

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, June 20, 2012, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Caroline Mills Roger Gose Scott Phister Colton Crane	Charlie Krebs Frank Welty Judy Pedersen
<u>Administration:</u>	Jo Anne McFarland Jason Wood Mohammed Waheed	Jay Nielson Ron Granger
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Joshua Scheer John Wood Jan Jensen Jennifer Rey David Gray Wayne Robinson Bob Connelly Luc Bamberger Mark Nordeen Debbie McClure	Carolyn Aanestad Martha Davey Caleb Blakeman Cory Daly Lindy Paskett Charlotte Donelson David Pfeifer Dennis Christensen Dennis Egge Jacque Burns

CALL TO ORDER: Board Chair Caroline Mills called the meeting to order at 7:35 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.

EXECUTIVE  
SESSION:

**ACTION:**

At 7:36 p.m., Mr. Phister moved to recess into executive session for the purpose of discussing personnel. Mr. Krebs seconded the motion. Motion carried. Chair Mills indicated that Jennifer Rey, Executive Director for Human Resources, was invited to join the executive session.

**ACTION:**

At 8:45 p.m., Mr. Krebs moved to reconvene the regular public meeting. Mr. Phister seconded the motion. Motion carried.

WELCOME AND  
INTRODUCTION  
OF GUESTS:

Chair Mills 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 noted that this would be the last board meeting for Dr. Mohammed Waheed, Vice President for Student Services; and for Mr. Jay Nielson, Executive Vice President for Administrative Services. Chair Mills thanked them for their service to the college.

APPROVAL OF  
AGENDA:

Dr. McFarland requested that the item "Endorsement of ACCT Equity Award Nomination" be added as the last item under New Business.

**ACTION:**

Dr. Gose moved to approve the agenda as presented with the addition as noted. Ms. Pedersen 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. Jan Jensen, President of the Classified Staff Association, indicated that the changes to the college which are presented in the master plan really enhance the campus and will provide many services for students. Ms. Jensen submitted a written report which contained information that Kenna Sweglar was named to the Ashford University Dean's list for Spring 2012. Suze Kanack, Retha Reinke, Judy Hubbard, Carolyn Kraft, and Amanda Miller worked at Finals Feed on May 8. Retha Reinke and Amanda Miller helped shop for prizes for the graduation party on May 9. Taunya Vogelsang, Tasha Plumb, and Brenda Cadwallader organized a brunch on May 11 for the graduates. Mikal Dalley helped organize tours for prospective students in May. Kathryn Primrose has been traveling around the county giving Compass placement tests. Doug Miller attended a job fair at Jackson Hole High School. Carol Woolery and Doug Miller attended the WySAC conference in Jackson May 20-22. Doug Miller participated in the Master Planning focus groups that were held in Jackson. Judy Hubbard attended a Wyoming Lifelong Learning Board meeting May 30-31. Doug Miller attended the Saturday U event in Jackson. Suze Kanack helped assemble military packages for military personnel in

Afghanistan. Jan Jensen helped answer phones with Friends of PBS on June 3.

#### The Faculty

Mr. David Gray, President of The Faculty, expressed his concern about faculty recruitment and retention. Most of the new faculty hired in the last year have been lost. He is seeing a lot of search committees which are unable to find candidates. The college should be concerned about retaining and recruiting faculty. Ms. Pedersen asked if Mr. Gray knew why this was happening. Mr. Gray replied that part of it is that the housing market here is stable but people can't sell houses which are under water in other parts of the country. Another part of it is generational. CWC is in a unique place, and some candidates are not thinking about what it means to work here. Some talk about retirement right away. Mr. Phister asked what the college has in place to work on this problem. Ms. Jennifer Rey, Executive Director for Human Resources, replied that a couple of processes are in place to look at why people are leaving. Exit interviews are conducted, and it has been determined that housing is an issue. The search and screening processes are being examined to better screen out people who are not fulfilling their commitment to the college. The average length of service is continually dropping and is now probably around three years. Mr. Phister asked if this makes people who live and work here look more favorable even though they may not be as qualified. Ms. Rey replied that they want to reach out to those populations who want to stay at CWC. More relevant information needs to get to applicants sooner. It is a significant concern that almost every faculty member hired last year has resigned. The reasons for leaving are varied. An effort is being made to better select candidates coming in.

Mr. Gray submitted a written report which contained information that Matt Flint is participating in a summer group show at Gallery MAR in Park City, Utah. Buck Tilton reported that there are eleven people registered for the Wind River Outdoor Writers Conference. Amy Madera reported that the Jackson Culinary Program provided a professional development workshop June 4-5. Kirsten Kapp participated in a Cyberlearning at Community Colleges Workshop and attended the annual Human Anatomy and Physiology Society Conference in Tulsa, Oklahoma. Suki Smaglik, Steve McAllister, Jacki Klancher, Mark Nordeen, and Cory Daly went to Phoenix April 22-25 to establish a new initiative to bring undergraduate research into the biology classroom. Suki Smaglik participated in the National Science Foundation workshop *On the Cutting Edge: Teaching*

*Environmental Geology.* Eleven faculty members are currently serving on search committees.

Professional  
Personnel  
Association

Ms. Lindy Paskett, President of the Professional Personnel Association, indicated that the Professional Personnel Association has discussed the faculty retention situation and shares Mr. Gray's concern. They are excited about the master plan and the progress the college is making.

