSENT
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the July 20, 2005, regular meeting and the September 1, 2005, special meeting; the

acceptance of bills for July and August 2005; the board travel budget; and approval of Pacific Power right of way easement. The notes from the July 22-23 board retreat were provided for information only. Dr. Megeath asked that the July 20, 2005, minutes be pulled off the consent agenda for clarification, and Board Chair Crofts asked that the Pacific Power right of way easement be pulled.

Mr. Christensen moved to approve the consent agenda items including the approval of minutes from the September 1, 2005, special meeting; the acceptance of bills for July and August 2005; and the board travel budget. Ms. Mills 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 \$921,112.16 for the month of July 2005: Operations in the amount of \$1,574,502.05; Student Grants and Loans in the amount of \$78,451.09; and Bank Transfers in the amount of \$446,626.42 for a grand total of all payments in the amount of \$2,099,579.56.

The acceptance of bills also includes payment of the following bills which includes salaries and benefits in the amount of \$894,268.75 for the month of August 2005: Operations in the amount of \$1,577,697.33; Student Grants and Loans in the amount of \$355,106.59; and Bank Transfers in the amount of \$545,103.32 for a grand total of all payments in the amount of \$2,477,907.24

Approval of
Minutes – July 20,
2005, Regular
Meeting

Dr. Megeath questioned the meaning of the last sentence of the first full paragraph on page 17 of the July 20, 2005, regular meeting minutes which read “the board indicated that this letter should be sent.” This referred to a letter to be sent to Fremont County BOCES regarding clarification of the use of the BOCHES half mill. Dr. McFarland indicated that the board did not take a vote and that it was considered to be a consensual direction. Dr. Megeath believes that this process should be more formal. The chair should say “hearing no objections, the board will do this.” If there is an objection, a vote should be taken.

Dr. Megeath moved to approve the minutes from the July 20, 2005, regular meeting. Mr. Phister seconded the motion. Motion carried.

Approval of Pacific
Power Right of
Way Easement

Dr. McFarland believed the approval of the Pacific Power Right of Way Easement to be privileged information because it involves real estate, but she was advised by the board attorney that granting of an easement does not specifically constitute executive session discussion. Therefore, the board will discuss the matter publicly. Dr. McFarland indicated that the CWC Foundation, which manages the CWC Business Park, requested board approval of a right of way easement to Pacific Power to connect power to the Brunton Building. Because the land is owned by the college, such action must come from the CWC Board.

Interim Board Attorney Frank Watkins stated that he had reviewed the easement and in doing so, he did not think there was quite enough specific information for it to be valid. More information was provided by Pacific Power, and the document now passes statutory requirements to specifically describe the easement. Dr. McFarland recommended that the board approve the Pacific Power right of way easement as described in the documents provided.

Dr. Megeath moved to approve the Pacific Power right of way easement as described in the documents provided including the second page of Exhibit A. Ms. Mills seconded the motion. Motion carried.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Capital
Construction
Update

Dr. McFarland made a brief presentation on the Intertribal Education and Community Center. She indicated that plans have been underway for the construction of this building since 2000. The Intertribal Center is included in the College Commission's FY 07-08 biennial budget request. The construction cost is \$4.2 million, of which CWC will have to raise 50 percent, or \$2.1 million. CWC is raising funds from sources other than local public funding and is very close to raising the non-state match of \$2.1 million. The Intertribal Center was the smallest of the five projects which were presented to the College Commission and was ranked second.

The next step after College Commission approval is presentation to the State Capital Facilities Commission, tentatively scheduled for October 12, 2005.

Dr. Megeath indicated that Dr. McFarland is to be congratulated for her work in getting the Intertribal Center to where it is today.

James H. Moore
Career Center
Update

Dr. McFarland reported that at its special meeting of September 1, 2005, the board formally authorized her to enter into negotiations regarding the possible acquisition of real estate with the City of Riverton, Fremont County School District #25, and other interested parties. This included the college acquisition of the James H. Moore Career Center. The college is trying to acquire that facility with the City of Riverton and School District #25. The city would acquire the career center, and the college would gain a long-term low-cost lease. So that the college can have this square footage counted in the state funding model which would provide sufficient operating funds and so that major maintenance funds can be used for it, the college will have to seek permission from the College Commission which is meeting October 27-28.

