

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 14, 2012, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE: Present: Roger Gose Judy Pedersen
 Heather Christensen Carlton Underwood
 Colton Crane Scott Phister
 Charlie Krebs

Administration: Jo Anne McFarland Ron Granger

Attorney: Frank Watkins

Recorder: Linda Bender

Guests:

CALL TO ORDER: Board Vice Chair Charlie Krebs called the meeting to order at ___ p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business. Vice Chair Krebs announced that the meeting was preceded by a 5:30 p.m. dinner/work session regarding reorganization and a 6:30 p.m. executive session regarding the board code of conduct.

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

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

APPROVAL OF AGENDA:

ACTION:

_____ moved to approve the agenda as presented with the addition as noted.
_____ seconded the motion. Motion carried.

PUBLIC OATH OF OFFICE FOR NEWLY ELECTED AND RE-ELECTED Board Attorney Frank Watkins administered the public ceremonial oath of office to Dr. Colton Crane for the Lander Subdistrict whose term will expire December 1, 2016; to Ms. Judy Pedersen for the Riverton Subdistrict whose term will expire December 1, 2016; to Ms. Heather

TRUSTEES: Christensen for the Dubois Subdistrict whose term will expire December 1, 2016; and to Mr. Carlton Underwood for the Reservation Subdistrict whose term will expire December 1, 2016.

STUDENT, EMPLOYEE ASSOCIATION, WYOMING PBS AND CWC FOUNDATION REPORTS: Written reports from student and employee associations, Wyoming PBS, and the CWC Foundation were included in the board packet.

Classified Staff Association

Ms. Jan Jensen, President of the Classified Staff Association, indicated that

Ms. Jensen submitted a written report which contained information that Classified Staff members who are continuing their education at CWC and at other institutions include Mikal Dalley, Sonja Fairfield, Taunya Vogelsang, Kristin Wallage, and Kenna Sweglar. Retha Reinke, Jan Jensen, and Carol Kraft answered calls at WPBS on November 15. Retha Reinke, Jan Jensen, and Judy Hubbard answered phones for the WPBS pledge drive on November 27. Debbie Lively hosted three basketball players for Thanksgiving. Retha Reinke organized and contributed to the soup supper for the Drama Festival judges. Carol Kraft, Brenda Cadwallader, Debbie Lucas, Sonja Fairfield, and Suze Kanack contributed homemade soup for the event. Judy Hubbard, Debbie Lively, and Amanda Peterson supplied rolls. Bart Reynolds set up rooms for the event. Suze Kanack has been nominated for the Taxpayer Advocacy Panel Committee. Mikal Dalley traveled to the CWC home basketball games in Utah with two student workers. Hunter Roseberry attended a Commercial Energy Auditor training at Casper College.

The Faculty

Mr. David Gray, President of The Faculty,

Mr. Gray submitted a written report which contained information that Darran Wells and Stacy Wells took Outdoor Education and Leadership students to the annual Association of Outdoor Recreation and Education Conference November 7-11 in Snowbird, Utah. Professor Wells is working on the pilot residency program at Sinks Canyon Center for second year Outdoor Education students. He has also been working with the Wyoming Catholic College on an agreement between the colleges which would allow for sharing outdoor equipment for classes or supervised

outings. In addition, he is working with Mad River Boat Trips in Jackson to offer a Swift Water Rescue and Whitewater Guide training course. Jim Thurman is working with Darran Wells to bring National Geographic writer/adventurer Mark Jenkins back to CWC for a public presentation in March. Amy Madera coordinated the second annual Industry Night in Jackson on November 15. She and four volunteer culinary students assisted the Art Association's annual fundraiser on November 16 by plating and serving hors d'oeuvres.

Jacki Klancher and Tara Womack-Schultz attended the STEMTech Conference October 27-31 in Kansas City, Missouri. Jacki Klancher and Suki Smaglik prepared and submitted an Advanced Technical Education grant proposal to the National Science Foundation. Matt Flint participated in the inaugural Seattle Affordable Art Fair with Gallery MAR. He will have artwork in a group show in December at Visions West Gallery in Bozeman, Montana. He recently designed a coloring book page for the Drawing Dreams Foundation which provides art supplies to children in long-term care situations or hospitals throughout the country.

