

The regular meeting of the Central Wyoming College Board of Trustees was held on Thursday, February 17, 2005, in Room PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus following a community dialogue and dinner with college alumni from 5:30 to 7 p.m. Board Chair Deanna Crofts called the meeting to order at 7:30 p.m.

ATTENDANCE:

<u>Present:</u>	Deanna Crofts	Scott Phister
	Dallas Myers	Joe Megeath
	Dennis Christensen	Caroline Mills
	Jim Matson	
<u>Administration:</u>	Jo Anne McFarland	Mohammed Waheed
	J.D. Rottweiler	Jay Nielson
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Susan Thompson	
<u>Guests:</u>	Jackie Dorothy	Wendy Finch
	Carolyn Aanestad	Larry Christensen
	Lynne McAuliffe	Lori Ridgeway
	Robbalee Oleson	Lisa Cunningham
	Lindy Paskett	Jeff Hosking
	Ben Evans	Cory Daly
	Bob Husa	Les Bishop

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 Board Clerk Linda Bender was out of town and that Sue Thompson would be acting as Board Clerk at this meeting in her place.

APPROVAL OF AGENDA: Mr. Phister moved to approve the agenda as presented. Mr. Myers 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. Board Chair Crofts indicated that the president of each association could add oral comments.

Student Senate Ms. Robbalee Oleson, President of the Student Senate, did not have any comments to add to her written report. Her written report included information on new senators, the spring blood drive, the purchase of a new custom student planner/handbook for the upcoming academic year, a special comedy hypnotist show scheduled for April 5, the 05-06 senate budget which includes the Intercollegiate Sports Fee, and the Monday Night Coffee House events hosted by the Student Success Center.

Classified Staff Association Ms. Lisa Cunningham, President of the Classified Staff Association, reported that Judy Florence, Accounting Technician, was nominated for the Rustler Spirit award, in addition to the nominations of Kenna Kline and Sue Thompson. Ms. Cunningham's written report included information on the activities of Classified Staff members.

The Faculty Mr. Ben Evans, President of The Faculty, did not have any comments to add to his written report which included information on the activities of Faculty members.

Professional Personnel Association Mr. Jeff Hosking, President of the Professional Personnel Association, did not have any comments to add to his written report which included information on the activities of Professional Staff members.

Wyoming Public Television Update Mr. Dan Schiedel, General Manager of Wyoming Public Television, was not present at this meeting. His written report included information on the WPTV Foundation, engineering/operations, programming/production/educational services, and administration.

CWC Foundation Mr. Bruce Bynum, Foundation Chief Operating and Development Officer, was not present at the meeting. His written report included information on new members of the Foundation Board of Directors and other Foundation activities.

Higher Learning Commission Self-Study Update Ms. Martha Davey, Self-Study Director, was not present at the meeting. Her written report included information on the final stages of the self-study report.

COLLEGE
ADVANCEMENT
IN THE
COMMUNITY:

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

Ms. Mills reported that she attended the WCCC meeting in Cheyenne January 27-28. New officers were elected to the WACCT as follows:

President – Jim Vogt, Northwest
Vice President – Ann Strand, Western
Secretary – Bill Hambrick, Casper
Treasurer – Ryan Wright, Northern

Ms. Mills also attended the Wyoming Community College Conference on February 7. A lengthy discussion on public relations was held at the WCCC meeting.

Mr. Phister reported that he attended the National Legislative Summit in Washington, D.C., February 13-16, where meetings with legislators went well. He also spoke with a student who had taken a class from Assistant Professor of English Ben Evans. This was the student's first college class, and he nothing but good things to say about it.

Dr. Megeath reported that he also attended the Wyoming Community College Conference and the National Legislative Summit where he talked with state and national legislators on a personal basis.

Mr. Christensen reported that he attended the Wyoming Community College Conference and the National Legislative Summit as well. He indicated that this college and the entire community college system owe Dr. McFarland a big thank you for her success in putting \$2.2 million back into the budget.

