

The regular meeting of the Central Wyoming College Board of Trustees was held on Tuesday, June 19, 2007, in PTC 115/121 of the Professional Technical Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Roger Gose	Scott Phister
	Caroline Mills	Jim Matson
	Dennis Christensen	Charlie Krebs
	Dallas Myers	
<u>Administration:</u>	Jo Anne McFarland	J.D. Rottweiler
	Jay Nielson	Mohammed Waheed
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Keith Domke	Barbette Hernandez
	Sterling Hall	Ruby Calvert
	Carolyn Aanestad	Mark Nordeen
	Wayne Montgomery	John Wood
	Jeremy Hughes	Lindy Paskett

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:33 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business.

Chair Phister announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at its last regular meeting on May 16 and in compliance with Wyoming Public Meetings law. Topics included litigation and personnel.

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

WELCOME AND INTRODUCTION OF GUESTS: Chair Phister 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:** Mr. Krebs moved to approve the agenda as presented. Dr. Gose seconded the motion. Motion carried.

STUDENT,
EMPLOYEE
ASSOCIATION,
WYOMING PUBLIC
TELEVISION, AND
CWC FOUNDATION
REPORTS:

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

Student Senate

Mr. Sterling Hall, President of the Student Senate, indicated that he had nothing to add to his written report. Chair Phister stated that he appreciated the students who will be participating in the parades.

Mr. Hall submitted a written report which included information that the Senate held an Ice Cream Social on June 6 for all summer students, staff, and Upward Bound students. The summer highway pick-up was held on June 9. The Senate will purchase tickets for CWC students for the upcoming CWC theatre production *The Complete Works of William Shakespeare (Abridged)* to be performed June 28-30. Upcoming events include sponsoring a hot-air balloon at the Balloon Rally in July and participating in the two parades with the CWC float in July.

Classified Staff
Association

Ms. Barbette Hernandez, President of the Classified Staff Association, indicated that everyone is welcome to walk in the parades which will be held on July 4 in Lander and July 28 in Riverton.

Ms. Hernandez submitted a written report which included information that the Classified Staff met on June 7. Rita Duty attended the Total Computing Solutions Users Group conference May 21-23. Kelly Dempster and Alice Stocks attended the regional RMUG Conference May 23-25. Travis Draper was the commencement speaker for Dawson County High School in Montana where he used to teach before coming to CWC. Mary Tasi and Retha Reinke answered phones for WPTV for the Wyoming Perspective on Elderly Care. Barbette Hernandez answered phones for WPTV for the summer pledge drive. The Parade Committee will have a float in the Lander parade on July 4 and the Fremont County Fair parade on July 28.

The Faculty

Mr. Wayne Montgomery, President of The Faculty, indicated that he had nothing to add to his written report.

Congratulations were extended to Kathy Wells, new Director of Nursing. Dr. Gose commented that Ms. Wells being selected as an item writer for

the National Council of State Boards of Nursing Licensure Examination (NCLEX) was quite a feather in her cap as well as for the college.

Mr. Montgomery submitted a written report which included information that Suki Smaglik participated in the Wyoming NASA Space Grant Board meeting in Laramie on April 27. Carol Rardin, Suki Smaglik, and Valerie Harris have been accepted into the Mathematics Across the Community College Curriculum Summer Institute this August. Jeff Hosking was reappointed to Governor Freudenthal's Correctional Industries Advisory Board and has been recognized for being a 25-year member of the Idaho State Bar Association. Kathy Wells attended the National Council of State Boards of Nursing Licensure Examination Item Writing Session in May. Beth Gray, Martha Davey, and Dr. Donna Olsen attended a UW workshop on Intro to Information Management 2400, a class which will be articulated with UW's College of Business and which will be offered in spring 2008 at CWC.

Professional
Personnel
Association

Mr. Jeremy Hughes, President of the Professional Personnel Association, publicly thanked the four people from the professional staff for their service who are retiring which include Alice Nicol, Ed Hill, Mary Flohr, and Dr. Chestine Brohm. The college is losing a lot of experience.