Dr. McFarland asked for approval from the board to request authorization from the Wyoming Community College Commission to acquire the James H. Moore Career Center as part of its allowable square footage either by ownership or long-term lease. It is important to have formal WCCC authorization. Written endorsement for moving forward on this project has been received from Dr. Jim Rose, Executive Director of the Wyoming Community College Commission.

Mr. Phister moved to authorize submission of a capital facilities request to acquire the James H. Moore Career Center to the Wyoming Community College Commission for its October 27-28 meeting. Mr. Matson seconded the motion. Motion carried.

Dr. McFarland indicated that she remains optimistic about the acquisition of the James H. Moore Career Center. Information has been received on the utilities costs of the building. Mr. Matson stated that School District #25 had their 5-year building plan turned down, which means they can now proceed with plans for the James H. Moore Career Center.

Property and
Liability Insurance

Dr. McFarland stated that she concurred with Mr. Nielson's recommendation that the college continue to work with the same companies used last year to provide similar property and liability insurance coverage totaling \$177,690 as follows:

- Ace American Insurance Company to provide property coverage at an estimated cost of \$90,050;
- EMC Insurance Companies to provide crime, employee benefits liability, commercial general liability, umbrella liability, commercial auto, and garage keepers liability at an estimated cost of \$49,530;
- Scottsdale Insurance Company to provide broadcaster liability coverage at an estimated cost of \$4,550;
- United Educators Insurance to provide educators legal liability coverage at an estimated cost of \$19,650;
- Granite State Insurance Company to provide nursing professional coverage at an estimated cost of \$1,536; and
- Mutual of Omaha to provide a student accident policy at an estimated cost of \$12,374.

Dr. Megeath moved to approve the recommendation that the college continue to work with the same companies to provide similar coverage for property and liability insurance totaling \$177,690 as outlined. Mr. Phister seconded the motion.

Board Chair Crofts asked about the complex issue regarding student insurance. Mr. Nielson explained it is what is going on in the industry. It is not based on an increased number of claims, but rather it is just that particular kind of insurance which covers such areas such as rodeo, intramurals, and club soccer. The increase is not passed on to the students. Property insurance premiums are increasing because the dollar amount of equipment covered continues to grow. This fall the newly installed fire suppression system will be tested, and the college's account will be credited for this safety improvement.

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

Draft Board

Governance Policies

Chapter III:

Board-President

Relationship,

Policy E,

President's

Evaluation

Instrument

Dr. McFarland noted that the President's Evaluation Instrument has no substantive changes whatsoever. The changes made do not change what is in the evaluation. She recommended that the board adopt the changes to this policy on first and final reading because the evaluation process will start next month and will not give the board an opportunity to use the slightly modified evaluation instrument this year unless it is approved now. She asked the board to depart from past practice and approve the slight changes to this policy for use this academic year.

Dr. Megeath moved to approve Chapter III: Board-President Relationship, Policy E, President's Evaluation Instrument on first and final reading. Ms. Mills seconded the motion.

Dr. Megeath asked if the evaluation assesses the president on meeting goals for the year. Dr. McFarland replied that this was eliminated in favor of monitoring reports.

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

Chapter IV:

Governing

Process, Policy A,

Commitment and

Authority

Dr. McFarland stated that the changes made to this policy reflect suggestions made by the board. The new wording was suggested by the board attorney. Interim Board Attorney Frank Watkins indicated that the new wording more accurately reflects board policy. The changes made to this policy are for discussion only at this time.

Chapter IV:

Governing

Process, Policy G,

Board Meetings

Interim Board Attorney Frank Watkins suggested that the wording "no action may be taken except as authorized by law" be added to the third sentence in "3. Open Meetings; Executive Session."

Board Chair Crofts asked if the committee reports that the board normally gives at the end of the meeting should be added to the College Advancement in the Community (Trustees Oral Reports) section. Mr. Matson suggested that all the reports be given at the end of the meeting in the Reports section and eliminate the College Advancement in the Community section. Mr. Phister thought it made sense to put them together. Mr. Matson stated that it would be consistent with having reports from the president which are in the same section.