Mr. Matson has been doing testing at schools throughout the county. In Dubois he observed a poster about a program at CWC which people indicated they liked and wanted to continue. In Shoshoni, Mr. Matson talked to a teacher who was very complimentary of CWC and the Interactive Classroom Network.

Board Chair Crofts reported that she also attended the Wyoming Community College Conference where CWC had several excellent candidates from each employee category. She congratulated Dr. Mohammed Waheed for the administrator award which he received at the conference. She attended the National Legislative Summit and met face-to-face with Wyoming's congressional delegation. Senator Mike Enzi

spoke to a very large group at the conference. She expressed appreciation for the trustee education.

ACCEPTANCE OF
MONITORING
REPORT:

Community/
Partnership

Vice President Rottweiler presented the Community/Partnership Monitoring Report. He indicated that in keeping with the college's mission statement, the quality of life is improved by many of the college's outreach efforts. Ends statements addressed by this report are (1) Because of CWC's partnerships with the community, the economic/business climate in our service area will be significantly enhanced, and (2) Because of CWC, the community will have access to opportunities for cultural enrichment, wellness, and lifelong learning.

Vice President Rottweiler introduced Mr. Jeff Hosking, Division Chair for Distance Education and Lifelong Learning. Mr. Hosking reported on activities at each of the outreach centers. In Dubois, CWC sponsors many activities which culturally impact the community. In Thermopolis, CWC will have a technological interactive classroom for adult education at the new high school. Coordinator Bev Koerwitz is involved in planning of the new high school and is also on the committee for the designing and implementation of the Interpretive Heritage Cultural Center for Thermopolis. In Lander, CWC classes offered are also having a cultural impact on the community. Examples are dog obedience, the Shoshone and Arapahoe languages, extreme makeover, guitar, and horse massage. The Sinks Canyon Center has a new web site, and income has increased from \$6,000 to \$60,000 in the past year. In Riverton, CWC is offering classes that include critical incident stress management, rescue dogs, and water color painting. In Jackson, CWC is now in its new facility in the Jackson Center for the Arts.

Vice President Rottweiler indicated that new reporting guidelines relating to community service and continuing education courses caused the number to vary a bit this year. Continuing education enrollments totaled 380 this past year with nearly 3,000 community service enrollments. In spring 2004, 23 percent of all offerings in the state were offered by CWC, which means that CWC is carrying almost a quarter of all the community service offerings in the state. By using the ICN for non-credit offerings, technology is being used to break through the barriers of time and space.

Vice President Rottweiler introduced Ms. Lynne McAuliffe, Director of Customized Training, and Lori Ridgeway, Customized Training Coordinator. Ms. McAuliffe indicated that ETSS (Employment Training for Self-Sufficiency) is now in its fifth year. To date, 300 participants have graduated and are employed by 67 different employers in the county, and 34 percent have continued their education at CWC. The Wage Disparity Grant program will receive \$303,000 to train women to become Information Technology Support Specialists. Ms. McAuliffe works with Atlantic City Federal Credit Union, Wyoming.com, and Child Development Services to provide training and staff development. She is also involved with strategic planning and the facilitation of department workshops and retreats at the college. She teaches Marketing and Human Resources classes, and Ms. Ridgeway teaches Human Relations, Public Speaking, and Interpersonal Management. Ms. McAuliffe has facilitated retreats and workshops for the Riverton Chamber, the City of Riverton, the Dubois Chamber, and the Wind River Visitors Council. She has also been invited to present at the Oxford Roundtable on Human Resource Management.

The WCCC Partnership/Collaboration Report was included which outlines both Academic and Student Services partnerships the college pursued as it strives to meet its mission, vision, and goals.

Trustee Christensen asked if the non-credit courses are self-sufficient. Vice President Rottweiler replied that they are self-sufficient, but not on a course-by-course basis. One course may lose money, and another will make money, so it balances out. Board Chair Crofts asked Ms. McAuliffe about her involvement in the development of the current mission and vision statement. Ms. McAuliffe was the facilitator in the year-long process to rewrite the mission statement. Mr. Phister indicated that CWC has a great presence in the community, and people view this college very fondly. The bottom line is important, but the mission is a long-term approach.