Ms. Paskett submitted a written report which included information that Joanne Slingerland and Anne Even coordinated a Start Well/Finish Strong wellness program at the Lander Center with 57 participants. Doug Miller and Amy Madera met with hundreds of students at the Jackson Hole High School Job Fair last month. Susan Thulin had her current artwork featured at the Tayloe Piggott Gallery. Jackson's ESL Department has partnered with the Sierra Club for Spanglish Nights in May and June. Cory Daly attended the Wyoming Student Affairs Conference in Jackson, Wyoming, May 21-22. Sergio Maldonado participated in numerous events and conferences from March 23 through June 15, including participation in a planning meeting to establish an American Indian Center at UW, the WY Aspire Conference at CWC, the Montana and Wyoming Tribal Leaders Council at CWC, the CWC United Tribes Spring Social Powwow, and representing CWC in numerous graduation exercises in the community. Chontelle Gray attended the final meeting of the Fine and Performing Arts Standards and Content Committee to establish the standards that will be adopted for K-12 students in the state of Wyoming. Ms. Gray has been working with the Discovery Channel as a point person and contact for the television show *Disappeared* which will be filming a piece on the Amy Wroe Bechtel disappearance.

Student Senate

Mr. Caleb Blakeman, Student Senate President, reported that the Senate has been discussing ideas for the leadership conference which will be held at CWC this year. Mr. Blakeman submitted a written report which contained information that the Senate has discussed the involvement of the Student Senate in the balloon rally and further ideas for activities and involvement for future senate actions.

Wyoming PBS

Mr. Bob Connelly, WPBS Assistant General Manager, explained that he had nothing to add to the written report submitted by Ms. Ruby Calvert, WPBS General Manager. Ms. Pedersen indicated that at one time she questioned a bill from the U.S. Forest Service for \$150. She was told that it was for a lease. Mr. Connelly explained that WPBS is exempt from

paying fees on Forest Service land. However, if WPBS has a tenant in the building such as Wyoming.com, the station ends up paying a fee but the tenant is billed for it.

Ms. Ruby Calvert, WPBS General Manager, submitted a written report which included information on administrative, development, production, promotions, and engineering activities at Wyoming PBS. The June pledge drive made about \$18,200. Primary election debates will be held on August 16. General election debates will be held on November 1. Wyoming PBS consolidated all of its off-campus storage into the new truck storage building on May 22. Current membership is 3,873.

CWC Foundation/  
Institutional  
Advancement

Mr. Dane Graham, Dean for Institutional Advancement, submitted a written report which contained information that funds received in May 2012 totaled \$4,282. Hal Herron recently donated four exterior museum banners to the CWC Foundation's art collection. T.R. Shelby of Jackson is donating a Chinese Olympic Committee sanctioned ping-pong table for use in the Student Center. The CWC Alumni Association hosted a booth in conjunction with the college's graduation rehearsal. The association also sent a letter congratulating graduates along with an alumni decal. A CWC update was given by President McFarland, Vice President Wood, and other CWC representatives on May 7 at a joint meeting of the Teton County Commissioners and the Town Council of Jackson Hole.

CONSENT  
AGENDA:

Chair Mills asked if there were any objections to the consent agenda which included the approval of the minutes from the May 16, 2012, regular meeting; the acceptance of bills for May 2012; the board travel budget; and extinguishment of bad debt. Mr. Welty asked that extinguishment of bad debt be removed from the consent agenda.

**ACTION:**

Mr. Krebs moved to approve the consent agenda items including the approval of the minutes from the May 16, 2012, regular meeting, the acceptance of bills for May 2012, and the board travel budget. Dr. Crane seconded the motion. Motion carried.

Acceptance of Bills

The acceptance of bills includes payment of the following bills which includes salaries and benefits in the amount of \$1,666,983.35 for the month of May 2012: Operations in the amount of \$1,243,221.02; Student Grants and Loans in the amount of \$39,646.24; and Bank Transfers in the

amount of \$969,224.60 for a grand total of all payments in the amount of \$2,252,091.86.

Extinguishment of  
Bad Debt

Mr. Welty noted that the amount of debt being extinguished has gone up from last year. The perception is that the college has not made any progress. Mr. Ron Granger, Associate Vice President for Administrative Services, explained that the problem is nationwide and not just at CWC. The college has been more aggressive in collecting, but the national trend is that students are not paying what they are supposed to pay. The national average is not quite 8 percent of tuition, and CWC is at 5 percent. He does not know what the other colleges in Wyoming are doing, but he will find out and give a comparison at the next meeting. Mr. Welty asked to see this information in absolute terms as well as a percentage.

Ms. Lindy Paskett, Director of Finance, stated that the college has become more aggressive in trying to collect. A third collection agency has been hired which can collect nationally. The college is very diligent about collecting bad debt, and debts are being sent to collection earlier than in the past. Mr. Krebs asked if the ratio of chargeoffs to recoveries is in line with other community colleges and nationally. Ms. Paskett replied that she will have to get this information. Mr. Welty asked if the three collection agencies employed by the college are paid a flat fee or a percentage. Ms. Paskett replied that they are paid a percentage, and it is 35 to 45 percent. Ms. Pedersen asked if CWC is doing more counseling with students about not incurring this debt. Ms. Paskett indicated that college is providing this service. Ms. Jacque Burns, Assistant Dean for Enrollment Services, stated that this counseling is being conducted, but it is too soon to tell how effective it has been. It will be four years before this can be measured. A financial literacy course has been added. All first time borrowers must take the one credit hour course if they choose to borrow. Exit counseling is required as well.