Dr. McFarland stated that she likes the advancement reports at the beginning of the meeting. If a board member is elected to represent another group, she doesn't see why this information can't be included in the report given in the advancement section. The board can give this some more thought since tonight is for discussion only.

Chapter IV:
Governing
Process, Policy I
Board Self-
Evaluation

Board Chair Crofts indicated that the change to this policy is suggested to make it clear that there are two evaluations: the board meeting evaluation and the board self-evaluation.

Dr. McFarland stated that the board should determine what evaluation instrument they would like to use. Board Chair Crofts asked board members if they would like to choose from the two evaluation forms presented or form a committee to work on this. She indicated that Mr. Christensen and former board member Ann Grospron had worked on the evaluation on page D-66 of the board packet and had presented this to the board as something they could use.

Dr. McFarland stated that a board self-evaluation is not in the board policy manual. It should be included as is the president's evaluation instrument. Mr. Christensen noted that since the self-evaluation instrument was developed, an all-new board has taken office. The board may want to form a committee to look at this evaluation again. However, he sees no problem with it. Dr. McFarland stated that this topic came up at the board retreat. The board needs to evaluate itself at the board retreat at least annually. Mr. Phister and Ms. Mills indicated that they had no objection to using the self-evaluation on page D-66 of the board packet.

Ms. Crofts asked if there was any objection to using the self-evaluation on page D-66 of the board packet. Board members had no objection. This self-evaluation will go to open forum and then come back to the board at their November meeting.

Date for Board
Educational
Programming
Planning Session

Dr. McFarland stated that Paulien & Associates are not available for an educational programming planning session on October 13. She asked that the board set the date for the educational programming planning session for Monday, October 24, from 5:30 to 8:30 p.m. in the Food Court Executive Dining Room.

Ms. Mills moved to set a work session for educational programming planning on Monday, October 24, 2005, from 5:30 to 8:30 p.m. in the

CWC Food Court Executive Dining Room. Mr. Matson seconded the motion. Motion carried.

October Board Meeting Date

Dr. McFarland explained that at an earlier board meeting she had requested that the October board meeting be changed from October 19 to October 26 because of the Higher Learning Commission site visit. However, because the Executive Council is scheduled to meet with the Governor regarding the Biennial Budget Request on October 26 in Cheyenne, she now requests that the board go back to the original Wednesday, October 19, meeting date.

Mr. Matson moved to return to the original October board meeting date of Wednesday, October 19, 2005. Ms. Mills seconded the motion. Motion carried.

Business Park Lease Extension

Dr. McFarland explained that the college has three management leases with the CWC Foundation to manage the CWC Business Park. These management leases apply to different sections of the business park, and there are three separate end dates. One of those management leases is coming close to an end, and the Foundation is concerned that with the various end dates of the management leases that they are not going to be able to offer very attractive development opportunities for future tenants. A prospective tenant would not be interested in a property if it were not possible to renew a ten-year lease for a considerable period of time. The Foundation Real Estate Committee met, and various periods of time were discussed. The general consensus of this committee was to extend the management leases with the Foundation for the Business Park by 90 years to 2096. This would necessitate new leases being drawn up as an addendum to each lease or a new end date. The board attorney can work on these leases or review them and make the extension contingent upon this legal review. Mr. Matson stated that most lending institutions require some form of long-term lease. Everyone's lease should come due at the same time.

Board Chair Crofts indicated that this matter may be somewhat confidential or a private matter. Lease names and values are listed on the spreadsheets provided to the board, and this information should be between the leasing entity and the college and not discussed publicly in open session. Dr. McFarland explained that this is not the issue coming forward. Interim Board Attorney Frank Watkins stated that leases do not fall under the list of items discussed in executive session. The information

provided on the spreadsheets does not deal with the acquisition of real property. Dr. McFarland indicated that the question doesn't have anything to do with the individual tenant leases. It is a matter of continuing with earlier obligations that led to a lot of different lease amounts. From this point forward, the Foundation wants to have a standard schedule.

Mr. Bynum noted that the document provided was produced for the Foundation with dollar amounts for their internal use. An additional document could be produced without the dollar amounts. Dr. McFarland stated that it is college land, and the board approves the leases for this land. Mr. Bynum then agreed that it is public information.

Dr. McFarland explained that 90 years does not mean 90 years for an individual tenant. It means that the CWC Foundation will manage the business park for next 90 years. Some sections of the park have 32 years left and some have 5 or 6 years. In order to continue to market the business park for additional commercial development for this college-owned land, the Foundation would like the assurance of a lengthier lease period, such as for 90 years versus 60 years. Ninety years seems to be the consensus of the real estate group working on it. They want to make all the managements leases go until 2096 and for all of them to have the same end date. The Foundation would be responsible for the entire park for a certain period of time instead of certain parts having one amount of time and another part having a different amount of time. Dr. McFarland asked for authorization to work with the board attorney to review the current management leases with the Foundation and to review terms including an end date of 2096 on all current management leases.

Mr. Phister moved to authorize the president to work with the board attorney to review the current management leases with the Foundation and to review terms including an end date of 2096 on all current management leases. Mr. Matson seconded the motion. Motion carried.

Mileage Allocation Dr. McFarland recommended that the board approve an increase in the college mileage reimbursement to the current IRS rate, which increases the college mileage reimbursement/allocation rate from 40.5 cents per mile to 48.5 cents per mile, effective September 22, 2005. The reason is because the board has already approved the non-academic fee schedule. The IRS made an unprecedented move in September to further increase the rate to 48.5 cents per mile. She asked the board increase the rate to 48.5 cents per

mile effective September 22, 2005, and to henceforth allow the college to adjust this rate to always be consistent with actions of the IRS.

Mr. Matson moved to approve an increase in college mileage reimbursement to the current IRS rate of 48.5 cents per mile, effective September 22, 2005, and to allow the college to adjust this rate to always be consistent with actions of the IRS. Ms. Mills seconded the motion. Motion carried.

Real Estate

Mr. Phister moved to authorize the president to enter into negotiations for possible acquisition of real estate. Mr. Christensen seconded the motion. Motion carried.

Personnel

Dr. McFarland reported that a request had been received from Kelly Dehnert, Music Professor, for the college board to release him from the third year of a continuing contract upon completion of this academic year which would end on May 12, 2006. This recommendation has been endorsed by Dr. Mark Nordeen, Arts & Sciences Associate Dean; Dr. J.D. Rottweiler, Vice President; and Dr. McFarland. Mr. Dehnert is moving to Africa to teach. Dr. McFarland recommended that this request for release from continuing contract be approved.

Mr. Matson moved to approve the requested release from contract for Kelly Dehnert effective May 12, 2006, with regret and that a letter of accolades be sent. Mr. Phister seconded the motion. Motion carried.

Human Resources

The Human Resources Board Report for September included the following

Board Report

Information:

In an effort to support the victims of Hurricane Katrina, Central Wyoming College employee groups initiated the "Wednesday from Wyoming" project, where employees were asked to donate one hour of their wages on Wednesday, September 7, to the American Red Cross. The initiative was a huge success with 107 current and former employees and students donating \$4,859.44. The funds were sent to the Wyoming Gives project in care of the *Casper Star Tribune* and matched by the McMurray Foundation. In addition, efforts have been made by many faculty and staff to assist evacuees that have come to Riverton in the form of cash, food, clothes, and household items.

The college will be offering a group long term care program to employees this fall. The program is entirely employee funded but offered at a group rate. Informational sessions will be held in September.

Rustler Salute Nominees are Matt Herr, Director of Instructional Technology; Bev Koerwitz, Distance Education Coordinator Thermopolis; and Britt Ready, Activities and Intramurals Assistant. Craig Kucera, IT User Specialist, received the September Rustler Spirit Award.

Searches in progress/pending included Instructor Nursing; Instructor Culinary Arts/Hospitality; Budget Analyst; Customized Training Coordinator; Director of Upward Bound, Food Services Chef/Cook; Sinks Canyon Center Coordinator; Food Services Line Server/Assistant; and Video Technician.

Resignations/terminations/retirements/requests for release from contract included Dani Buckendorf, Custodian; and Kelly Dehnert, Music Professor.

New Hires/Appointments/Internal Transfers included Bill Clark, Instructor Human Services/MHCOP Advisor; Carol Cooper, Instructor Biology/Mathematics; Jim Thurman, Instructor Political Science; Monte Barry, Instructional Technology Specialist; Jeremy Hughes, Institutional Researcher; Fred Larsen, Food Services Manager; Jackie Meeker, BOCHES Program Coordinator; Andrew Mitich, Automotive Lab Supervisor; Geoff O'Gara, WPTV Producer/Writer; Mary Truchot, Distance Education Coordinator Jackson; Tanya Barry, Accounting Technician Accounts Receivable; Katie Cooper, Human Resources Assistant; Judy Florence, Distance Education Assistant; Cherilynn McDonald, Office Assistant Jackson; Jody Ray, Office Assistant CWC Foundation; Mary Tasi, Administrative Assistant Administrative Services; Tracy Thomas, Business Office Operations Assistant; and Deborah White, WPTV Clerk of the Works.

BREAK IN
MEETING:

At 9:20 p.m., a break was taken in the meeting. The meeting resumed at 9:30 p.m.

ACCEPTANCE OF
MONITORING
REPORT:

Planning and
Institutional
Effectiveness

Dr. McFarland presented a strategic planning update for 2005-2006. Successes for Marketing during 04-05 included introducing intercollegiate athletics, hiring facility planners, implementation of online applications, The Roundup newspaper inserts, a nationally ranked rodeo team, the front door project, and the expansion of the web site. CWC's web site is ranked among the top ten of America's community college web sites according to a research center conducting an enrollment study. Successes for Outreach/Distance Education included Web advisor, Smarthinking, online services; Teton County BOCES; Sinks Canyon Center offerings; and expanded course offerings in Jackson including power sports, nursing, and culinary arts.

Successes for Resource Development included raising \$650,000 of the Endowment Match; progress toward the Intertribal Education and Community Center; stronger relationships with political entities; ETSS, Talent Search, Upward Bound, Student Support Services, ITSS, and Perkins; and progress made on all employee salary categories. Successes for Partnerships included the creation of BOCHES; new food services; Customized Training; and NOLS at Sinks Canyon Center. Successes for Instructional Programs included revamping general education requirements; construction trades; culinary arts; updating the Business Management Program; improving program assessment; and the self study. Successes for Technology included completing a technology management strategy and restructure; staffing and student training; reliable security, antivirus, backups; and four-year rotation for equipment; so that information technology is no longer a strategic issue.

The 05-06 strategic priorities and issues include Growth/Enrollment Management, Institutional Advancement, Human Capital, and Facilities. Growth/ Enrollment Management includes increase FTE to 1500; actively target market to out-of-state students; pursue opportunities with BOCES, K12 teachers, workforce development; expansion of outreach; and develop space utilization plan. Institutional Advancement includes increase the public awareness as to the activities and contributions the college makes to the community; reach the Endowment Match goals; create a capital campaign strategy; contribute to community projects and opportunities; and create an active alumni association.

Human Capital includes strengthen the new employee orientation; implement the Faculty Mentoring program; professional development of staff; competitive salaries; best utilization and organization of staff; and demonstrate and communicate the value of individual employees. Facilities includes completing a comprehensive facilities plan driven by educational programming; campus moves; Front Door project; WPTV addition; pursue Intertribal Center; and research and recommend on residential campus concept and alternative housing.

Board Chair Crofts asked if money raised for the Intertribal Center can be combined with the endowment challenge. Dr. McFarland replied that this money cannot be combined with the endowment challenge. There is a program endowment associated with the Intertribal Center but the construction revenues that are raised cannot be matched.

Mr. Christensen moved to accept the monitoring report on Planning and Institutional Effectiveness in the form of the 05-06 Strategic Plan. Mr. Matson seconded the motion. Motion carried.

Academic Profile

Dr. Rottweiler presented the Academic Profile monitoring report. In an attempt to better the return rate on the surveys, an on-line process was begun. This attempt was not successful, but CWC is right in line with what has been received at other colleges around the state. He reviewed the highlights of the survey. Telecourse enrollments have declined 19 percent over the previous year, and video course enrollments decreased 32 percent from the previous year. On-line course enrollments have reached a plateau, and it was noted that the decrease in on-line enrollments correlate to the increase in ICN enrollments.

Mr. Matson asked what the Hathaway scholarships will do to enrollment. Dr. Rottweiler replied that they will enhance the opportunity for students to come to campus, but they also may cause UW to become more affordable. CWC's student housing will be affected by having more students. Housing will be a key issue. Ms. Mills asked how long it takes a student to complete the survey. Dr. Rottweiler indicated that it takes 30 to 45 minutes.

Mr. Phister moved to accept the Academic Profile monitoring report. Ms. Mills seconded the motion. Motion carried.

Board members were reminded to fill out the evaluation forms for the monitoring reports.

REPORTS:

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

1. Kudos
 - a. Congratulations to Retha Reinke and Judy Florence and their faithful team of students and staff who built the CWC float for the Fremont County Fair Parade, which captured the sweepstakes award for best float.
 - b. Special kudos, also, to Wendy Finch, who quickly created and initiated the "Wednesday from Wyoming" program through which CWC employees gave one hour of their wages on September 7 for Hurricane Katrina disaster relief totaling \$4,500 to the American Red Cross. By partnering with the "Wyoming Gives" campaign, these contributions will be matched by the McMurray Foundation. College students and staff are also holding special fundraisers to assist hurricane victims; brought in dry goods to be trucked by BTI to Louisiana; and assisted relatives of a local family that is providing a home for 7 displaced family members. Clearly, college students and staff are "improving the quality of life" in the community and world.
 - c. Compliments have also been directed to Chief Information Officer John Wood and his IT staff for so cheerfully and capably assisting in preparation of computer labs and installation of computers associated with numerous office and classroom moves over the summer. Compliments also to Frank Berch and his physical plant staff for so effectively executing the numerous moves.

2. Summer on the Move

Many moves, as noted above, took place in August. Highlights are as follows:

- Counseling, academic advising, and admissions were consolidated in the Dobler Room, in order to provide more accessible and convenient “one stop” student services.
 - The Student Lounge has been moved from upstairs in the Student Center to the main floor, right across from the Food Court, a more accessible area for students to spend time in leisure activities, such as visiting and watching television.
 - The Food Court Smoking Lounge has been cleaned and painted and is now a non-smoking dining room, as requested by the Student Senate.
 - CWC’s Fitness Center has been moved to the second floor of the Student Center, providing more sunny and spacious workout and fitness classroom space to serve a growing interest on the part of students and community members.
 - The pool tables were moved to the basement of the Student Center.
 - The vacated BOCES Wing has been re-named to the Community Outreach and Training Center, making room for the Microsoft/CISCO Lab, along with DELL (Distance Education and Lifelong Learning), Customized Training, and BOCHES.
 - The CWC Foundation Office has been moved to the former Admissions office, right next to the Library in Main Hall.
 - The Human Resources Office has moved into the Administrative Suite, vacated by the CWC Foundation.
3. A total of 32 new employees have been welcomed at the college, and many are busy orienting them to the college.
4. State Level Issues
- a. Biennial Budget Request relating to capital construction. The Executive Council met on September 14 to discuss the capital construction requests for inclusion in the College Commission’s Biennial Budget Request, followed by a telephone meeting that afternoon by the College Commission to prioritize and finalize the capital construction request.
 - b. In light of rising energy costs, the possibility of one-time funding has been suggested to help the colleges offset the skyrocketing costs of energy.

- c. A \$14 million one-time equipment request for all seven community colleges has been included in the Biennial Budget Request.
- d. Hathaway Scholarship to Start Right Away? The Governor, several key legislators, the University of Wyoming, the College Commission, and the Hathaway Scholarship Committee are supporting a jump start of the Hathaway Merit Scholarships to begin in Fall 2006.

5. Federal Issues

The Health, Education, Labor, and Pensions Committee, chaired by Wyoming's U.S. Senator Mike Enzi, has changed the "single definition" that would have allowed proprietary schools the same access to federal aid as for public colleges and universities. Now proprietary schools are required to be accredited and may only receive student financial aid, but not most other forms of federal aid.

6. Several articles of particular interest in the president's report, which were included in this section as follows:
 - Research that quantifies the financial worth of an associate's degree in highlights from the Community College Research Center.
 - An article about the booming construction trades industry, which supports the need for CWC's new construction trades program.
 - An article about the importance of community colleges serving as proactive partners with businesses in the communities they serve.
7. The National Research Center for College and University Admissions (NRCCUA) ranked CWC's web site as seventh in the top 10 list of community colleges nationwide. CWC's position is based on an analysis that grades how well the site provides information to potential students.
8. Articles about CWC and other colleges. All other articles were included with the board packet under separate cover.

Administrative Reports

Dean of Student
Services Report

Dr. Waheed reported that official notification has been received of CWC's second six-year GEAR-UP grant, effective September 1, 2006. It is a \$1.5 million project. CWC is also partnering with the newly approved WY-GEAR-UP grant, to be administered through UW and expects to receive another \$900,000 over the same period for expanded services. Dr. Waheed's written report also included information on new student orientation, recruitment/admissions activities, international students, and student support services.

Dean of
Administrative
Services Report

Mr. Nielson reported that recapture/redistribution will be brought to the board in October, since there has not been time for administration and others at the college to discuss how best to allocate these funds. Some issues that need to be considered include a reserve account in anticipation of protested tax assessments, the cost of gasoline and natural gas, possible use of the James H. Moore Career Center, academic program expansion and development costs, and emergency and other major maintenance projects. A public hearing to increase the budget will be advertised, and a budget will be presented for these funds at the October board meeting.

CWC Foundation

The CWC Foundation Oktoberfest dinner, auction, and dance will be held on Saturday, September 24, at 6 p.m., at the Riverton Armory. The joint dinner meeting of the CWC Foundation and CWC Board will be held on Thursday, October 20, 2005, at 6 p.m. at The Bull Restaurant. The next meeting of the CWC Foundation will be held on Thursday, December 15, 2005, at 9 a.m. at the CWC Lander Center.

ACCT

Board Chair Crofts briefly reported on three sessions she attended at the ACCT National Congress in Seattle.

Mr. Christensen, Mr. Phister, Ms. Mills, Mr. Matson, and Dr. Megeath are planning to attend the ACCT National Legislative Summit February 5-9, 2006, in Washington, D.C.

WACCT

The next WACCT meeting will be held in conjunction with the October 27-28 College Commission meeting to be held in Rawlins. Board Chair Crofts stated that it is important to let the College Commission know that trustees expect meetings be held on college campuses.

WCCC

The next regular meeting of the College Commission will take place on October 27-28, 2005, in Rawlins.

CWC BOCHES

Mr. Christensen reported that five county school districts have joined the CWC BOCHES. An advisory council has been set up which includes all high schools in the county. The board is manageable at seven members. Draft meeting minutes of the organizational meeting on August 24 were included in the board packet.

CWC Teton
County BOCES

The next meeting of the CWC Teton County BOCES will be held on Wednesday, October 5, at 3 p.m.

NEXT REGULAR
MEETING/
SUGGESTED

The next regular meeting of the CWC Board of Trustees will be on Wednesday, October 19, 2005, at 5:30 p.m. in Pro Tech #115/121.

AGENDA ITEMS:

Agenda items for the regular meeting include:

1. Recapture/Redistribution FY 06 Budget Adjustment
2. Wyoming Public Television Bid Awards
3. Physical Plant/Facilities Monitoring Report
4. Transfer to UW Monitoring Report

A board work session on educational programming planning has been scheduled for Monday, October 24, 2005, from 5:30-8:30 p.m. in the Food Court Executive Dining Room.

The joint dinner meeting of the CWC Board and CWC Foundation has been scheduled for Thursday, October 20, at 6 p.m. at The Bull Restaurant

BOARD SELF-
EVALUATION OF
MEETING:

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

ADJOURNMENT:

At 10:14 p.m., Mr. Christensen moved to adjourn the meeting. Mr. Matson seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair