

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, November 16, 2011, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

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| <u>Present:</u> | Caroline Mills Roger Gose Judy Pedersen Charlie Krebs | Scott Phister Colton Crane Frank Welty |
| <u>Administration:</u> | Jo Anne McFarland Jason Wood | Mohammed Waheed Jay Nielson |
| <u>Attorney:</u> | Frank Watkins | |
| <u>Recorder:</u> | Linda Bender | |
| <u>Guests:</u> | John Wood Ruby Calvert Carolyn Aanestad Eric Heiser Jackie Klancher Wayne Herr Joshua Scheer | Charlotte Donelson Mikki Moriarity Kathryn DeWitt Dane Graham Lindy Paskett Mark Nordeen |

CALL TO ORDER: Board Chair Roger Gose called the meeting to order at 6:43 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. Chair Gose announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at the board's last regular meeting on October 19 and in compliance with Wyoming Public Meetings law. The topic was personnel including the president's annual evaluation.

EXECUTIVE SESSION: No executive session was held at this point in the meeting.

WELCOME AND INTRODUCTION OF GUESTS: Chair Gose 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: Chair Gose stated that the January 18 community dialogue and board meeting conflicts with the January 18 Joint Appropriations Committee

budget hearing in Cheyenne, which Dr. McFarland must attend. Therefore, consideration for changing the date of the January board meeting will be added under agenda item VIII. C. in New Business. In addition, Ms. Lindy Paskett, Director of Finance, will give the Financial Monitoring Report. Chair Gose pointed out that agenda items are arranged according to topics requiring board action and those for information and discussion. This suggestion was made at the October 15 board retreat.

ACTION:

Mr. Krebs moved to approve the agenda as amended. Dr. Crane seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING
PBS, AND CWC
FOUNDATION
REPORTS:

Written reports from student and employee associations, Wyoming PBS, and CWC Foundation/Institutional Advancement were included in the board packet.

Classified Staff
Association

Ms. Kathryn DeWitt, President of the Classified Staff Association, indicated that she had nothing to add to her written report which contained information that Pamela Cowling has been working with the Public Information Office to finish the 2012 spring course schedule. Kathryn DeWitt hosted a successful High School Counselor Workshop on campus November 3. Sonja Fairfield volunteered to work during the CWC Nurses Scholarship Benefit Breakfast on October 29. Retha Reinke answered phones and took questions during the Wyoming PBS *Wyoming Perspective* broadcast on October 27. The Classified Staff will be accepting donations of non-perishable food items to donate to the Christian Food Storehouse for the holidays.

The Faculty

Mr. Eric Heiser, President of The Faculty, reported that the Rural Justice Training Center has been selected as one of ten nationwide finalists for the prestigious Bellwether Award in the Workforce Development category. Mr. Heiser and Mr. Jeff Hosking will present at the Community Colleges Futures Assembly in January. Mr. Heiser brought the poster for *A Midsummer Night's Dream* to show the board. He also distributed information on Driving Simulation Systems for First Responders which will be held November 18 at CWC.

Mr. Heiser submitted a written report which included information that Lonnie Slack has completed a poster for the theatre production of *A*

Midsummer Night's Dream. Wayne Montgomery has completed the requirements to become a Licensed Addiction Therapist with the State of Wyoming. Buck Tilton reported that the CWC-sponsored Wind River Outdoor Writers Conference has been scheduled for August 24-25, 2012, at Sinks Canyon Center. Jim Thurman reported that the International Studies Title VI events held October 21-22 were very successful. Jane Warren's Introduction to Human Communication class created an anti-bullying radio PSA now being aired on Rustler Radio 88.1. Patti Stalley held a barbecue at her home for all Equine students and staff. She helped with the fund raiser for the Crowheart library and spent three days in August at the Myers training stables becoming current on the latest barrel horse producing bloodlines. The Horse Event Production students and instructors taught a barrel racing clinic October 12-13 and a breakaway roping clinic October 29-30. On December 3 the Equine Center is hosting horse drawn wagon rides with Santa followed by a bonfire and food for students and staff at Professor's Stalley's home.

Jennifer Cole and Marianne Pryor attended the International Certified Equine Instructors Conference. Patti Stalley and Jennifer Cole visited the Wind River Health Care and Rehabilitation Center with a tiny black and white pony on November 5. Jennifer Cole is teaching a showmanship and trail clinic November 5-6. Suki Smaglik attended an NSF sponsored workshop July 27-30 in Tacoma, Washington; an NSF sponsored workshop August 7-15 in Minneapolis, Minnesota; a Conoco-Phillips/UW Geology Rocky Mountain Field Trip and Geology Articulation meeting August 25-29 in central Wyoming; a Space Grant Directors Meeting September 20-25 in Green Bay, Wisconsin; a Geological Society of America meeting October 7-15 in Minneapolis, Minnesota; and a Wyoming NASA Space Grant Consortium Board meeting October 20-21.

Mr. Krebs asked about the age group for the Wind River Outdoor Writers Conference in August. Mr. Heiser did not know, but he indicated that they are looking more for participation rather than limiting it to a certain age group. Mr. Krebs also commented on the anti-bullying PSA. Mr. Heiser noted that Ms. Warren and her class contacted the well-known band *Red Jumpsuit Apparatus* who gave copyright approval for a song the students wanted to use as well as a backstage pass to an upcoming performance and a recorded message from the lead singer for the PSA.

Professional
Personnel
Association

Ms. Lindy Paskett, President of the Professional Personnel Association, indicated that she had nothing to add to her written report which included information that Ken Colovich attended a three-day Yellowstone Master Teachers Seminar. Lynne McAuliffe and Lori Ridgway attended the 2011 National Association for Community College Entrepreneurship 9th Annual Conference October 9-12 in Portland, Oregon. Liz Butters and Jeremy Hughes attended the AdAstra User's Conference in Kansas City, Missouri, October 16-19. Paula Hartbank attended the Transfer Conference at Casper College on October 17. R Recreation and CWC will be presenting a thank you to the Riverton City Council on November 15. Tom Nirider attended the ASPIRE Conference in Salt Lake City October 9-12. Donna Olsen attended the WCET Convention in Denver October 26-29. Mat Johnson and Sarah Watson have been on the road for 14 weeks attending various college fairs in Wyoming, Colorado, Nebraska, and South Dakota. Jackie Meeker attended the National Alliance of Concurrent Enrollment Partnerships annual conference October 23-25. Student Support Services hosted a college tour for 56 third graders from Fort Washakie School on October 18.

Mr. Krebs commented on the fact that the CWC volleyball team ended the season ranked 20th in the nation. Mr. Phister added that the team is ranked academically as well. Mr. Krebs asked about the basketball team poster. Ms. Paskett will get copies for the board. Mr. Welty asked about the Yellowstone Master Teachers seminar. Vice President Wood indicated that this is an annual conference sponsored by Northwest College to which new faculty are sent. These faculty members spend three or four days on what it means to be community college teacher, and their instructors become their mentors throughout the year.

Student Senate

Ms. Mikki Moriarity, Student Senate President, indicated that in regard to the college meal plan, she is trying to get as many student opinions on the issue as possible. She commented on the information in the board packet which indicated that the average amount spent per meal on the food plan is \$4.89. Most of the meals cost anywhere between \$5-7 for lunch and \$7-8 for dinner. A lot of the students are using all of their money before the end of the semester. College staff members have been very cooperative in trying to resolve this issue. Mr. Welty asked about the issue of providing food for students on the weekend. Ms. Moriarity replied that this is a major issue. She has heard that the college is going to hire someone. She indicated that if the college wants to recruit students that it is important to have food service available on the weekend. Dr. McFarland stated that limited options including vending machines are available on the weekend,

but the grill is not open. This will be discussed later during this meeting in the agenda item regarding the college meal plan.

Ms. Moriarity submitted a written report which contained information that six clubs have been approved through Student Senate including Anthropologist Anonymous, Athletic Training Club, Climbing Club, CWC Music Club, Outdoor Adventure Club, and Rainbow Club. Family Fright Night was held on October 27 with over 300 children in attendance. The Senate has submitted a recommendation to Suzie Koehn to have the cafeteria open for the weekends. Jay Nielson attended a Senate meeting to discuss the meal plan.

Wyoming PBS

Ms. Ruby Calvert, General Manager, reported that that a new producer has been hired to replace Geoff O’Gara, and a new programming consultant will be here on December 7. She met with the Native American virtual museum producer on December 5. WPBS is back on the air in Jackson. They are using the old Union Wireless tower until the dishes can be moved to the new tower in the spring, since the BLM closed down access on November 15. Ms. Calvert is working on new budgets to reflect 2 percent, 5 percent, and 8 percent cuts. A 5 or 8 percent cut will put WPBS in a bad position. It has been difficult for them to keep good people. Ms. Calvert invited the board for a quick tour and ribbon-cutting for the new production truck facility at 5 p.m. on December 13.

Mr. Welty stated that it is a difficult time for WPBS because the BLM contract ends when winter is setting in. He asked if this can be changed so that it doesn’t happen again. Ms. Calvert replied that some contracts can’t be changed. She is working with Board Attorney Frank Watkins to update the leases as they come in. WPBS is not the only one dealing with these issues with the BLM. Hopefully they will be able to get in next June to make the tower changes.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Pledge is scheduled for November 26 through December 11 with ten live nights. The final design for the HD upgrade of the truck has been agreed upon by all parties, and equipment is on order for the upgrade. The exterior of the truck storage building is 90 percent complete with expected occupation by mid-November. Current membership is 3,775.

CWC Foundation/
Institutional
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, thanked Chair Gose and Ms. Pedersen for attending the scholarship reception last week. Over 120 people were in attendance. In regard to the employee giving campaign, well over \$10,000 has been donated in unrestricted, undesignated funding for the annual fund. Chair Gose commented that at the scholarship reception, students who receive scholarship aid spoke on what it meant to them. It was an emotional and touching ceremony. Ms. Pedersen noted that it was an exceptionally well-done event, and the speakers were very good. She complimented the Foundation and its staff members on a smooth-running event. Mr. Welty asked who will make the presentations to the municipalities. Mr. Graham replied that primarily President McFarland and Executive Vice President Nielson will be giving the presentations, depending upon their schedules. These presentations will be made once each year.

Mr. Graham submitted a written report which contained information that funds received in October 2011 totaled \$125,238. CWC's "Race to the Finish" annual giving campaign has begun with nearly \$7,000 received within the first week. CWC's Oktoberfest raised a net total of \$23,675.91, which is a 6.72% increase from last year. The next CWC Foundation quarterly board meeting is scheduled for December 8 at 10 a.m. at the Lander Center. The CWC Alumni Board is finalizing this year's Hoops & Hot Dogs event to be held in conjunction with the men's and women's basketball games on December 7. The college has begun an initiative to provide each of Fremont County's municipalities, commission, and tribal governments with an annual "CWC Update."

CONSENT
AGENDA:

Chair Gose asked if there were any objections to the consent agenda which included the approval of the minutes from the October 19, 2011, regular meeting; the acceptance of bills for October 2011; and the board travel budget.

ACTION:

Ms. Pedersen moved to approve the consent agenda as presented. Mr. Phister seconded the motion.

Mr. Welty asked about the source of the funding for the board travel budget. Board Clerk Linda Bender replied that the funds for board expenses are budgeted each year, and the funding for the board travel budget comes from this fund.

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

Acceptance of Bills The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,527,632.67 for the month of October 2011: Operations in the amount of \$2,768,848.90; Student Grants and Loans in the amount of \$1,292,055.45; and Bank Transfers in the amount of \$878,410.15 for a grand total of all payments in the amount of \$4,939,314.50.

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

NEW BUSINESS:

Financial

Monitoring Report

Acceptance of FY
11 College Audit

Acceptance of FY
11 Wyoming PBS
Audit

Mr. Jay Nielson reported that this is the second year in a row that college has had a clean audit, and it is not accomplished without a lot of work. He introduced Mr. Wayne Herr of the audit firm McGee, Hearne & Paiz, who reviewed the FY 11 college audit report. His firm was required to do this audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Audit Standards* issued by the Comptroller General of the United States. These standards require them to meet certain training requirements in their firm, increase restrictions on non-audit services, and require them to look at internal control at a more detailed level. An audit was done of the major federal programs, and it is an unqualified opinion.

Mr. Herr indicated that this year the college was under the federal direct lending program for student loans in which all lending is done by the federal government. The federally loaned money has to be recognized as an expense to the college, similar to the Pell grant program. The scholarship expense line item went up, and federal grant revenues went up because that is where the student loans are placed. Federal award expenditures totaled \$9,679,011 for FY 11. He stated that his firm did a variety of tests to check the college's financial processes. A brainstorming session is held with the audit team to come up with unpredictable tests when auditing a client. They also change people around so they don't always work on the same college. In addition, his firm goes through a peer review every three years.

The major federal programs audited in FY 11 included Student Financial Aid, State Fiscal Stabilization Fund-Education State Grants-Recovery Act, TRIO, Temporary Assistance for Needy Families, and Adult Education –

Basic Grants to States. There were no findings, and CWC also qualified as a low-risk auditee. Mr. Herr indicated there is a tendency to over rely on the Datatel system. The database must be kept up to date with student status changes. This was not a problem at CWC this year, but a manual check on the input should be done periodically. He cautioned the college to not over rely on the automated system and to do occasional manual checks. In regard to the WPBS audit, Mr. Herr indicated that it was an unqualified opinion. This is a department that is audited separately.

ACTION:

Mr. Welty moved to accept the FY 11 college audit as presented. Mr. Phister seconded the motion. Motion carried.

Ms. Pedersen asked if the audit presented to them was a draft. Mr. Herr replied that it is a draft until the board approves it.

ACTION:

Mr. Krebs moved to accept the FY 11 Wyoming Public Television audit as presented. Dr. Crane seconded the motion. Motion carried.

Ms. Lindy Paskett, Director of Finance, presented the Financial Monitoring Report. She indicated that there are three hot points that the IRS is focusing on for non-profits. Mr. Herr explained that these topics include individuals performing services as independent contractors, executive compensation being outside the norm, and unrelated business income or performing services that are not in line with what their purpose is but they are profit-making ventures. For example, during the summer, colleges were treating dorms as hotels and renting rooms to the general public. Taxes must be paid on the profit-making ventures.

In regard to the three hot topics, Ms. Paskett explained that she was confident that the college's controls are very good. In 2003, the college was the first governmental entity in Wyoming to be audited by the IRS. The IRS indicated that the college's controls are very good. The difference between employees and contract labor has been resolved. Employees are not paid for contract labor unless they have their own tax ID number and their own business.

Ms. Paskett presented information on the number of vouchers that are processed per fiscal year. The college has about 100 credit cards which are paid every other week. Information was presented on the monthly amounts paid per fiscal year. Every check that is disbursed is reviewed

five times: by the initiator, the budget manager, the accounts payable technician, the accounts payable specialist, and Ms. Paskett. Mr. Nielson approves any single item over \$2,500. Information was next presented on the number of student checks written and the dollar amount of these checks per fiscal year. Ms. Paskett indicated that if financial aid converted to federal direct loans, the college would have partners in the loans to do the paperwork. College personnel now do all the work with no partners to help process the loans.

Ms. Paskett reviewed the purchase payment procedure and the purchase card agreement. She indicated that future challenges include maintaining current and implementing new controls and procedures in processing financial transactions, reporting, safeguarding college assets, complying with government and business regulations in the college's rapidly growing environment, and continuing to receive clean audit reports on financial statements.

Ms. Mills noted that the number of checks being written is increasing and asked if staff has been increased. Ms. Paskett replied that the college cannot afford to make cuts in its business office staff. WPBS pays for one of the staff members because she is the WPBS representative in the business office.

Mr. Nielson stated that the future challenge for the college will be to manage and report the college's financial assets in compliance with the ever-growing requirements, and at the same time use the college's financial assets to help the college change and grow to meet defined goals. Financial assets are used to move the college forward.

ACTION:

Ms. Mills moved to accept the financial monitoring report as presented. Mr. Krebs seconded the motion. Motion carried.

**BREAK IN
MEETING:**

At 8 p.m. a break was taken in the meeting. The meeting was resumed at 8:06 p.m.

Programming and
Facilities Master
Plan

Mr. Nielson indicated that when the board approved the recapture/redistribution plan changes to the budget in September, \$100,000 was set aside to update the master plan. The scope of service will be added to the existing contract with AndersonMasonDale Architects (AMD). They are familiar with the college's current needs and programs. The board's approval is requested to negotiate an acceptable scope of service and

amendment to the contract at an estimated cost of \$97,441. The master plan needs to be updated because the college must have an up-to-date plan as the basis for requests and reporting to the state. This plan needs to be updated and organized in line with the recent changes required by the state such as Level I, II, and III planning requirements and facility utilization and categorization standards. An update is required to account for the facility changes made and to start the planning for construction of facilities that will meet future college needs. Mr. Nielson indicated that he did not recommend the college complete a facilities assessment until reporting criteria are more defined by the WCCC.

Mr. Welty asked if the total for the master planning is \$200,000 since the board already approved \$100,000, and they are now being asked to approve \$97,441. Mr. Nielson replied that the \$100,000 was set aside for master planning, and he is asking for \$97,441 of that money.

Chair Gose stated that the president had recommended that the board authorize the administration to negotiate an acceptable scope of service for updating the college master plan as an amendment to the current contract with AMD to meet state emerging standards and not to exceed \$100,000 as already approved by the board for planning.

ACTION:

Mr. Welty moved to authorize the administration to negotiate an acceptable scope of service for updating the college master plan as an amendment to the current contract with AMD to meet state emerging standards and not to exceed \$100,000 as already approved by the board for planning. Ms. Pedersen seconded the motion.

Mr. Phister asked why the board is approving this expenditure if the amount is not over \$100,000. Dr. McFarland replied that it is making it clear that the contract will not exceed what the board has approved in the planning budget. It allows the college to finalize the amendment to the current contract not to exceed \$100,000. Mr. Nielson pointed out that it is an extension of the existing contract with AMD. Mr. Phister asked if the board has to approve something under \$100,000. Dr. McFarland replied it should be approved by the board because of the reason stated by Mr. Nielson.

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

Change of January
Board Meeting Date
and Selection of
Community
Dialogue Dinner
Target Group

Dr. McFarland requested that the board change the date of its January 18 board meeting and community dialogue dinner from Wednesday, January 18, to Monday, January 16, in order to avoid a scheduling conflict with the January 18 Joint Appropriations Committee (JAC) budget hearing for the community colleges in Cheyenne which she must attend.

ACTION:

Mr. Krebs moved to change the date of the January board meeting from Wednesday, January 18, to Monday, January 16. Mr. Welty seconded the motion. Motion carried.

Chair Gose indicated that the board had previously indicated an interest in inviting counselors, principals, and teachers from the high schools to talk about smooth transitions from high school to college. Dr. Crane stated that at the ACCT annual congress, they talked about the importance of college boards meeting with school district boards as opposed to meeting with administrators. The board members are the ones who set policy. He suggested inviting just the chair and vice chair. Mr. Phister indicated that this was a good idea and made sense. He liked the idea of getting boards together. Dr. Crane suggested inviting members of both groups.

ACTION:

Mr. Krebs moved to invite counselors, principals, teachers, and board members to the January 16 community dialogue dinner to talk about transitions to college. Ms. Mills seconded the motion.

Dr. McFarland suggested that meeting with other boards could be done at another community dialogue. Dr. Crane pointed out that the college already meets regularly with other administrators and asked what would be gained for the board to meet with them. Dr. McFarland replied that if board members are invited, it would appropriate to also invite superintendents so they are aware of the meeting and any directions that may come out of this with their boards. Mr. Phister stated that they could be asked what the college is doing well and not doing well, and this could lend itself to talking about transitions.

Mr. Welty asked how many boards would be invited. Dr. McFarland indicated that there are eight districts in Fremont County. If Hot Springs County and Teton County were invited, there would be ten. The board chair, vice chair, and superintendents could be invited. Mr. Welty stated that it is a good idea to include the entire service area. It was noted that including the entire service area may be problematic because of the time

and distance involved. Dr. Crane indicated that they will need some time so they can talk to the people in their schools and come with ideas. Dr. McFarland indicated that a letter could be sent right away from Chair Gose.

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

January 25 Board
Quarterly Work
Session/Retreat
Agenda

Chair Gose indicated that direction from the board was needed as to topics for discussion at the January 25, 2012, Board Quarterly Work Session/Retreat. Mr. Krebs suggested talking about the timing of the annual retreat and what is best for the board. Mr. Phister suggested talking about succession planning and putting a plan in place to be ready for the future. Dr. McFarland indicated that it would be a great time to discuss state and federal legislative priorities since it will be before the legislative reception, the legislative budget session, and the National Legislative Summit. Mr. Welty stated that a potential topic for another time would be to talk about having separate committees to deal with other issues. He expressed concern that the board has the authority over a \$32 million budget and suggested that perhaps two meetings a month might be appropriate. This would give the board more time to talk about its responsibilities. He would like to see this on a retreat agenda at some point in the future.

Change of February
Board Meeting Date

Dr. McFarland reported that the WCCC changed its February meeting date to Wednesday, February 22, which will require travel by trustees and others on Tuesday, February 21. Since the board will be at NLS the week of February 13, she suggested that the board change its February meeting date to Wednesday, February 8. Another suitable date could not be identified.

Chair Gose indicated that the president had recommended that the board reschedule the February board meeting from Tuesday, February 21, to Wednesday, February 8, to avoid a scheduling conflict.

ACTION:

Mr. Phister moved to reschedule the February board meeting from Tuesday, February 21, to Wednesday, February 8. Mr. Krebs seconded the motion. Motion carried.

Personnel

College
President's
Contract

Chair Gose indicated that the college president's contract had been discussed in executive session. He recommended that the president's contract be extended through June 30, 2014.

ACTION:

Dr. Crane moved that the president's contract be extended through June 30, 2014. Mr. Krebs seconded the motion. Motion carried with Dr. Crane, Ms. Mills, Mr. Krebs, Mr. Phister, and Chair Gose voting yes, and Mr. Welty and Ms. Pedersen voting no.

Human Resources
Board Report

The Human Resources Board Report for November 2011 included the following information:

Rustler Salute nominees included Sue Thompson and Ross Johnson. The Rustler Spirit Award recipient for October will be announced at the November 30 open forum.

Searches in progress/pending included WPBS Producer; Head Chef; Resident Director; Assistant Librarian/Coordinator for Testing Services; and Payroll Benefits Specialist.

Separations/transfers/requests for release from contract included Craig Doty, Resident Director/Assistant Men's Basketball Coach; Amy Heiser, Payroll Benefits Specialist; and JuliAn Rew-Davis, Assistant Librarian/Coordinator for Testing Services.

New hires/appointments/internal transfers included Richard Ager, Producer/Public Affairs; and Kathryn Primrose, Administrative Assistant II BOCHES.

Discussion/
Information Topics
State Cap Con
Update

Dr. McFarland reported that since the October 28 WCCC meeting when the Commission identified six of the fourteen projects to send forward to the Governor for consideration, the college has been informed that the Governor is considering reducing this recommendation to four projects. Preliminarily, the college has a good chance of having its two academic improvement projects included, but this won't be known until the Governor's budget is released on December 1. Mr. Welty asked why this has changed and if anything has been said about the projects being subject to 2, 5, and 8 percent budget reductions. Dr. McFarland replied that cuts

related to ongoing funding and that capital construction funding is one-time funding and should not be subject to cuts. In any case, cuts will be made before approval is granted. The Governor simply wanted a shorter list of cap con projects to focus primarily on those projects that were strictly academic and workforce training related. Mr. Welty asked if it was done as a result of lower state revenues. Dr. McFarland replied that in early November the *Casper Star* reported that the JAC Senate Chair had suggested that because state revenue projections were flatlining out over the next biennium that it was time to plan for fewer continuing revenues into the future by considering some cuts in state government. Senator Nicholas indicated at that time that the JAC would be asking for cuts at the 5 percent and at the 8 percent level. College presidents met with WCCC Executive Director Dr. Jim Rose on Monday and learned that the colleges would be asked for that information. They were asked to provide information on the impact of 5 percent and 8 percent cuts, and the Governor has asked for the impact of cuts at the 2 percent level.

Dr. McFarland stated that it is extremely premature for the colleges to assume that there will in fact be cuts, but the colleges will need to be planning ahead and providing requested information and participating in the process. It very well may be that any cuts are further into the future because revenue projections were from the October CREG estimates, and CREG estimates are notoriously conservative. Another revenue projection is coming out in January that may give a clearer picture. The state still has some good healthy reserves. The JAC wants to be very cautious about approving any additional continuing expenditures. They may be more willing to spend on one-time rather than on ongoing increases. She has heard through the Governor's advisor of strong support for the colleges, and this includes support for the enrollment growth funding, but this may be at a lower level. The college needs to be cautious in its planning.

Construction
Update

Mr. Nielson reported that the Classroom Wing remodel project has been completed. To meet all of the project needs of this major remodel, college funds of \$55,301 from the Building Fund (Fund 70) were used. In regard to the Health and Science Center, the project schedule provides for the bidding of the project in mid-January and construction to start in the spring of 2012 with substantial completion by July 1, 2013. The GMP will be developed and submitted to the board in January. The bidding process will be defined to meet statutory requirements and according to the requirements of the Construction Management department of the State of Wyoming A&I.

College Meal
Plan

Mr. Nielson indicated that every year students have questions about food service as well as food item and serving requests. One of the major issues has been food service on the weekends. Two years ago, the food court was open 11 a.m. to 1 p.m. on weekends, and they were only seeing four students. A refrigerated vending machine and a pop machine were subsequently installed that would accept the meal plan cards, and a microwave was added. The vending machine option provided food for students when the student center was open. Last year weekends were not an issue, but it has become an issue this year. The food court has been short-staffed as the head chef position has been vacant. This position should be filled soon, and advertising is being done for a weekend person. Work is being done on selection and specials. One of the complaints is that the dinner meal is started at 4 p.m. and is often sold out by 5 p.m. Staff members are working on the day-to-day and weekend food service. They are also working with the Student Senate to come up with a plan they can endorse and accept, and a recommendation on fees will be brought forward in December.

Mr. Nielson pointed out that in comparison with the other colleges in the state, CWC's fees for housing and meal plans are a good value. The average per meal spent on the food plan is \$4.89, and the overall meal average is \$5.48. All meal plans are "use it or lose it" at all colleges. CWC is not promoting a plan for 21 meals per week, since students do not eat here all the time. Chair Gose asked about Mr. Nielson's statement to bring forward an option including a specified number of meals per week when a recommendation for fees is brought to the board in December. Mr. Nielson explained that some colleges have plans for a specified number of meals per week. CWC has always had a declining balance plan, and once this is explained to the students they like it better. He is working with the students to see if they want go to a fixed number meal type of plan.

Mr. Krebs noted that weekends are an issue this year and asked about the vending machines. Mr. Nielson indicated that the machines are full on Saturdays and Sundays, and a lot of students use them. Mr. Phister asked if the biggest complaint is leftover money on the meal plan or the weekend situation or both. Student Senate President Mikki Moriarity indicated that the biggest complaint is weekend hours and the vending machines. She stated that board members would not want their children eating out of these machines every week. If students come in later in the day, the selection is picked over and very limited. Going to a grocery store or restaurant is difficult for many campus housing residents because they lack transportation.

New EHS
Certificates

Vice President for Academic Services Jason Wood reported that four new certificates are proposed for the Environment Health and Safety program: two for Environmental Technician and two for Health and Safety Technician. These certificates have been approved by the Academic Council and the Curriculum and Academic Policies Committee and will be submitted to the Wyoming Community College Commission through the Wyoming Academic Affairs Council. The board had previously approved Associate degrees in these areas, so no action is necessary.

ACCEPTANCE OF
MONITORING
REPORTS:

Statewide
Community
College Enrollment

Vice President for Academic Services Jason Wood presented the statewide community college enrollment monitoring report. He reported that CWC enrollments are up over 135 percent since 1999. The institution's enrollment growth target of 1500 annualized FTEs for 2010 was met one year early, and the college has made significant progress toward the 2020 target of 2020 AFTEs. CWC's headcount enrollment over the past five years has increased by more than 50 percent, though the 2010-11 headcount increased only by 2.8 percent last year. CWC enrolled 1826.4 FTEs last year, a .5 percent increase and a 45.8 percent increase over the past five years. CWC is reporting among the highest five and ten year enrollment growth rates in the state.

The report indicated that more than half, or 56.4 percent, of CWC students are under the age of 25, and 56.4 percent of the student body is female. Mr. Wood indicated that 4.45 percent of all Fremont County residents over the age of 18 attend a Wyoming community college, and 85.5 percent of those students are enrolled at CWC. Two-thirds of CWC students are part-time, and almost 35 percent are pursuing AA or AS degrees with almost 30 percent enrolled in AAS programs. The remaining 44 percent are undecided which puts them in the category of non-degree seeking. Many of the students in this category are dual and concurrently enrolled high school students or workforce training students who are not seeking to complete a degree program at this time. CWC continues to be the most ethnically diverse community college in Wyoming with 11.1 percent being American Indian. Overall, 19.8 percent of CWC's student population is non-white.

Of the targeted recruitment goals, 20 was the Fall 2011 target for Agriculture with 20 as the actual number. In Environment Health and Safety, 60 was the target with 31 as the actual number. In GED to college,

the target was for 50 of the 175 of the GED graduates to enroll in college, but it is too early to give actual numbers in this area. In Radio/TV/Film/Communication, 30 was the target with 28 as the actual number. For Native American enrollment, 12.98 percent was the target with 14.17 as the actual number.

Mr. Wood stated that an implication of this information is that CWC must do a better job of retaining students. Advising is a top priority. Academics and student services are considering making improvements to advising processes and may utilize success coaches that have been so effective in the workforce development programs. Academic integrity and rigor are at the heart of retaining students.

Mr. Wood reported that during the recent Governor's Business Forum in Cheyenne, the top five recommendations made to the Governor for improving the state's capacity for competing in a global economy were education. Ms. Ruby Calvert, WPBS General Manager, reported that this was the best Wyoming Business Alliance meeting she has ever attended. Mr. Hank McKinnell, retired CEO and chairman of Pfizer Inc., was a speaker, and education ran through all of his comments. He suggested that the state's math and science skills need to be upgraded.

Chief Information Officer John Wood reported on Internet connectivity. Currently the college's connection to Jackson and Lander is six units, and the college's connection to Cheyenne is 40 units. By January, the connection will be increased to 100 units to Jackson and Lander and 200 units to Cheyenne because of the fiber optic loop.

ACTION:

Mr. Phister moved to accept the statewide community college enrollment monitoring report as presented. Dr. Crane seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

- A. Kudos. As reflected in student and employee reports earlier, CWC students and staff continue to excel in enhancing the quality of life through:
- Sharing, learning, and perfecting best practices;

- Serving the college beyond required job responsibilities as, for example, through their avid participation in fundraising for the CWC Foundation Annual Campaign;
 - “Yahoo” for CWC’s new competitive speech team directed by Jeremy Christensen, which won 3rd Place in debate sweepstakes at the November 4-5 University of Central Missouri speech tournament, beating out top programs such as the University of Nebraska-Lincoln, Belmont University, Truman State University, and six other colleges and universities for the award;
 - Appreciation to CWC’s many faculty, staff, and student veterans for their service to their country; and
 - Hats off to Tiffany Stauffenberg for being named this year’s “Conference Coach of the Year.”
- B. Farewell to former college president, Dr. William W. Day, IV, who was laid to rest with full military honors on November 9, just two days before Veterans Day. Dr. Day was CWC’s second president, who served from 1973-1979. During his six-year tenure, CWC President Day led the college through its early development and its second period of major construction, which included the first residence hall; the first student apartments; the Activities Center (now known as the Student Center); the Voc-Tech Center (now known as Pro Tech), and the planning for the Arts Center. Many of his contributions made CWC the fine institution it is today.
- C. Spring semester registration began November 14.
- D. Upcoming meetings of college administrators with city and council governmental bodies are as follows:

| Group | Date | Time |
|------------------------------|---------|------------|
| Fremont County Commissioners | 12-6-11 | 10:30 a.m. |
| City of Riverton | 12-6-11 | 7 p.m. |
| Shoshoni Town Council | 1-10-12 | 7 p.m. |
| Dubois Town Council | 1-11-12 | 7 p.m. |
| City of Lander | 1-24-12 | 7:30 p.m. |
| Pavillion Town Council | 2-6-12 | 7 p.m. |
| Hudson Town Council | 3-13-12 | 6 p.m. |

- E. State level issues

1. Beginning next year, the College Commission will begin the process of performance-based funding, with 10% of FTE reimbursement based on “course completion.”
2. Numerous events preceding the February 13 start of the Wyoming Legislative Budget Session are on the horizon:
 - a. Tuesday, December 6 - Rescheduled Wyoming Summit on Community Colleges in Cheyenne;
 - b. Monday, December 12, Legislative Community Dialogue Luncheon;
 - c. Wednesday, January 18, Joint Appropriations Committee hearing on community college budget request, scheduled for 1 p.m. in Cheyenne; and
 - d. Dr. McFarland’s presidential coverage at the legislature is scheduled for the week of March 5-9.
 - e. Preliminary major legislative priorities are shaping up as follows:

Ongoing Funding Priorities

- (1) Maintenance of the Wyoming Community College Commission standard budget - \$253.9 million
- (2) Funding for actual enrollment growth - \$14.9 million
- (3) Restoration of major maintenance funding
 - a. Coal Lease Bonus Funds
 - b. 1.5% major maintenance funds - \$3.2 million
- (4) Funding for the Wyoming Community College Commission’s administrative computing system upgrade and relational database - \$3.9 million
- (5) Approval of funding for the Veterans Tuition Waiver Program - \$200,000
- (6) Ongoing funding for the Wyoming Investment in Nursing (WYIN) program (\$5.2 million continuing, plus additional \$77,000)

One Time Funding Requests

- (1) Approval of the Wyoming Community College Commission’s prioritized list of state matching funds for six capital construction projects - \$43 million
- (2) Additional endowment challenge matching funds (amount to be determined)

NOTE: Because of flattening revenue projections, the Joint Appropriations Committee is asking state agencies to submit budget cuts of 5-8% in standard budgets for the 13-14 Biennium. More details to follow.

- f. The WCCC will be setting community college tuition at a phone meeting in December. A summary report from a tuition study by Casper College students that was presented to the WCCC at its October 28 meeting was included in the board packet.
- g. Articles from sister colleges in the state and from around the country were included in a separate file with the meeting packet.

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 Tuesday, December 13, beginning at 6:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. Construction Update
2. 12-13 Academic and Non-Academic Fee Schedule
3. 12-13 Academic Calendar
4. 12-13 Holiday Schedule

The annual board reorganization dinner will take place prior to the board meeting at 5:30 p.m. in the Intertribal Center Conference Room (ITECC 121). This dinner will be preceded by a 5 p.m. ribbon-cutting ceremony for the new WPBS truck storage facility.

CWC Foundation

The next meeting of the CWC Foundation will be held on Thursday, December 8, in Lander. The Foundation Scholarship Reception was held on November 10.

Association of Community College Trustees

The ACCT National Legislative Summit will be held February 14-16, 2012, in Washington, D.C. Chair Gose, Mr. Phister, Dr. Crane, Ms. Mills, and Mr. Krebs have indicated their plans to attend. Mr. Steve Bahmer, WACCT Executive Director, has arranged a meeting with Senator Enzi, Senator Barrasso, and Representative Lummis on Wednesday, February 15, at 2:45 p.m.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held in February in conjunction with the February 22 meeting of the WCCC and the Wyoming Community College Conference on February 23.

The Wyoming Summit on Community Colleges will be held on December 6 at Little America. Chair Gose, Ms. Mills, Mr. Krebs, Ms. Pedersen, and Mr. Welty have indicated their plans to attend.

WACCT Community College Award nominations are due December 12.

Wyoming
Community College
Commission
CWC BOCHES

The next regular meeting of the WCCC will be held February 22 at LCCC in Cheyenne.

The next meeting of the CWC BOCHES is scheduled for March 22, 2012.

Teton County
BOCES

The next meeting of the Teton County BOCES is scheduled for January 24, 2012.

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 Gose adjourned the meeting at 9:26 p.m.

Secretary

APPROVAL:

Chair