Professional
Personnel
Association

Ms. Lindy Paskett, President of the Professional Personnel Association,

Ms. Paskett submitted a written report which included information that Ken Colovich completed a small waste water systems operations and maintenance course through California State University to comply with WY DEQ Level I operator licensing requirements for the Sinks Canyon Center waste water system. Jackson ESL students attended the play *No Roosters in the Desert* at the Center for the Arts on November 8. Lynne McAuliffe and Lori Ridgway attended the TEDx event in Jackson on October 7 in preparation for the Innovation Institute which will be launched in 2013 by the Workforce and Community Education Department. Anne Even, Matt Myers, and Erika Dierking traveled to Washington, D.C., to attend the HPHC/Training and Service Learning Grantees Conference. CWC Jackson received a second grant to acquire digital equipment for their fledgling film program. Michael Cheek and Dana Nicholls attended the Ice House Entrepreneurship Facilitator Training in Kansas City, Missouri. Chontelle Gray and the theatre department hosted the Wyoming State High School Drama Tournament November 29 through December 1 on the CWC campus.

Student Senate

Mr. Garret VonKrosigk, Student Senate President, updated the board on the activities of the Student Senate.

Mr. VonKrosigk submitted a written report which contained information that the Senate started a food drive competition for all active CWC clubs. Senate members have been working weekly hub hours and interacting with students. They took the pledge to end the use of the R word and will be extending campaign to the Riverton Middle School. Christmas season activities include helping to promote the Music Club's caroling on December 17 and supplementing every child on the giving tree with a small gift. Aaron King was elected to fill the vacant senate position.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager,

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Advertising for the new general manager is planned for mid-December with the goal to have someone hired by June 1. Production endowment deposits stand at \$1,100,342 or \$2,200,684 with the match. The next PBS board meeting will be held at the end of January in Las Vegas. The Editorial Integrity Committee met on November 8. The audit was submitted online to the Corporation for Public Broadcasting on November 30. Current, active members number 3,255.

CWC Foundation

Ms. Lynette Jeffres, Manager of the CWC Foundation, submitted a written report which included information that funds received by the Foundation during the month of November 2012 totaled \$47,498. Annual appeal letters have been mailed, and donations are starting to arrive. The "Race to the Finish" employee and board appeal/event will carry through until mid-winter. The Foundation's next quarterly board meeting will be held on December 13.

CONSENT
AGENDA:

Vice Chair Krebs asked if there were any objections to the consent agenda which included the approval of the minutes from the November 14, 2012, regular meeting; the acceptance of bills for November 2012; the board travel budget; the 13-14 Academic Calendar; the 13-14 Academic and Non-Academic Fee Schedule; the 13-14 WPBS Rate Schedule; and the 13-14 Holiday Schedule.

ACTION:

_____ moved to approve the consent agenda items including the approval of the minutes from the November 14, 2012, regular meeting; the acceptance of bills for November 2012; the board travel budget; the 13-14 Academic Calendar; the 13-14 Academic and Non-Academic Fee Schedule; the 13-14 WPBS Rate Schedule; and the 13-14 Holiday Schedule. _____ 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 \$1,575,671.18 for the month of November 2012: Operations in the amount of \$2,872,325.32; Student Grants and Loans in the amount of \$229,255.21; and Bank Transfers in the amount of \$893,676.71 for a grand total of all payments in the amount of \$3,995,257.24.

UNFINISHED BUSINESS: No unfinished business was conducted at this meeting.

NEW BUSINESS:

Reorganization of the Board
Election of Officers

Chair Gose stated that board governance policy IV.G.8. requires that at the first December meeting of each year, the board of trustees shall elect its officers and make other appointments as are necessary to conduct regular business.

Current officers are as follows:

- Chair – Vacant
- Vice Chair – Charlie Krebs
- Secretary – Vacant
- Treasurer – Scott Phister

ACTION:

_____ moved to nominate _____ as Chair of the Board. _____ seconded the motion. Motion carried.

ACTION:

_____ nominated _____ as Vice Chair of the Board. _____ seconded the motion. Motion carried.

ACTION:

_____ nominated _____ as Secretary of the Board. _____ seconded the motion. Motion carried.

ACTION:

_____ nominated _____ as Treasurer of the Board. _____ seconded the motion. Motion carried.

Appointment of
Board
Representatives

CWC Foundation
Board Dr. Crane will continue as representative to the CWC Foundation.