Mr. Matson moved to accept the community/partnership monitoring report as presented. Mr. Christensen seconded the motion. Motion carried.

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

Board Chair Crofts indicated that in relation to community partnerships, the board held a community dialogue dinner with college alumni prior to the meeting this evening. Seven alumni attended with one written submission from Ernie Over, who was unable to attend. Jerry Evagelatos, Burl Gies, Mary Rosenberg, Julie Buller, Dan Hauck, Diana Clapp, and Randy Lehman were in attendance. Board Chair Crofts stated that she appreciated the time these people spent with the college board in a dialogue which will help to shape and to mold the college's future direction.

Mr. Phister stated that it was an excellent group, and the discussion went in directions that he didn't expect. Mr. Myers commented that it was evident how personal CWC became to each one of them and how it affected their lives.

CONSENT
AGENDA:

Board Chair Crofts asked if there were any objections to the consent agenda which included the approval of minutes from the January 19, 2005, regular meeting; the acceptance of bills; and the board travel budget.

Dr. Megeath moved to approve the consent agenda as presented. Mr. Phister 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 \$852,907.63 for the month of January 2005: Operations in the amount of \$1,521,003.90; Student Grants and Loans in the amount of \$466,272.18; and Bank Transfers in the amount of \$504,026.48 for a grand total of all payments in the amount of \$2,491,302.56.

EXECUTIVE
SESSION:

At 8:20 p.m., Mr. Myers moved to recess into executive session. Mr. Matson seconded the motion. Motion carried.

At 9:12 p.m., Dr. Megeath moved to reconvene the meeting. Ms. Mills seconded the motion. Motion carried.

05-06 Sabbatical
Request

Board Chair Crofts indicated that the item to be addressed from the executive session is the sabbatical request from Music Professor Robert Husa for Spring 2006.

On President McFarland's recommendation, Dr. Megeath moved to approve Music Professor Robert Husa's proposed sabbatical as submitted for spring 2006. Mr. Christensen seconded the motion. Motion carried.

Human Resources
Board Report

The Human Resources Board Report for January included the following Information:

Searches in progress/pending included Nursing Instructor, Academic Advising Coordinator, Chief Information Officer, MHCOP Advisor, and Facilities Attendant.

Resignations/terminations/retirements/requests for release from contract included Darrin Cheney, Instructional Technologist; Laurie Sain, Assistant Division Chair Distance Education; and Glenn McGuire, Network Engineer.

New Hires/Appointments/Internal Transfers included Brandi Ogg, Admissions Coordinator.

UNFINISHED
BUSINESS:

BOCES/BOCHES
Update

Dr. McFarland stated that the following events have taken place with regard to the Fremont County BOCES and the CWC board:

1. The CWC Board initiated the establishment of the Fremont County BOCES in 1990 and has provided financial support for BOCES operations since 1999 through the levy of the CWC BOCES 1/2 mill.
2. The CWC Board has continued to support cooperative post-secondary educational services, but the question is not whether CWC will continue to provide cooperative post-secondary educational services, but rather under what structure those services will be provided.
3. By law the CWC BOCES 1/2 mill can only be spent on post-secondary educational services plus the college's fair share for operating expenses as one of nine members of the BOCES.
4. Currently only about \$30,000 or less than one percent of the almost \$400,000 generated by the CWC BOCES 1/2 mill is spent directly on post-secondary educational services and that is in the form of fees for dual enrollment classes taken by Fremont County high school students.

5. The other 99 percent of CWC's 1/2 mill revenues pays nearly 100 percent of the operating expenses for Fremont County BOCES.
6. The board has explored a number of options to ensure that the BOCES 1/2 mill is restricted appropriately to post-secondary educational services.
7. Because no options were finalized by June 2004, the CWC board was obligated to give its one-year notice of intent to withdraw funding from the Fremont County BOCES.
8. At its January 19, 2005, meeting, the board agreed to explore on a parallel course one of two options. One option was to amend the current Fremont County BOCES agreement to have a separate wing devoted to post-secondary educational services, and the other option was to establish a separate Board of Cooperative Higher Educational Services (BOCHES).
9. Under no option being considered has CWC proposed to end its substantial dual enrollment and career technical offerings to Fremont County high school students.