Dr. McFarland indicated that it is known from the very high percentage of students who qualify for federal financial aid that the college tends to serve more individuals who need this financial aid. Mr. Phister stated that it is a national trend. Mr. Welty stated that he is all for responsibility on the part of the recipient. Mr. Phister noted that a lot of processes have been put into place by the college to alleviate this situation.

Dr. McFarland recommended that the board identify the uncollectible debt of \$148,007.10 as uncollectible and that this debt be discharged and extinguished as an account receivable and asset of the college.

**ACTION:**

Mr. Krebs moved to identify the uncollectible debt of \$148,007.10 as uncollectible and that this debt be discharged and extinguished as an account receivable and asset of the college. Dr. Crane seconded the motion. Motion carried.

**UNFINISHED  
BUSINESS:**

No unfinished business was conducted at this meeting.

**NEW BUSINESS:**

Master Plan  
Update

Mr. David Pfeifer of AndersonMasonDale Architects explained that his presentation was the same as was made at the community dialogue dinner earlier this evening. The master plan focuses on a review of academic improvement projects including the Classroom Wing, the Pro-Tech Center, and the Lander Center. Current science labs on the west side of the Classroom Wing will be reconfigured for use as general classroom space and for the ABE/GED program. The fire science programs will get dedicated space in repurposed space on the north side of the building and two areas will be used for computer labs. A general purpose classroom will be constructed on the east side that will be sub dividable into two smaller rooms, and the bathrooms will be renovated. General improvements will be made to the building's mechanical systems. Space in the Pro-Tech Center now used by the nursing department will be repurposed for the Workforce and Community Education Department with some space dedicated to grant-funded programs. The auto and welding labs will be renovated to increase capacity, and bathrooms will be replaced. The Lander Center's existing Main Street facility is too small and parking is an issue, but a new location has yet to be identified that would give Lander more square footage for instructional space.

A review of future capital construction priorities included student life improvements, agriculture and animal science, and the Robert A. Peck Arts Center. The highest priorities are student life priorities. These include bringing together services for all continuing students in a renovated Main Hall which includes the library, Student Support Services, the computer-assisted learning lab, tutoring lab, writing lab, computer based testing lab, 24/7 computer lab, IT Help Desk, and expanded study

and collaboration spaces. It also includes opening the library to the north and east across hallways to student service areas and creating a main public entrance to the library off of the courtyard to the south. A “one stop shop” for student services would include the Business Office, cashier, admissions/recruiting, registrar, financial aid, counseling/advising, placement testing, and student IDs. An enhanced and more visible “front door” for welcoming new students and the community to CWC would be included. Connections to the renovated library and Main Hall would be strengthened. In the Student Center, improvements would include a tournament level gymnasium, expanded locker rooms, coaches offices, and training rooms; an expanded food court and bookstore; dedicated student life and recreation areas; and additional academic space for the broadcasting department.

The agriculture and animal science building would include a relocation of the Equine Center to CWC property north of Morfeld Drive; expanded academic programs to include agriculture and animal sciences; and classroom and laboratory spaces, faculty offices, and indoor and outdoor arenas with associated support facilities. Future improvements to the Robert A Peck Arts Center include renovation of the existing theatre to address aging infrastructure and code concerns; the addition of a new public entry vestibule to the west with expanded ticket office; remodeling of the art studios to address aging facilities and lack of ventilation; renovation and expansion of music and rehearsal spaces; and the addition of a blackbox and rehearsal theatre to the northwest.

Mr. Welty asked for a printed copy of the master plan. Mr. Pfeifer indicated that the 100 percent document will be published in July.

Public Hearing –  
FY 12 Closeout/  
Transfer of Funds/  
Budget Reallocation

Mr. Granger explained that the year-end budget is analyzed in anticipation of the closeout and the audit. Due diligence is undertaken to assure that the finances and projections are as accurate as possible even though the fiscal year has not been completed. Authorization is being requested to have the money to carry forward or to spend where necessary. He recommended that the fiscal year 2012 Fund 10 budget be increased by \$667,000 and the Fund 11 budget be increased by \$100,000. Ms. Pedersen asked if the bookstore is included in the auxiliary. Mr. Granger indicated that the bookstore is included in the auxiliary and that this was an oversight.

Chair Mills indicated that the board would now proceed to a public hearing on the proposed Fiscal Year 2012 Closeout, Transfer of Funds, and Budget Reallocation as duly advertised. She asked if anyone present wished to comment on the proposed reallocation. No comments were made. She stated that having conducted the required public hearing on the proposed Fiscal Year 2012 Closeout, Transfer of Funds, and Budget Reallocation, the chair would accept a motion.

Dr. McFarland recommended that the board authorize adjustments to the Fiscal Year 2012 budget as outlined

**ACTION:**

Mr. Krebs moved to authorize adjustments to the Fiscal Year 2012 budget as outlined. Dr. Gose seconded the motion. Motion carried.

Housing  
Construction  
Proposal

Mr. Granger reported that over the last several months, the college has been working on finalizing the type of housing to be added to the campus. It has been concluded that building 6 bed units is the most efficient model to use. It has also been concluded that the college would like to add 48 beds to the Riverton campus and 24 beds to the Sinks Canyon Center. Authorization is needed from the board to proceed to the design phase of this project and to hire a design team to finalize the drawings for the proposed housing units. The Outdoor Education students are being moved to Sinks Canyon Center where they will be doing their work. Most of these students are from out of state, so they need housing.

Revenue bonds have been identified as the most viable solution to pay for the construction. These bonds could be used to finance the entire project of approximately \$3.5 million which includes all costs or could be used to finance any portion of the cost. The average yearly principal and interest for the bonds would be \$280,000 for the entire amount. This amount can be paid by the revenues received for the housing. Mr. Welty asked about housing support. Mr. Granger replied that housing support is money that comes from other funds such as when maintenance needs to be done on housing. It was not always separate in past years, so money was brought in from Fund 10 and Fund 11. Mr. Welty asked if housing revenue is not generating enough to make repairs to the facilities. Mr. Granger indicated that in recent years, housing has generated enough revenue to make repairs. Mr. Welty asked if the additional cost to maintain the proposed new budget for beds on the Riverton campus and the 24 beds at Sinks

Canyon Center has been included. Mr. Granger replied that it has been included. Every expense has been included plus the debt service.

Ms. Pedersen asked if the boiler replacement was in 2012 or 2011. Mr. Granger replied that it is budgeted for FY 13. Ms. Pedersen asked if Mr. Granger had the stats on how far CWC is behind the other community colleges in housing. Dr. McFarland provided information from a document called "Breakdown of Residence Halls and Apartments by College," which showed that only Eastern had fewer beds than CWC. Ms. Pedersen stated that those numbers are comparable to the number of students at each college. Dr. McFarland disagreed that overall enrollment would be a major factor affecting the amount of housing needed at a college. LCCC has 276 beds, but they are more urban, and many students commute to the college in the Cheyenne area. The closest to CWC in population served and breakdown of programming is Northwest. How much housing is available in the area, how many out-of-state students, and how far students have to drive are all factors. Mr. Granger pointed out that housing in Riverton is scarce, and students need to have a place to stay that they can afford.

Even though there are 2300 students at CWC, Dr. Crane indicated that he didn't see where 48 beds would make much of a difference. Mr. Phister pointed out that a lot of people are living in the area already. Housing is a big need and has been a problem for a long time. Mr. Granger stated that the 48 beds are what the college can afford to do right now. He is 99 percent sure that the college will fill 72 beds and will have the revenue to pay for the bonds. Ms. Pedersen asked if there are enough people completing courses in Outdoor Education to warrant that many beds. Dr. Wood replied that the college has 75 majors in Outdoor Education. The students are extremely eager to have the Outdoor Education program take place at Sinks Canyon Center. This program draws people from outside the area. The college has enrollment in this program to support 24 beds with waiting lists. Ms. Pedersen asked how many FTEs the program produces. Ms. Davey replied that it produces 100 FTEs. Ms. Pedersen asked if those people are graduating in two years. Dr. Wood replied that they are graduating within two years, give or take a little bit. Most are non-traditional students. They want housing options that are close to where they are doing their courses. Ms. Pedersen asked how much money these students make after graduating from the program. Dr. Wood replied that the jobs are not the hard part. They can get employment with an associate's degree. It is more a lifestyle than a career. Ms. Pedersen asked

if the college has occupants that stay in housing for more than two years. Mr. Granger replied that the college does have some because not all students complete their degree in two years.

Ms. Pedersen asked if there ever is a situation where students leave and there are empty rooms. Mr. Granger replied that housing is full in the fall and decreases some in the spring. Mr. Welty asked if the college is moving toward building a completely separate campus in Lander because the cost of doing that concerns him. Dr. McFarland replied that the college has no intention of building a full service campus only 24 miles away from the main campus. The college is looking to capitalize on a specific location and the interests of a particular community. It attracts many of the types of students who are involved in that type of program. It is a matter of the particular program that capitalizes on that location and happens to need housing. It will not require a full-service food plan nor is there any intention to duplicate other services in Lander.

Mr. Krebs noted that Western has a satellite campus just ten miles away from its main campus. Mr. Welty stated that he just wants to know if that is where the college is headed. Dr. McFarland indicated that the college is already authorized by the WCCC and the legislature to build 72 beds. The college was initially told that it would be no problem to put 24 beds at the Sinks Canyon Center, but it now appears that the request for separating the 72 beds will have to be taken to the WCCC at their August 2 meeting. It may not be necessary to go forward with legislative authorization at this time.

Dr. McFarland recommended that the board authorize the administration to move to the design phase of the proposed 72-bed housing project; to prepare the project for competitive bids; to obtain financing through revenue bonds; and to submit a separate request to the College Commission for authorization for the 24 beds at the Sinks Canyon Center, if required by the WCCC.

**ACTION:**

Mr. Phister moved to authorize the administration to move to the design phase of the proposed 72-bed housing project; to prepare the project for competitive bids; to obtain financing through revenue bonds; and to submit a separate request to the College Commission for authorization for the 24 beds at the Sinks Canyon Center, if required by the WCCC. Dr. Gose seconded the motion.

Mr. Krebs asked if this will be a new capital construction request in August. Dr. McFarland replied that the request is not reviewed as a new request, but as a variation of the original request and within the total number of beds authorized. The WCCC indicated they would have no problem forwarding cap con requests as long as no funding was attached. Mr. Welty stated that he would rather postpone authorizing expenditures until that issue has been resolved. If the WCCC won't approve the 24 beds at the Sinks Canyon Center, the money should not be wasted. Dr. McFarland indicated that the college has a deadline to submit the request and would like the freedom to move ahead. The design at the Sinks Canyon Center will be very similar to the units on campus, with the difference being the exterior siding. Mr. Granger noted that a more rustic design will be used at the Sinks Canyon Center, but otherwise will be the same as on campus. Nothing will be designed until the funding is secured. The design and bonding have to be put together at the same time so it is only done once. Mr. Welty stated that the college is already in a bond with the Health and Science Center. He would rather make sure that everything is in place before proceeding. Mr. Granger replied that the college has approval for 72 beds. The units to be built in Riverton do not have to go to the WCCC or to the legislature. The only issue is to separate out the beds at the Sinks Canyon Center. This needs to be done as soon as possible.

Chair Mills called for a vote on the motion currently on the floor. Motion carried with Dr. Crane, Dr. Gose, Mr. Krebs, Mr. Phister, and Chair Mills voting yes, and with Ms. Pedersen and Mr. Welty voting no.

WPBS Translator  
Site Acquisition

Mr. Bob Connelly, WPBS Assistant General Manager, explained that a change was being made to the recommendation for the WPBS translator site acquisition. Recommendation #2 should be that "CWC/Wyoming PBS requests that the following sites be transferred to Central Wyoming College/Wyoming PBS by Park County, for ownership, management and maintenance by Wyoming PBS: Wood River." Recommendation #3 should read that "CWC/Wyoming PBS will continue to use and access these sites which are managed and owned by Park County: McCullough Peak, Spring Creek, and Cedar Mountain."

Dr. McFarland recommended that the board advise the Park County Commission that:

- (1) CWC/Wyoming PBS does not want to take ownership of any of these sites: South Fork, Clark, Clark's Fork, and Dead Indian Pass.
- (2) CWC/Wyoming PBS requests that the following sites be transferred to Central Wyoming College/Wyoming PBS by Park County, for ownership, management and maintenance by Wyoming PBS: Wood River.
- (3) CWC/Wyoming PBS will continue to use and access these sites which are managed and owned by Park County: McCullough Peak, Spring Creek, and Cedar Mountain.

**ACTION:**

Dr. Gose moved to advise the Park County Commission that:

- (1) CWC/Wyoming PBS does not want to take ownership of any of these sites: South Fork, Clark, Clark's Fork, and Dead Indian Pass.
- (2) CWC/Wyoming PBS requests that the following sites be transferred to Central Wyoming College/Wyoming PBS by Park County, for ownership, management and maintenance by Wyoming PBS: Wood River.
- (3) CWC/Wyoming PBS will continue to use and access these sites which are managed and owned by Park County: McCullough Peak, Spring Creek, and Cedar Mountain.

Dr. Crane seconded the motion. Motion carried.

13-14 Scholarship  
Package

Ms. Debbie McClure, Chair of the Scholarship Committee, explained that due to the impending budget cuts in the second year of the biennium, the administration requested reducing \$10,000 from the 2013-14 scholarship budget. The committee achieved this reduction by eliminating the Outreach Stipend of \$6,000 and reducing the First Class Stipend by \$4,000. The resulting current fund budget request for 2013-14 is \$586,630, with additional Foundation support of \$78,000, for a total of \$664,680.

Dr. McFarland recommended that the board approve the 13-14 Scholarship Package as outlined.

**ACTION:**

Mr. Phister moved to approve the 13-14 Scholarship Package as outlined. Mr. Krebs seconded the motion. Motion carried.

Business Park  
Tenant

Dr. McFarland explained that the CWC Foundation Real Estate Committee has made a request for the CWC Board of Trustees to approve a new tenant in the CWC Business Park. They request that Back Country Mudd Corporation's proposed drive-thru coffee shack be considered as a suitable tenant for the CWC Business Park. The CWC Board of Trustees retains the authority to approve proposed tenants in the CWC Business Park.

Dr. McFarland recommended that the board approve Back Country Mudd Corporation's proposed drive-thru coffee shack as a suitable tenant for the CWC Business Park with the proposed location on the west side of the intersection of College View and Sunset Drive and with the sale and/or consumption of alcohol and tobacco strictly prohibited. The board is being asked for approval of land use and the tenant. The lease will be brought back to the board and will require further action.

**ACTION:**

Mr. Krebs moved to approve Back Country Mudd Corporation's proposed drive-thru coffee shack as a suitable tenant for the CWC Business Park with the proposed location on the west side of the intersection of College View and Sunset Drive and with the sale and/or consumption of alcohol and tobacco strictly prohibited. Ms. Pedersen seconded the motion.

Dr. Gose asked if there was any further information on Back Country Mudd. Ms. Pedersen indicated that they are local. Dr. Crane stated that they are not going to build a permanent structure. It could be removed if necessary. Mr. Welty asked if any draft lease agreement has been sent yet. Board Attorney Frank Watkins replied that he has not seen a lease agreement yet. At this point they just want to move forward.

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

Appointment of  
Assistant Treasurer

Dr. McFarland recommended that the board approve a formal board resolution naming Ron Granger as its Assistant Treasurer, effective July 1, 2012.

**ACTION:**

Mr. Phister moved to approve a formal board resolution naming Ron Granger as its Assistant Treasurer, effective July 1, 2012. Dr. Gose seconded the motion. Motion carried.

Personnel

12-13 Presidential **ACTION:**

Compensation and  
Contract

Dr. Gose moved that the salary for President Jo Anne McFarland for FY 13 be frozen at the current level of \$167,775 plus ten additional vacation days. Mr. Krebs seconded the motion. Motion carried.

Mr. Phister stated that the board has frozen the president's salary and added ten additional vacation days to her benefits package, but this does not reflect a vote of no confidence. The board is very appreciative of the work President McFarland has done and recognizes her efforts. They are sensitive to the economic climate and felt this action was appropriate. It was noted that President McFarland has been a president longer than other six Wyoming community college presidents combined. Dr. Crane indicated that the board did not want this vote to reflect that the board thinks poorly of her.

Human Resources  
Board Report

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

Rustler Salute nominees included Diana Clark, Administrative Assistant III Student Services. The next Rustler Spirit award recipient will be named in September.

Searches in progress/pending included Instructor Education; Instructor Microcomputer Applications and Social Media; Instructor Communication; Instructor Communication/Director of Forensics; Instructor Film, Movie, and Digital Content Production; Instructor Instrumental Music/Director of Bands; Rodeo Coach; Dean for Health and Sciences; Program Director Healthcare Solutions Grant; Director of Library Services; Financial Aid Technician I; Administrative Assistant II – Athletics & Student Life; and Payroll Benefits Specialist.

Separations/transfers/requests for release from contract included Cory Daly, Associate Vice President for Student Services; Steve Barlow, Assistant Dean for Campus Safety and Student Life; Andy Peeks, Instructor Instrumental Music/Director of Bands; and Judy Finch, Payroll & Benefits Specialist.

New hires/appointments included Matthew McOmie, Campus Safety Officer; Raena Martinez, Academic Coach Talent Search; Steven

McKnight, WPBS Producer; and Matthew Wright, WPBS Production Specialist.

Dr. McFarland announced that on June 13, Vice President for Academic Services Jason Wood passed his final defense of his dissertation and has completed all the requirements for his doctorate at Oregon State University.

Discussion/  
Information Topics  
Construction  
Update

Mr. Granger reported that the construction of the Health and Science Center is going well. The new water line north of the building is now in service. The helical piers are now being installed. These piers will support the building and will help prevent settling in the future. The new east parking lot is scheduled to be paved the week of June 25. The CWC grounds crew has been working with the contractors to maintain the existing grounds and to coordinate work on the project. A temporary concrete walkway between the Student Center doors near the gym and the new parking lot will be installed before the fall semester.

Problems are being experienced with reimbursement from the state. The commission staff has turned this over to the Attorney General's office to see if reimbursement should be made before or after the contractors are paid. There is also an issue on what will be reimbursed to the college. In April the college was told that the state would pay first on the construction, and the college would then use its match money for the rest of the construction and everything else including FF&E. The commission staff does not agree with this format that was proposed by the Construction Management Office and has asked for the Attorney General's office to determine how this will be done.

Dr. McFarland stated that she understood that another meeting with the Governor took place today to try to resolve the issue. She would like board authorization to take this matter forward to the WCCC because the reimbursement hang up is totally on the part of the WCCC staff. Dr. Gose asked if the WCCC staff has that authority. Dr. McFarland replied that the commission staff may look at it as procedural, but the loss of \$6.55 million for CWC for the Health and Science Center is no small matter. It is complicating the entire process. The building must be completed by fall 2013. CWC has actually paid the first invoices of \$306,000 and is getting ready to pay another \$300,000. If the WCCC staff is waiting indefinitely

for an opinion from the attorney general, the college will have a big problem on its hands. Dr. McFarland indicated that it is very important to bring this matter forward to the WCCC at or before their August 2 meeting so the college can demonstrate that it has exhausted all remedies before it considers taking legal action. The next step is seen as the WCCC, then the Governor, then legal action to require the WCCC Executive Director to do the job as directed by the legislature and as appropriated by the legislature. The college cannot wait until the legislature convenes in mid-January to get a legislative fix.

Dr. McFarland asked for board authorization to take this matter to the WCCC in the hopes that they would resolve it satisfactorily.

**ACTION:**

Dr. Gose moved to authorize the administration to take the matter of reimbursement from the state to the WCCC at or before their August 2 meeting. Mr. Phister seconded the motion.

Mr. Welty stated that the college should not take this action at this point. The board received a copy of the letter written by Senator Eli Bebout, and this letter probably was aggravating to the WCCC staff. He stated that he did not think the college should get into this battle. He suggested having the board chair talk to the WCCC to try to resolve the matter. The college should not threaten a lawsuit at this point. The matter should be handled diplomatically rather than by attacking the staff. The college needs to get to the root of the problem and not force a bad confrontation. The college should not exacerbate the situation at this point. Mr. Phister indicated that he trusted that the situation will be handled diplomatically by the college.

Dr. McFarland indicated that construction of the Health and Science Center is ongoing, and bills need to be paid. At some point the construction may have to be halted. CWC did not go around the WCCC to seek a legislative appropriation for this project. The request was taken forward to the WCCC, and the WCCC indicated that they had no objection to the college moving forward. Ms. Pedersen stated that her understanding was that the WCCC staff was basically proceeding on the precedent set by the Gateway Building. She indicated that it is the wrong approach to be angry and that she does not want to get in a long battle with the WCCC.

Mr. Krebs agreed that the college should be as diplomatic as possible. It appears that the WCCC staff is making the rules. The Gateway Building

still has an outstanding bill of \$4,000 that has not been paid. It is a power play, and it is clear that there is a lot of finger-pointing going on. Mr. Phister stated that the situation needs to be dealt with, and the board should trust that it will be done right. Ms. Pedersen suggested that this be done at the next meeting on July 18. Mr. Granger stated that he didn't know if the college will get an attorney general's opinion in the near future. It could be six months. The college will have to stop paying the contractors if it doesn't receive the money. Dr. McFarland indicated that the request is due to the WCCC by July 2 for the August 2 WCCC meeting.

Chair Mills called for a vote on the motion currently on the floor. Motion carried with Dr. Crane, Dr. Gose, Mr. Krebs, Mr. Phister, and Chair Mills voting yes, and with Ms. Pedersen and Mr. Welty voting no.

State Budget Cuts Mr. Granger indicated that at the June 7 WCCC meeting, it was confirmed that an 8 percent cut was very probable for FY 2014. This will mean a cut of \$682,200, and the cuts can include state aid excluding major maintenance and the exception budget for enrollment growth. Mr. Granger indicated that he believed that the process CWC has taken to cut expenses in both FY 2013 and FY 2014 was the best way to handle these possible cuts. This process has put the college in a position to be prepared for the heavy cuts to its budget in FY 2014.

Mr. Welty noted that the college received very good publicity from National Public Radio. CWC has done its work in cutting the amount requested.

Board Filing Dates The board seats currently occupied by Caroline Mills of the Reservation Sub-district #3; Dr. Colton Crane of the Lander/Jeffrey City Sub-district #4; Judy Pedersen of the Riverton/Shoshoni Sub-district #2; and Frank Welty III of the Dubois-Crowheart Sub-district #1 are up for election in November. Filing dates for these seats are August 8-August 27. Chair Mills indicated that she was not planning to run. Dr. Crane stated that he believed he will run again. Ms. Pedersen and Mr. Welty indicated that they had not made a decision yet.

Chair Mills encouraged people to run for a board position. She has served two terms and has found the experience to be very rewarding. There are two tribes on the reservation, and she believes there are qualified people in the Reservation sub-district. Dr. Gose stated that Chair Mills has been an

excellent board member who represents everything good about people who serve. Her decision is someone else's gain and the college's loss. Chair Mills will be very hard to replace.

Endorsement of  
ACCT Equity  
Nomination

Dr. McFarland reported that Dr. Crane encouraged the college to apply for the Western Region ACCT Equity Award. The deadline is June 22. She requested that the board formally endorse the nomination of Central Wyoming College for the ACCT Equity Award in order to allow the college to submit the nomination.

**ACTION:**

Dr. Gose moved to endorse the nomination of Central Wyoming College for the ACCT Equity Award. Dr. Crane seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos.
  - a. To long-time administrators Jay Nielson, who is retiring after 12 years as the college's Chief Financial Officer, and Dr. Mohammed Waheed, who after nearly 31 years at the college, retires as CWC's Chief Student Officer. Their tireless efforts in enhancing the college through their contributions in managing and leveraging our resources and serving our students and communities so well are greatly appreciated. They both certainly have made a lasting mark on CWC and will be missed.
  - b. To standout faculty member, Art Professor Matt Flint, who is now represented in 2 art consulting firms and who shows his work in 5 galleries with 8 locations throughout the U.S.;
  - c. To students and staff, who have not slowed down one bit during the summer, with faculty taking part in professional development, teaching summer courses, or directing a summer camp, and others working on the financial audit, preparing year-end reports, and planning for the fall semester;
  - d. To those responsible for CWC's participation in both the Lander 4<sup>th</sup> of July parade and the Fremont County Fair Parade, as well as the Balloon Rendezvous;

- e. To Suki Smaglik, whose work has led CWC to be one of 35 partner institutions of CCURI (Community College Undergraduate Research Institution), founded by the National Science Foundation;
  - f. To Lance Goede, Martha Davey, and Connie Nyberg for successfully completing a long application process which resulted in CWC being named a “Military Friendly School”;
  - g. To Amy Madera, Director of CWC’s Hospitality Management and Culinary Arts program in Jackson, for spreading the word about this outstanding program by offering a professional development workshop for 15 Wyoming high school culinary instructors; and
  - h. To Darran Wells, whose Outdoor Education program resulted in a stellar write-up about this popular program in the *Casper Star-Tribune*, and also featured in the May 28, 2012, issue of *Community College Week*.
2. State Level Issues
- a. In addition to the considerable year-end staff work load and trying to work around summer vacations, college personnel have been barraged with one-time requests from the College Commission that require considerable data gathering for the following:
    - (1) Cap con criteria: The colleges are engaged in gathering considerable data on facilities, enrollment, and employees for use by the College Commission to revise capital construction criteria for use in prioritizing cap con requests for funding for the August 2 WCCC meeting. The bad news is that this information is due in July; and
    - (2) In response to a request from the Joint Appropriations Committee, the WCCC has requested information from the colleges as far back as 2002 on staff salary data, broken down within various categories, all due by July 19.
  - b. The Joint Appropriations Committee begins its budget cutting deliberations for the community colleges and UW on July 30-31 in Cheyenne.

- c. The WCCC staff has withheld reimbursement of state funding by the WCCC for CWC's Health and Science Center and Northern's Big West Academic Center as the WCCC staff waits for an Attorney General's opinion which has still not been released. Failure to receive timely reimbursements may cost CWC \$460K in state funding and may cause cash flow problems.
3. Articles about CWC's sister colleges in the state and around the nation were included in the packet under separate cover.

Dr. McFarland stated that the administration is wrestling with the potential problem of the college's buildings qualifying for major maintenance funding. The WCCC staff has informed the college that it has buildings that are not interpreted as qualifying for major maintenance. One of these is the Intertribal Center. There is also a question as to whether leased space qualifies for major maintenance funding. The Equine Center is leased to the college. The interpretation of the college attorney and the Foundation attorney is that it qualifies, and the WCCC staff says it does not.

- B. Vice President for Student Services - Dr. Waheed's "capstone" report that captures the highlights of his 31-year career at CWC was included in the board packet. Dr. Waheed thanked the board for the opportunities he was given at the college and for his professional and personal growth. He has had excellent staff. He thanked the board and the community for everything they have done for him.
- C. Executive Vice President for Administrative Services – Mr. Nielson distributed copies of his report to the board. He indicated that CWC is the best college in the state and the best place to work in Fremont County. CWC is a community college that goes out of its way to support the community. He started the "zero based budgeting" process which resulted in outcomes of real-time allocation of revenues and the assignment of responsibility and control of budgets to budget managers. When Human Resources was under his control, he restructured the salary models so that they could be funded and administered in a more consistent way and so that step increases were given consistently. The college has made financial compliance a priority so that new financial operating and reporting requirements are incorporated. This resulted in the college being financially solid and meeting audit requirements. New facilities include Mote Hall, the ProTech addition, the WPBS expansion, the Intertribal

Center, and soon, the Health and Science Center. CWC used major maintenance money to improve buildings as whole, and the improvements at the Residence Hall and the Student Center were accomplished with these funds. The gym and Student Center were greatly enhanced, and round ball athletics was brought back. CWC has the right attitude that is all about the students and community, and it has the people who invest a part of their lives to make the college better.

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, 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. Public Hearing/Adoption of Final Fiscal Year 2013 Budget
3. Student Profile Monitoring Report
4. Master Planning

**ACTION:**

Mr. Krebs moved to hold an executive session regarding personnel and potential litigation in ITECC 121, the Intertribal Center Conference Room, prior to the July 18 board meeting. Dr. Crane seconded the motion. Motion carried.

CWC Foundation

The CWC Foundation met on June 14. Dr. Crane reported that Joyce Dauler will be the Foundation Board President as of July 1. Foundation Board Member Jay Reddon made a recommendation for an ad hoc committee to manage the Foundation's funds, and this is being put together. Dr. McFarland reported that the CWC Foundation has decided to utilize the building owned by the Foundation for its offices. They will move across the highway sometime in August. All local subcontractors are working on that remodel.

Association of  
Community  
College Trustees

The next ACCT event is the Annual Congress which will be held October 10-13 in Boston, Massachusetts. The annual board retreat will be held on October 13, immediately following the Annual Congress. This retreat will be facilitated by Narcisa Polonio, ACCT Vice President for Education, Research and Board Services.

Wyoming  
Association of  
Community  
College Trustees

The joint meeting with commissioners, trustees, and presidents was held on June 6. Ms. Pedersen reported that the trustees did not have an organized meeting. The joint meeting was an interesting experience, but she did not care for the negativity expressed by the trustees that “it would never work.”

Wyoming  
Community College  
Commission

The WCCC met on June 7 at Casper College.

CWC BOCHES

The CWC BOCHES met on June 13. Mr. Welty reported that they did not have a quorum, so the CWC BOCHES will hold a special meeting by phone on June 21 in order to approve the budget. They discussed dual and concurrent enrollment. Money is being used for remedial education, but since the mission of the CWC BOCHES is to provide college level education, the decision was made that they will no longer pay for remedial courses.

Teton County  
BOCES

The next meeting of the Teton County BOCES is scheduled for September 18.

Other Engagement  
With Community to  
Advance College

Dr. Crane reported that he taught the dental assisting course. He will be in Los Angeles for the ACCT board retreat July 12-15. The travel expenses for the trip are paid for by the ACCT.

Mr. Phister indicated that he wished to attend the Trustee Governance Institute the first week of August in Washington, D.C.

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 Mills adjourned the meeting at 11:07 p.m.

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Secretary

APPROVAL:

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Chair