State Trustees
Association Mr. Krebs and Ms. Pedersen will serve as representatives to the State Trustees Association.

CWC BOCHES
Representative _____ will serve as representative to the CWC BOCHES.

Teton County
BOCES
Representatives Dr. Gose and Mr. Phister will continue as representatives to the Teton County BOCES.

Legislative
Advocacy
Committee Mr. Krebs will serve as the representative on the Legislative Advocacy Committee.

Other
Appointments/
Designations

ACTION:

_____ moved to accept the recommendations regarding the designation of official depositories and investment agencies, designation of official newspapers, appointment of legal counsel, appointment of audit firm, appointment of assistant treasurer, and appointment of board clerk as presented. _____ seconded the motion. Motion carried.

Designation of
Official
Depositories and
Investment
Agencies

All financial institutions as specified in the list of depositories are designated as official depositories and investment agencies for the college according to the Depository Authorization Resolution and the Depository Authorization Resolution Public Funds Collateral Pledge.

Designation of
Official
Newspapers

All newspapers in Fremont County are designated as official newspapers for the college.

Appointment of Mr. Frank B. Watkins is appointed as legal counsel for the college as
Legal Counsel retained by the Board of Trustees.

Appointment of McGee, Hearne & Paiz, LLP, is named as audit firm for the college.
Audit Firm

Appointment of Mr. Ron Granger, Vice President for Administrative Services, is
Assistant appointed as assistant treasurer for the Board of Trustees, and the related
Treasurer resolution is to be entered into the minutes.

The resolution is as follows:

WHEREAS, on the 12th day of December 2012, the Board of Trustees of Central Wyoming College (CWC) reorganized the Board during a regular public meeting, and;

WHEREAS, Ronald A. Granger, Vice President for Administrative Services, was duly appointed as the Board Assistant Treasurer, and authorized:

1. to accept and release pledges of security types deemed sufficient by the CWC Board for the purpose of collateralizing college bank deposits, and;
2. to invest and redeem investments of college funds when excess cash is identified, according to the guidelines established by the State of Wyoming, Department of Audit, and;
3. to initiate transfers of cash between college bank accounts, and;
4. to stop payment on college drafts, where necessary, and;
5. to sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or acquired hereafter in the name of

Fremont County Community College District, d.b.a.
Central Wyoming College.

NOW, THEREFORE, BE IT RESOLVED, that Avelinda M. Paskett be designated to act on behalf of Ronald A. Granger in his absence or at other times necessary to efficiently discharge the duties of Board Assistant Treasurer.

Appointment of Board Clerk Ms. Linda Bender is appointed as board clerk for the Board of Trustees.

Jackson Master Planning Addendum

Bus Lease Approval

Board Code of Conduct

Personnel

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

The Rustler Spirit Award recipient for November was Kristy Hardtke, Technical Services Librarian.

Searches in progress/pending included Instructor Nursing; Instructor Entrepreneurship; Instructional Technologist for Learning Spaces; and Payroll and Benefits Specialist.

There were no separations/transfers/requests for release from contract.

New hires/appointments included Jason Nisely, Maintenance Technician HVAC; Casey Sedlack, Coordinator Community Services Dubois; and Jeff Stinson, Assistant Librarian/Coordinator of Testing Services.

Discussion/ Information Topics Construction

Update

State Legislative
Update

Institutional

Values Discussion:
Access

Chair Krebs asked board members to comment briefly on the board value of access. Board policy defines access as to “provide opportunities for students to attend college and to access programs by overcoming barriers to time, place, and cost.” Board members were asked to give their own definition of access and why it is important; to indicate whether or not the college really does provide opportunities for students to attend college and to access programs by overcoming barriers to time, place, and cost; to give a couple of specific examples of how CWC trustees can exemplify access in their work on the board; and to be prepared to consider if the board wishes to change the definition in policy.