Under the separate BOCHES option, it is believed that the dual enrollment and other post-secondary educational offerings would be provided more equitably to all Fremont County high school students, regardless of whether or not that student came from a rich district, a poor district, a large district, or a small district. Under the BOCHES agreement, an advisory council would be established composed of Fremont County school superintendents and the college president. This group would work to determine the criteria under which all eligible Fremont County high school students interested in taking dual enrollment courses would be reimbursed and provided those services.

The board indicated that if they are to consider the option that would be an amended Fremont County BOCES agreement with a separate BOCHES wing rather than an entirely separate BOCHES organizational structure that it must be completed by March 1, 2005. Action was taken by this board on January 19, 2005, and written notice was given on January 21, 2005, to all Fremont County BOCES board members, Fremont County superintendents, and Fremont County BOCES Executive Director Sandy Barton. If the board still agrees with the action taken on January 19, 2005, no action need

be taken. If the board wishes to extend the deadline for amending the Fremont County BOCES agreement beyond the March 1, 2005, deadline, it may do so through a motion. Otherwise, the action already taken by this board would stand.

Dr. Megeath asked if Board Chair Crofts or President McFarland had received any request for an extension of the March 1 deadline. Board Chair Crofts indicated that she had not received any such request. Dr. McFarland stated that she received an e-mail dated February 16, 2005, from Sandy Barton, Executive Director of Fremont County BOCES, which indicated her understanding that the consensus of the Fremont County administrators was that the March 1 deadline did not allow adequate time. Other than this e-mail, no official request has been received. Dr. Megeath indicated he saw no reason to extend the deadline.

Mr. Myers stated that the main concern is that the March 1 deadline is assurance that the college can continue to provide dual credit services for Fremont County school districts. Should BOCES wish not to amend their agreement, then the March 1 deadline is critical so that the college can continue to offer the dual credit services being coordinated by BOCES.

Mr. Larry Christensen, Fremont County BOCES staff member, indicated that the Fremont County BOCES Board has not yet acted on the request because it was received after their last board meeting of January 13. Their next meeting is not scheduled until February 24. It has been impossible for them to take action because they have not met. Mr. Phister stated that if there was a concern about a timeline that someone should have notified the CWC board of that.

No action was taken by the CWC board on this item.

NEW BUSINESS:

05-06 Board
Calendar

Dr. McFarland recommended the board approve the proposed schedule of 05-06 CWC Board Meetings and Work Sessions as may be revised with particular attention to the July 22-23 board retreat. The board worked on this calendar at the February 9 work session, and board members were going to check to make sure this date would work for the summer board retreat.

Dr. Megeath moved to approve the 05-06 Board Calendar, as may be revised. Mr. Matson seconded the motion.

Mr. Christensen asked about the schedule for community dialogues. Dr. McFarland indicated that community dialogues will be held on the evenings that a monitoring report is not scheduled. These were not included on the board calendar, but they will be added. Mr. Christensen indicated that the board needs to start moving into areas such as roundball sports and some future-thinking programs. The college will be educating students for jobs that aren't even on the horizon, so the board needs to meet with different groups to see if the college is headed in the right direction.

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

REPORTS:

President's Report

Dr. McFarland included the following information in her written report:

1. Kudos to Dr. Waheed on receiving the WACCT "2005 Wyoming Administrative Leadership Award" at the Wyoming Community College Conference on February 7 in Cheyenne.
2. State Legislative Update
 - a. President returns from January 24-February 4 "stint" at the State Legislature.
 - b. State Aid to the Colleges. The State Legislature approved restoration of state aid to the community colleges to the full \$8.2 million (an increase of \$2.2 million over the recommendations of the Joint Appropriations Committee and the Governor). The Fremont County legislative delegation played a leading role in increasing funding for the community colleges.
 - c. Higher Education Endowment. The State Legislature is considering establishment of a Higher Education Endowment in the amount of \$105 million, with one-third to the community colleges (1/7 of which would go to each individual college) and two-thirds to the University of Wyoming to promote excellence in teaching and/or research. The \$105 million (if approved), will be distributed in three installments.

- d. Student Tuition Bills. The colleges reviewed several bills that would provide varying levels of financial support for merit-based or need-based financial aid to students for their college education up through the Bachelor's Degree. It appears that an interim study will be conducted to reach agreement for introduction during the 2006 Legislative Budget Session.
 - e. Licensure of Private Colleges. The colleges support a bill that would limit licensure of private and for-profit post-secondary institutions by the State Department of Education to those institutions that are accredited by bodies officially recognized by the U.S. Department of Education.
 - f. Public Records Management. CWC officials support a bill introduced by Rep. David Miller that would allow more advanced technology (such as electronic storage and retrieval) for archiving and storage of college documents (which now must be accomplished through microfilming).
3. President's Absence from Campus.
Dr. McFarland was absent from campus February 14-16 to attend the ACCT/AACC National Legislative Summit in Washington, D.C., as a newly-appointed member of the ACCT-AACC Joint Federal Relations Commission. Dr. Waheed was acting president on February 14, and Vice President Rottweiler served in that capacity February 15-16.
 4. Recent appointment. Dr. McFarland was recently appointed to the Riverton Memorial Hospital Board of Trustees.
 5. Articles about CWC and other colleges. All articles were provided with the board packet under separate cover.

Administrative Reports

Academic Services J.D. Rottweiler, Vice President for Academic Services, referred to his written report which was included in the board packet. He indicated that the accreditation team for the nursing program recommended the full eight year accreditation for the program. The team was impressed with CWC's nursing students and its distance education program. Vice President Rottweiler also referred to a letter of appreciation received from the students in the Power Sports class at Wind River High School related to Dudley Cole. Mr. Cole has been nominated by the college to receive the

Master Distance Educator Award at the Wyoming Distance Education Conference in May.

At the statewide level, Vice President Rottweiler reported that the academic deans are evaluating tuition models as the colleges move into the next five-year cycle. They are analyzing linear tuition and out-of-state tuition as it relates to distance education. This group has been challenged with the statutorily-required Wyoming and American constitutional requirement that came out of the legislature.

Board Chair Crofts asked Vice President Rottweiler about the progress on his dissertation. Mr. Rottweiler replied that his entire dissertation has been turned in, and he has been through complete revisions on the first four chapters. He is working on revisions in Chapter 5 and will meet with his chair the first week in March before it goes to full committee. He is looking at early April for completion.

Student Services

Dr. Mohammed Waheed, Dean of Student Services, reported that CWC is celebrating Diversity Week, and he distributed a schedule of activities. On February 23 at noon there is a jalapeño eating contest, and all funds will go toward helping the Student Success Center and the Vida Nueva Club. President Bush has recommended eliminating 48 different educational programs including Upward Bound and Talent Search. TRIO Day will be held on February 24.

Mr. Christensen thanked Dr. Waheed for his report on student financial aid and how federal aid affects this college which was used at the National Legislative Summit in Washington, D.C. Seventy percent of students at CWC are eligible for Pell grants, and forty percent are eligible for maximum Pell grants. Mr. Christensen asked Dr. Waheed to send this information to Wyoming's congressional delegation.

Administrative Services

Mr. Jay Nielson, Dean of Administrative Services, referred to his written report which was included in the board packet. He indicated that information on the long-term facilities planning and educational programs assessment would be brought to the board when it is ready.