Mr. Hughes submitted a written report which included information that Eric Heiser and Lynne McAuliffe participated in the third Governor's Summit on Workforce Solutions in Jackson May 31-June 1. Mickey Douglas, Patty Trautman, and Kellie Webb attended the Northern Arapaho Sky People ceremony to honor Arapaho graduates on June 1 at Blue Sky Hall. Kellie Webb attended the Eastern Shoshone graduates honoring ceremony on June 12. Mickey Douglas attended a Wyoming Lifelong Learning Board of Directors meeting on May 24. Lisa Appelhans, Marilu Duncan, Ed Hill, Susana Lawson, Tom Nirider, Elaine Patterson, and Kellie Webb attended a training session May 16-17 on a database program TRIO uses to track students' data and progress. Wendy Davis was recently selected to represent CUPA-HR at the annual Universities Personnel Association conference in Cambridge, England, in September 2007. Ms. Davis was also invited to be a charter member of the TIAA-CREF Direct Client Advisory Council. Chestine Brohm, Pieter Crow, Jeremy Hughes, and Sam Schrinar attended an RMUG Conference May 23-25. Jason Harris conducted an advising workshop in Lander on May 3.

Wyoming Public
Television

Ms. Ruby Calvert, General Manager for Wyoming Public Television, reported that the station was asked to produce the live coverage of the forum for selecting the replacement for Senator Craig Thomas. The station had only a two-hour timeframe in which to respond. Several radio stations around the state picked up the audio feed of this production. The three finalists selected were Tom Sansonetti, John Barrasso, and Cynthia Lummis. Ms. Calvert distributed an updated biennial budget request for WPTV for 2009-2010 which will be taken to the WCCC meeting on June 22. Two silver Telly awards have just been received. A record-breaking pledge drive was completed in June. Long-time WPTV employee Venessa Dickinson is retiring in mid-July.

Ms. Calvert submitted a written report which included information on administration, production, programming/education services, promotion, engineering, and development activities at Wyoming Public Television. Beginning January 1, 2008, Wyoming Public Television will be referred to as Wyoming PBS. The new logo is the buffalo head. The current WPTV membership is 3,912 as of May 2007. A pledge drive is being planned for a weekend in September with the funds raised to be used to help pay for community events for the 25th anniversary celebration.

CWC Foundation

Mr. Dane Graham, Vice President for Institutional Advancement, was not present at the meeting but submitted a written report which included information that \$19,819 in donations has been received since the last board report. The current State Endowment Match total is \$1,764,119. Notable donations received include the Central Wyoming College transfer of \$500,000 in non-state funds to create the CWC Student Life Endowment; \$60,000 over four years from Wyoming.com for the Student Life General Endowment; \$20,000 over four years from Fremont Therapy Group for the Fremont Therapy Group Endowment; and \$12,500 from U.S. Energy/Mark Larsen for the Jack Larsen Community Leadership Award Endowment. Dane Graham, Lynette Jeffres, and Jody Ray attended the TIAA-CREF Trust Co. Planned Giving Symposium June 13-18. The CWC Foundation June board meeting was held on June 7 with formal action taken on the FY 2008 budget and the board calendar.

Chair Phister noted that since the current State Endowment Match total is now \$1.764 million, the college needs \$2.7 million more to max out the state matching fund by 2010.

CONSENT
AGENDA:

Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the May 16, 2007,

regular meeting; the acceptance of bills for May 2007; the board travel budget; and extinguishment of bad debt.

ACTION:

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

Acceptance of Bills The acceptance of bills included payment of the following bills which includes salaries and benefits in the amount of \$1,032,769.80 for the month of May 2007: Operations in the amount of \$1,228,877.57; Student Grants and Loans in the amount of \$46,815.69; and Bank Transfers in the amount of \$717,197.12 for a grand total of all payments in the amount of \$1,992,890.38.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

ACCEPTANCE OF
MONITORING
REPORT:

Student Profile

Dr. Waheed presented the major remarks and conclusions of the Student Profile monitoring report. He indicated that students are very satisfied with CWC's efforts in preparing them for further study at a 4-year institution and preparing them for full-time work in their chosen career. Students consider CWC a friendly place. CWC is a safe place for students where they are treated with respect and dignity. The Hathaway scholarships had a leveling effect on Wyoming colleges and may have also caused confusion among potential students. The CWC Scholarship Committee responded by revising the student aid package and augmenting Hathaway.

Other major conclusions are that student enrollment appears to have been stabilized, CWC has a high percentage of 17 and 18 year old students, and the average student age dropped to 27 years. The annual enrollment figures for dual credit students grew at a remarkable rate, with 680 students enrolled in 1105 classes. Dual credit students made up 26.3 percent and 15.2 percent of enrollment in fall and spring semesters respectively. Incoming students are better prepared as evidenced by their placement in development courses.

CWC continues to have a diverse student body, with 15.5 percent Native American and 3.5 percent Hispanic heritage students. In Financial Aid,

\$4.1 million was awarded with a continuing shift from grants to loans. The default rate declined to 8.1 percent from 15.3 percent in 2003. There is high student satisfaction with activities. The reintroduction of volleyball added to the successful rodeo intervarsity sports.

Planned action included continued emphasis on student recruitment, reinforcement of student activities, monitoring of Hathaway's impact and adjustment of scholarships, new strategies for filling housing facilities, and continued incorporation of new technologies to improve student services.

Chair Phister congratulated the faculty, staff, and administration on an excellent student profile. Dr. Gose pointed out that in the Core Indicators of Effectiveness that of the 108 May 2003 graduates, 74.2 percent had earnings in Wyoming one year after graduation. The state average for community colleges was 69.9 percent, so CWC is doing better than the average.

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

ACTION:

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

Chair Phister reminded board members to complete the monitoring report evaluation form which was included in the board folders.

NEW BUSINESS:

Public Hearing -
FY 07 Closeout/
Transfer of Funds/
Budget Reallocation

Mr. Nielson indicated that the FY 07 closeout/transfer of funds/budget reallocation is a request for an adjustment of budget based on projected changes in revenues and reallocation of expenditure budgets by function to ensure that the board has granted budget authority that balances the budget at year end. As the books are closed by June 30, 2007, the budget is managed so actual expenditures will not exceed actual revenues.

The Current Fund budget contains a transfer of \$513,399 which includes \$88,399 to housing to cover the cost of furniture, \$100,000 to Food Service to cover the over expenditure of food supplies and labor, \$125,000 to motor pool for the cost of an activities bus, and \$200,000 to cover the cost of the Student Center upgrade and the purchase of furniture.

For the additional one mill fund, Mr. Nielson plans to carry over \$759,956. It is critical to maintain this reserve because of the drop in assessed valuation. In the auxiliary fund, it is projected that it will be over budget by about \$300,000 which will be covered by a transfer from the current fund to cover operating expenditures in food services and the purchase of housing furniture and an activities bus.

The Restricted fund is where all the grants are managed. Most are on a different fiscal year, so the budget needs to account for the remaining months of one year and the beginning of the next. WPTV is in the middle of a major infrastructure build out. Mr. Nielson is requesting an increase of budget authority to account for the revenue and expenditures associated with the build out. In the Plant Fund, both major maintenance and Coal Lease Bonus funds can carry over into the following year and biennium if needed. Major projects completed or underway include the welding shop ventilation project, the student center renovation, tennis court resurface, and Arts Center emergency lighting and fire alarm panel upgrade.

Chair Phister asked about food service. Mr. Nielson indicated that the college has a better food service, and it is much more responsive. Service has been fabulous. However, food costs were not managed as well as they could have been, and labor has been difficult. The operation has been running very well, but budgeting has been a challenge.

Mr. Christensen asked about Fund 10 expenses where instruction was underbudgeted and institutional support was overbudgeted. Mr. Nielson replied that there was a change in allocation of expenditures this year, and dealing with the health insurance holiday has been difficult. It has more to do with how the management and reporting has been shifted this year.

Chair Phister stated that the board would now proceed to a public hearing on the proposed Fiscal Year 2007 Closeout, Transfer of Funds, and Budget Reallocation as duly advertised. He asked if anyone present wished to comment on the proposed reallocation. No comments were made.

Chair Phister stated that having conducted the required public hearing on the proposed Fiscal Year 2007 Closeout, Transfer of Funds, and Budget Reallocation, the president's recommendation would be accepted.

Dr. McFarland recommended that the board authorize adjustments to the Fiscal Year 2007 budget as outlined.

ACTION:

Mr. Christensen moved to authorize adjustments to the Fiscal Year 2007 budget as outlined. Mr. Matson seconded the motion. Motion carried.

New Instructional
Degree Programs
A.S. – Homeland
Security
A.A.S. – Business:
Medical
Transcriptionist

Dr. Rottweiler indicated that he was seeking board approval for new programs in Medical Transcription and Homeland Security. The proposal for Culinary Arts is an addition of two certificates and is provided for information only. The materials submitted to the board are those required for Wyoming Community College Commission consideration on June 22 in Sheridan. These programs have been approved by the Academic Council, the Curriculum and Academic Policies Committee, and the Wyoming Academic Affairs Council.

An effort has been made to create new programs that tie in with the new economic situation in Wyoming. Over the past three years, CWC has introduced new programming in a variety of disciplines including Construction Trades, Railcar Repair, Culinary Arts, Western American Studies, and Outdoor Education and Recreation.

The Associate of Science degree in Homeland Security is designed to provide students with a comprehensive review of the Department of Homeland Security, its agencies, laws, authorities, and actions. The curriculum for this program was developed in partnership with Laramie County Community College and will fit in within the new Rural Health and Safety program at CWC. CWC will also offer a 30-credit certificate in Homeland Security.

The Medical Transcriptionist option of the Business Technology Associate of Applied Science Degree is designed to prepare graduates to work as medical transcriptionists for hospitals, physician's clinics, and other health care organizations. This program has generated a lot of interest across the state. The Medical Transcription certificates are designed to prepare individuals who already have a strong background in office technology to acquire specialized skills as medical transcriptionists. The 31 credit and 18 credit certificates are designed specifically for students who have previously earned a Business Technology A.A.S.

CWC is also requesting approval for two new certificate programs in Culinary Arts. These certificate programs are planned to begin in Fall 2007 at CWC's Jackson Outreach Center. A 17-credit certificate will be offered as a one-semester program, and a 35-credit certificate is a full-year program to get culinary professionals into the workplace.

Dr. Rottweiler recommended that the board approve the proposed Associate of Science in Homeland Security and the Associate of Applied Science in Business Technology: Medical Transcription Option to officially begin Fall 2007.

Dr. McFarland recommended that the board approve the proposed new instructional degree programs of an A.S. in Homeland Security and an A.A.S. in Business Technology: Medical Transcription.

ACTION:

Dr. Gose moved to approve the proposed new instructional degree programs of an A.S. in Homeland Security and an A.A.S. in Business Technology: Medical Transcription. Mr. Krebs seconded the motion. Motion carried.

Purchase of
Activities Bus

Mr. Nielson explained that the purchase of an activities bus was included as part of the end of year purchases presented to the board in April. The cost of a used bus is expected to be about \$100,000, plus the cost of an inspection and travel to pick up the bus. Mr. Nielson is comfortable that the college will be able to purchase a bus in the \$100,000 range, but a complicating factor with this process is that the current purchasing policy requires board approval for purchases over \$100,000. The college may lose out on some buses if the owner will not grant an option to the college while waiting on board approval. He asked for an exception to the standard purchasing policy which would allow the administration to proceed to secure an activity bus at a cost not to exceed \$125,000.

Mr. Matson indicated that the school district tried to buy some over-the-road buses, but ended up going with Bluebird buses. He asked what the college is looking at and what is available. Mr. Nielson replied that he is looking at something that is between a Trailways bus and a conventional tour bus. He is not looking at a touring coach or a yellow school bus. One bus he is looking at has a capacity of 38-42 passengers and has 120,000 miles on it. It should run at least 250,000 miles. It has a diesel engine in the back and costs \$108,000. Mr. Nielson is working with Wind River Transit Authority

to help get a good bus. Professional bus inspectors are located throughout the country who can be hired to inspect the bus, negotiate a purchase price, and then make arrangements to deliver the bus to Riverton.

Dr. McFarland stated that although an exception to the standard purchasing Policy II.G.7 is being sought, this doesn't mean that the college is not abiding by all of the other aspects of the policy including competitive price, quality, and best interest of the college. It is an open process and is reported to the board. Obtaining preauthorization from the board to secure an activities bus at a cost not to exceed \$125,000 will allow Mr. Nielson to shop for a used bus which may not remain available if it has to be approved at the next regular board meeting. Dr. McFarland can then report back to the board in July or the board can formally ratify the final purchase. Chair Phister indicated that he does not see the need to formally ratify this purchase if it is approved tonight.

Dr. McFarland recommended that the board approve an exception to the standard purchasing Policy II.G.7 which requires formal competitive bids by pre-authorizing the administration to secure an activities bus at a cost not to exceed \$125,000 with a report provided to the board in July on the final purchase.

ACTION:

Mr. Myers moved to approve an exception to the standard purchasing Policy II.G.7 which requires formal competitive bids by pre-authorizing the administration to secure an activities bus at a cost not to exceed \$125,000 with a report provided to the board in July on the final purchase. Ms. Mills seconded the motion. Motion carried.

Board Attorney
Update on Tax
Protest

Mr. Frank Watkins, Board Attorney, reported that the tax protest regarding the 2007 property tax assessments for land in the CWC Business Park was filed, and a hearing has been set for July 9 at 11 a.m. in the Fremont County Commissioners' Chambers in the Fremont County Courthouse in Lander. Mr. Watkins is working on putting together the required witnesses and exhibits for this hearing. No trustees are listed as witnesses, but Mr. Matson may attend. Mr. Christensen asked about the possibility for a continuance. Mr. Watkins indicated that this request has been denied.

June 15-16 Board
Retreat Report

Chair Phister stated that board members may wish to report on the highlights of the annual board summer retreat on June 15-16 in Jackson. The board retreat agenda was included in the board packet for reference.

Dr. Gose indicated that the immediate needs in Jackson are a culinary arts kitchen and a science lab. In Lander, downtown space is needed. New programs including wilderness medicine have been suggested for the Sinks Canyon Center. The board heard a presentation by George K. Baum & Company on funding strategies. Five mills over four years appears to be the way to go. The consultants pointed out that the college needs to know in advance that a bond issue will pass. They reviewed what it will take to have a successful bond issue.

Mr. Matson stated that the BKV group did a great job of explaining the possibilities in Lander, the Sinks Canyon Center, and in Jackson. This is a starting point which gives the board direction and vision for the future. Chair Phister was impressed with the contacts the BKV group made in a very few days. The feedback was very positive from the community people.

Dr. Gose pointed out that the people in Jackson don't want any construction. It will take a lot of salesmanship on the college's part in order to move forward on this project. Mr. Matson indicated that the board talked about this a year ago. The college went about this in the right way, and a great job was done making the contacts. Chair Phister commented that there is a great expectation for growth. He has a great appreciation for the college's voting area of Riverton, Lander, and the Reservation. Great opportunities exist in Jackson and right here too.

Personnel

Human Resources
Board Report

Dr. McFarland asked that the monthly Human Resources Board Report be entered into the official board minutes.

ACTION:

Mr. Matson moved that the monthly Human Resources Board Report be entered into the official board minutes. Mr. Krebs seconded the motion. Motion carried.

The Human Resources Board Report for June included the following information:

Benefits Update: Last month the state of Wyoming decided to implement a rate holiday, which eliminated the need for the college or its employees to pay state insurance premiums for the months of June and July (May and

June payrolls). The college sends approximately \$189,000 each month to cover the costs of state life, health, and dental for 200 plus employees. Of that \$189,000, the employer contribution is about \$155,000 and of that the state reimburses about \$108,000, leaving the college with an additional \$47,000 per month across all funds of unexpended insurance premiums. Additional details regarding the rate holiday were included in last month's board report.

Searches in progress/pending included Instructor Nursing Jackson; Instructor Nursing; Director of Marketing; Housing Manager; and Student Recruiter.

Resignations/terminations/retirements/requests for release from contract included Venessa Dickinson, Mary Flohr, Babs Kruse, and Fred Larsen.

New Hires/Appointments/Internal Transfers included Steve McAllister, Instructor Biology/Microbiology; Angela Sparkman, Instructor Business Management; and Katherine Wells, Director of Nursing.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos.
 - a. Staff Recognition. Board members were asked to note the numerous awards and special recognition of college staff already included in employee association reports.
 - b. Special Thanks to CWC Float Coordinators Retha Reinke and Judy Hubbard. Creative CWC staffers Retha Reinke and Judy Hubbard are once again heading up the process of building a CWC float, customized for public showing in the July 4 parade in Lander and the July 28 Fair Parade in Riverton.
 - c. Dr. Rottweiler named as Higher Learning Commission "Consultant-Evaluator." Dr. McFarland announced that Vice President for Academic Services, Dr. J.D. Rottweiler, has recently been accepted into the Consultant-Evaluator Corps by the Higher Learning Commission.

- d. College Goal Sunday. Congratulations were extended to Kristy Salisbury for a very successful 2007 College Goal Sunday held on February 11, 2007. A grant from the Lumina Foundation provided assistance for this worthwhile event for potential college students and their parents.
 - e. “Tech Savvy” College Shows Its Mettle. Following on the heels of CWC being named the #2 “Tech Savvy” Community College in the country, CWC was also more recently recognized as “the first college in the nation to have integrated Datatel College with the Bookstore Total Computing Point of Sale (POS) system.
2. Summer Camps. A number of summer camps are being held this summer, in addition to summer session credit offerings, as follows:
 - a. Talent Search “CWC Summer Academy.” The Talent Search “CWC Summer Academy” is being held on campus free of charge to all 4th to 8th graders June 4-28. Special thanks to CWC staffers Marcia Himes, Mark Harris, Joy Pettit, Jennifer O’Connor, and Kristy Salisbury.
 - b. GEAR UP Summer Camps. A number of summer camps for GEAR UP 6th to 8th graders are also being held on campus throughout the summer staffed by Tami Shultz, Erin Arnold, Garry Trautman, and JoAnne Slingerland.
 - c. Volleyball Summer Camps. Coach Serol Stauffenberg is offering a summer volleyball camp for 6th grade girls.
 - d. Basketball Summer Camps. Newly-hired Men’s Basketball Coach Jamie Stevens will be assisting with a summer basketball camp for 4th-8th graders.
 3. TRIO Grant for \$293,162. CWC has recently received notification of awarding of \$293,162 for CWC’s TRIO program. Special thanks to Dr. Mohammed Waheed and Program Director Marilu Duncan.
 4. A Little Extra Cash for Our Employees. In a surprise development from the State Health Insurance Office, the State of Wyoming will be giving a state insurance “holiday” to state and college employees for the months of May and June.

5. Recent Presidential Community Involvement
 - a. May 18 - KVOW Chit Chat (Riverton) and KOVE Coffee Time (Lander)
 - b. May 18 - Selection of Rotary RYLA Candidates
 - c. May 21 - Professional Teaching Standards Board Meeting
 - d. May 21 - Meeting with Riverton Ranger Editor
 - e. May 23 - Presentation to PEO on Hathaway Scholarships
 - f. May 24 - Riverton Economic and Community Development Association (RECD) Meeting
 - g. May 24 - Professional Teaching Standards Board Appeal Committee Meeting
 - h. May 29 - Meeting with Reno Long re: Community Health Center
 - i. May 31-June 1 - Governor's Summit on Workforce Solutions (served on a panel)
 - j. June 12 - Dinner Meeting with College Facilities Planners (Lander)
 - k. Weekly Rotary meetings
6. State Level Activities. Recent state level events include:
May 31 - Executive Council meeting (Jackson)
7. Presidential Vacation. Dr. McFarland will be on vacation June 25-July 6. Dr. Rottweiler will be in charge during her absence.
8. News from Sister Colleges and Beyond.
 - a. Articles about the impending retirements of Wyoming community college presidents at Eastern Wyoming College, Western Wyoming Community College, and Northwest College were included in the board meeting packet.

Dr. Gose noted that it is interesting that the letter from Eastern Wyoming College regarding the search for a new president invites Dr. McFarland to apply. Dr. McFarland indicated that this is a common practice.

Dr. McFarland noted that President Miles LaRowe of Northwest College and President Tex Boggs of Western Wyoming Community College would both leave at the end of June 2008, which means that three of the seven community college presidents will be leaving very soon. This is a major transition at this level.

- b. An interesting view from an LCCC Professor about the Hathaway Scholarship Program was included in the board meeting packet. Dr. McFarland indicated that it supports what Dr. Waheed was saying in his student monitoring report. Mr. Christensen asked if the solution was to promote the college more to the high school counselors. Dr. McFarland stated that the effect at the legislature is to recraft the Hathaway scholarship to create a broader based vocational-technical state scholarship that would be directed toward the community colleges. Hathaway scholarships need to be made more inclusive of a larger number of students to ensure that those students interested in applied programs have greater opportunities.
- c. With CWC's current priority to strengthen the collegiate experience at CWC, in part by upgrading housing, Dr. McFarland called special attention to an interesting article about community college housing in the board meeting packet.
- d. News about sister colleges in Wyoming and on the national scene were included under separate cover in the board meeting packet.

Dr. McFarland reported that CWC was named in the top 100 producers of American Indian Associate Degree graduates. This was published in the June 18 special report issue of *Community College Week*. CWC was number 50, so technically the college is in the top 50. In looking at the names of colleges above CWC, Dr. McFarland noted that they are either tribal colleges that specifically educate American Indians, or they are very large colleges in Indian country. It is a tribute to the college to successfully educate Native Americans within the college's service area. It is reflected in roughly the same percentage as the college's Native American graduates. CWC's presence will be even greater when ground is broken for the Intertribal Center and when it is completed.

Dean of
Administrative
Services Report
Proposed Funding
Formula

Mr. Nielson reported that the colleges continue to meet to create a funding formula for the funding request for the 2009-2010 biennium. The most significant change is that the basis for funding is now the current funding for each of the seven colleges. One of the major difficulties of previous models was the averaging calculations which left some colleges over funded and others under funded without a substantiated reason for funding other than an averaging calculation.

The second aspect of a funding formula that is being discussed is to separate Institutional Support and Operations and Maintenance of Plant from the instructional calculations. Instruction will still be funded based on the three classifications of instruction. Institutional Support and Operations and Maintenance of Plant will be funded on a fixed base formula. The advantage of this separation is that these two relatively fixed costs will not be directly influenced by changes in FTE. A \$240,000 per college allocation for workforce development is being considered to support the core office costs.

Mr. Nielson emphasized that these numbers are based on 05-06 and that budgeted numbers will be used for next year. These numbers will be finalized and presented to the WCCC for approval on August 29. A concern is that the proposed new formula would include revenues from each college district's optional one mill fund, which means that CWC would be sharing its one mill revenue with the rest of the college system. Currently, CWC's one mill revenue accounts for 7.47 percent of its total budget.

Dr. McFarland indicated that this is a policy issue for trustees. The one mill is optional. To build a state system funding model on an optional mill seems a bit brash. Mr. Christensen asked what happens if boards determine that the optional mill isn't needed. He asked if the revenue would then have to be made up from the other colleges who do have the optional mill. Mr. Nielson indicated that the colleges would be short initially but then it would be part of the new funding request, and the state would be asked to pick up the shortfall and run it through the formula. He wondered if it is not to all the colleges' advantage to not have an optional mill. Dr. McFarland stated that the other option would be to require a statutory change to require all the colleges to have the fifth mill.

Dr. McFarland mentioned that the irony is that the system has a college that is larger than one of the official community college taxation districts. Gillette College does not pay the required four mills nor the optional one mill. It is very important for trustees to retain the optional one mill outside the funding model. It is a mill that gives maximum flexibility to elected trustees who essentially are responsible for managing the budget and for providing the necessary reserve funding which is often carried over in the one mill fund. This would eliminate the carryover provision, and it ties the hands of the board. The elected trustees should have the ability to levy a small amount of money that is under their control. That is

a very important point for trustees to consider. The trustees will lose a lot of flexibility to manage funds in the best interest of the college and of Fremont County taxpayers who currently pay five mills. The one mill belongs to the elected officials of this board and not state appointed officials.

Furniture Purchase Mr. Nielson reported that a special board meeting to approve a furniture purchase was not necessary because the college did not award a purchase in an amount over \$100,000. The college advertised for the purchase of furniture as part of the Student Center Renovation, for student housing, and for classrooms and meeting rooms. Tables, chairs and cushions were awarded to William Peterson Associates in the amount of \$99,781.01. Mattresses were awarded to Hearth & Home Furniture in the amount of \$8,723.04. Bedroom furniture was awarded to KLN Steel Products Company in the amount of \$53,575.66. The total funding needed is \$162,079.71, which will come from end-of-year funds.

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, July 18, 2007, beginning at 6:30 p.m. in PTC 115/121.

Agenda items for the regular meeting include:

1. Public Hearing/Adoption of Final Fiscal Year 2008 Budget
2. Board Resolution on WPTV Editorial Integrity
3. 07-08 Board Goals

Board photos were planned for the July 18 board meeting, but Ms. Mills will not be attendance, so these will be taken in conjunction with the September 19 meeting.

ACTION:

Mr. Matson moved to hold an executive session at 5:30 p.m. on Wednesday, July 18, 2007, in Pro Tech Conference Room 102B to discuss litigation, personnel, and possible real estate items. Mr. Krebs seconded the motion. Motion carried.

CWC Foundation

The Foundation Board met on Thursday, June 7. Mr. Matson reported that the budget was adopted at this meeting.

The next meeting of the CWC Foundation is scheduled for Thursday, September 13, at 2 p.m. at CWC.

Mr. Matson reported that discussions with Wind River Development and PerTech have taken place about withdrawing some of the land that Wind River Development has which may revert back to the college.

Association of
Community
College Trustees

The next ACCT event is the Annual Congress to be held September 26-29 in San Diego, California. Chair Phister, Mr. Christensen, Ms. Mills, Mr. Matson, Dr. Gose, Mr. Krebs, and Dr. McFarland are planning to attend.

Mr. Christensen provided notes from the April 14, 2007, ACCT Joint Commission Meeting and an article on income inequality for the board's review.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held in conjunction with the June 21-22 WCCC meeting to be held at Sheridan College in Sheridan. Mr. Christensen, Ms. Mills, and Mr. Matson are planning to attend. Ms. Mills indicated that she hoped the group would be moving forward with the lobbyist.

Wyoming
Community
College
Commission

The next regular WCCC meeting is scheduled for June 21-22 at Sheridan College in Sheridan.

Community College
Study Commission

The next meeting of the Community College Study Commission is scheduled for Tuesday, August 28, 2007, in Rock Springs. Dr. McFarland reported that a Wyoming Community College Commission meeting will be held the next day on August 29 where the biennial budget will be approved and facility priorities for inclusion in the biennial budget will also be approved. Ms. Mills indicated that she would be attending both the Community College Study Commission and the WCCC meeting. Mr. Krebs and Mr. Matson may possibly attend as well.

CWC BOCHES

The next meeting of the CWC BOCHES is on Wednesday, June 27, 2007, at 7 p.m. in PTC 115/121. Mr. Christensen stated that a presentation will be made at the meeting on what has been done over the past year with dual enrollment. Two members will be elected to the executive committee, and the budget for the next fiscal year will be reviewed and approved.

Teton County
BOCES

The next meeting of the Teton County BOCES is scheduled for Tuesday, August 21, 2007. Minutes from the March 28 and May 15 meetings were included in the board meeting packet. Dr. Rottweiler reported that the Teton County School Board approved the 2/10 mill.

BOARD
EVALUATION
OF MEETING:

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

ADJOURNMENT:

ACTION:

At 8:30 p.m., Ms. Mills moved to adjourn the meeting. Mr. Matson seconded the motion. Motion carried.

Secretary

APPROVAL:

Chair