ACCEPTANCE OF
MONITORING
REPORTS:

Academic Profile
And Statewide
Community College
Enrollment
Monitoring Report

REPORTS:

President’s Report

Dr. McFarland included the following information in her report:
A. The tragedy at Casper College is a painful reminder for the college to continue efforts to fine-tune emergency management procedures and to provide student and staff safety training with renewed vigor. Safety education for both students and staff must be ongoing, because of the high student and staff turnover, as well as the growth of both student enrollment and physical facilities. Even before the tragedy, Steve Barlow, Assistant Dean for Student Services, and the Campus Safety Department had been working closely with the college administration and with Riverton Police Department to provide uniformed officers in the role as campus safety officers for the next several weeks, in part due to recent vandalism at the college. Officers will be performing normal campus safety duties while carrying the campus safety phone and radio, while making rounds on campus both in a patrol car and on foot. The board will be kept updated on these efforts.

- B. Complete College America Update
Thanks to the leadership and support of the Wyoming Association of Community Colleges (WACCT) and the Wyoming Community College Commission (WCCC), Wyoming Governor Matt Mead has accepted an invitation for Wyoming to join the Complete College America “Alliance of States” and has appointed a team to represent the state at a Complete College America conference in New Orleans. Congratulations to Dr. Jason Wood on his appointment. Thanks, also, to the CWC Board for taking a strong position in favor of the Complete College America goals, which are embedded in the college’s 12-13 strategic institutional priorities.
- C. The college is hopping, as is evident from student and employee association reports and as recently pointed out in a November 30 *Riverton Ranger* editorial by Steven Peck, a copy of which is included in this section of the board packet.
- D. 60% of high school graduates are underprepared for college, noted in an article from *Community College Journal* (October/November) 2012. It’s statistics like these that prod CWC to continue its efforts to ramp up articulation efforts with K-12 partners and to revamp developmental (remedial) education efforts in line with strategic institutional priorities.
- E. Nationally, college enrollment is dipping, especially in states with high mineral development, drawing high school graduates to forego college to take jobs in the energy industry. A recent article from the *Chronicle for Higher Education* (included in this section of the board packet) addresses this issue. This is cause for concern at CWC. Also in this section is an article that stresses the importance of affordable costs to increase access to community colleges. As noted in this article, “Community colleges have always been the most affordable option for college.”
- F. Other articles about CWC and its sister colleges in the state and across the country were included in a separate file with the packet.
- G. The Wyoming Community College Presidents Council is continuing its practice of providing one or two presidents throughout the state legislative session, which begins January 8. Dr. McFarland’s

scheduled week at the Legislature is January 28-February 1, plus other times that may require her presence. Continuing, ongoing presence at the Legislature is provided by WACCT Executive Director, Steve Bahmer.

- H. The college will be closed for semester break December 24-January 1. Dr. McFarland will be extending that break for vacation January 2-4. As per board policy, an administrator in charge will be named to serve in her brief absence.

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, January 16, beginning at 8 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. 13-14 Administrative Contracts
2. 13-14 Early Retirement Requests
3. 13-14 Board Calendar
4. 12-13 Non-Academic Fees Modification
5. Construction Update
6. State Legislative Update

In addition, the CWC Board will host a community dialogue dinner for criminal justice officials prior to the January 16 meeting from 5:30-7 p.m. in the John and Shirley Miller Community Hall in the Intertribal Center on the CWC campus.

ACTION:

___ moved to hold an executive session on January 16 at 7:15 p.m. in the Intertribal Center Conference Room regarding personnel issues including administrative contracts and early retirement requests. ___ seconded the motion. Motion carried.

CWC Foundation

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

Association of
Community
College Trustees

The ACCT National Legislative Summit will be held February 11-14, 2013, in Washington, D.C. Dr. Gose, Mr. Krebs, and Mr. Phister have indicated their plans to attend.

Wyoming

The next meeting of the WACCT will be held in conjunction with the

Association of
Community
College Trustees

February 6 meeting of the WCCC at LCCC in Cheyenne. The Wyoming Community College Conference will be held on February 7 in Cheyenne.

Wyoming
Community College
Commission

The WCCC will hold a special meeting by phone on December 19 at 10 a.m. to consider 13-14 tuition. The next regular meeting of the WCCC is scheduled for February 6 at LCCC in Cheyenne.

CWC BOCHES

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

Teton County
BOCES

The next meeting of the Teton County BOCES is scheduled for December 17.

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 Krebs adjourned the meeting at ____ p.m.

Secretary

APPROVAL:

Chair