Board Chair Crofts asked about the timeframe on the wrap-up for the WPTV Foundation and CWC Foundation audits. Mr. Nielson replied that the WPTV Foundation will require an audit of 2003 and 2004 because two fiscal years are combined in this report. The college is asking that the two

audits be completed by the latter part of April. Board Chair Crofts indicated that another fiscal year is nearly completed, and it is almost time for a new audit. Mr. Nielson stated that the accountants can't be pushed right now because it is tax season. They will get to it right after tax season, and it shouldn't be a very lengthy engagement.

CWC Foundation Oktoberfest is scheduled for Saturday, September 24.

ACCT Board Chair Crofts reported on the high points that the trustees took to Wyoming's congressional delegation during the National Legislative Summit. They stressed the importance of ABE-GED and noted that the proposed cuts are rather deep. CWC alone would be cut from \$914,900 to \$453,531. It was stressed that these programs are essential to local communities for basic literacy, adults gaining entry to the workforce, and underemployed adults. A recent graduating class of 200 from this program was the largest graduating class in Fremont County. The colleges are in favor of the Workforce Investment Act Reauthorization, which is a community-based job training grant of \$250 million to expand community college workforce training programs and to train workers in high growth industries. Community colleges want to continue to have representation on local workforce investment boards. Community colleges want to keep programs as originally planned by the president because the colleges are uniquely positioned as the most accessible and cost effective trainers for available jobs in high growth industries. The Pell grants are very important to students in community colleges because a lot of low-income students are served. Board Chair Crofts asked Dr. McFarland to send a copy of the green sheet to all the trustees so they know the priorities.

Mr. Christensen reported that ACCT has dropped its regional conferences and has replaced them with leadership seminars. The first is in April in Orlando, Florida, and is called "Board and Foundation Alliance—Making It Work." The second will be held in May in Dallas, Texas, and is called "Political Power—How to Get It and How to Use It." The third leadership seminar will be held in June in San Francisco, California, and is called "The Crucial Role of the Board Chair." Mr. Christensen has been invited to present at this seminar at no cost to the college.

WACCT Ms. Mills reported that attendance at the WACCT meetings has been down. Ms. Crofts, Mr. Phister, Dr. Megeath, and Mr. Matson indicated their plans to attend the next WACCT meeting to be held in Torrington March 17-18. Mr. Christensen indicated there was some discussion of

forming an association with the trustees and the presidents in order to have more political clout and lobbying for advocacy for the community colleges. The WCCC would be the coordinating body. Other states have a trustee-president organization with a staff so that the community colleges have a presence at the legislature.

Dr. McFarland indicated that many state trustee organizations assess membership dues and utilize those dues to hire a part-time legislative liaison who is a continuing and stable presence throughout the legislative session. Should the trustees decide to hire such a person, it would not replace the need for trustees or presidents to be present, but it would provide a continuing thread throughout the legislative session. Legislators would know exactly to whom they should go. Dr. McFarland urged the trustees to consider this, as it would be helpful and effective.

Mr. Christensen indicated that even if dues have to increase five times what they are currently, it is important to cover this position. The WCCC is an administrative and a state agency, and they cannot lobby as a state agency. It is up to the trustees as elected officials to do that kind of advocating.

CWC Fremont
County BOCES

The next meeting of the Fremont County BOCES is on February 24. Mr. Christensen reported that they are working on ratifying the FY 06 budget proposal.

CWC Teton
County BOCES

Mr. Phister reported that the Teton County BOCES met on January 20 at the Jackson Center for the Arts. They approved some budget issues and accepted certain programs. Their next meeting is on March 1.

NEXT REGULAR
MEETING/
SUGGESTED
AGENDA ITEMS:

The next regular meeting of the CWC Board of Trustees will be on Wednesday, March 16, 2005, at 6:30 p.m. Board Chair Crofts asked if there are any additional items other than those listed in the board packet. Dr. Megeath asked about the president's contract which is to be presented in March. She would then have until May to respond. Board Chair Crofts indicated that an executive session item would be the discussion of the president's contract. Dr. McFarland indicated that 05-06 faculty/staff letters of intent should also be added under personnel.

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 10:02 p.m., Mr. Myers moved to adjourn the meeting. Mr. Phister seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair