

The regular meeting of the Central Wyoming College Board of Trustees was held on Wednesday, December 11, 2013, in Room ITECC 116 of the Intertribal Center on the Central Wyoming College campus.

ATTENDANCE:

<u>Present:</u>	Charlie Krebs Scott Phister	Roger Gose Heather Christensen
<u>Absent:</u>	Colton Crane Nicole Schoening	Carlton Underwood
<u>Administration:</u>	Jo Anne McFarland Jason Wood	Ron Granger
<u>Attorney:</u>	Frank Watkins	
<u>Recorder:</u>	Linda Bender	
<u>Guests:</u>	Charlotte Donelson Steve Barlow Carolyn Aanestad Jennifer Rey John Wood Shay Stanek Connie Nyberg	Katie Roenigk Ruby Calvert Amanda Peterson Matt Herr Cory Daly Miranda Hosking

CALL TO ORDER: Board Chair Charlie Krebs called the meeting to order at 7 p.m. A roll call conducted by the board clerk indicated that all board members except Dr. Crane, Mr. Underwood, and Ms. Schoening were present. These three board members had indicated earlier that they would be absent from the meeting. A quorum of the board was declared present to conduct business.

**EXECUTIVE
SESSION:**

ACTION:

At 7:02 p.m., Mr. Phister moved to recess into executive session for the purpose of discussing personnel as noted on the agenda. Ms. Christensen seconded the motion. Motion carried.

ACTION:

At 7:41 p.m., Dr. Gose moved to reconvene the public meeting. Ms. Christensen seconded the motion. Motion carried.

WELCOME AND
INTRODUCTION
OF GUESTS:

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

APPROVAL OF
AGENDA:

Chair Krebs indicated that “WCCC Proposed Tuition Increase” should be added to the agenda under New Business right after “Board Completion Resolution.”

ACTION:

Mr. Phister moved to approve the agenda with the addition as noted. Dr. Gose seconded the motion. Motion carried.

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

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

Professional
Personnel
Association

Ms. Connie Nyberg, President of the Professional Personnel Association, reported that Wright International Student Services (WISS), has already successfully cured 15 accounts, 5 of which are from the 2012 cohort, and 10 of which are from the 2013 cohort. These delinquencies have been paid. The 2012 cohort rate now stands at 18.63 percent, and the 2013 cohort rate is .35 percent. The Professional Staff is happy that community colleges are not being excluded in the Governor’s recommendation on salaries, but community college employees are not being considered at the same level as other entities in the state.

Ms. Nyberg submitted a written report which included information that Resident Life Coordinator Jonathan Rasbach has separated employment with the college, and it is hoped that this position will be filled before the beginning of the Spring 2014 term. The final phase of the East/West Apartments remodel project began on December 2, and construction is on track for completion in time for the opening of housing for the spring semester on January 14. Kristy Salisbury and Joy Pettit are part of the Graduation Matters Task Force hosted by Fremont County School Districts. Marcia Himes and Garry Trautman participated in the Upward Bound “Changes to the Annual Performance Report” webinar. Kristy Salisbury participated in the “Assessing and Building Resilience in Low-Income and First-Generation Students” webinar.

Classified Staff
Association

Ms. Amanda Peterson, President of the Classified Staff Association, indicated that the Classified Staff was disappointed with the Governor's reaction on salaries. The Administrative Services Office and the Business Office are giving small gifts and Christmas cards to people in Riverton who receive Meals on Wheels. Everyone at the college is invited to participate.

Ms. Peterson submitted a written report which contained information that Taunya Vogelsang put together the program for Arts in Action for the Missoula Children's Theatre production of *Blackbeard the Pirate* on November 9. She helped Arts in Action sell tickets for the Art/Craft show at the Fairgrounds Armory November 15-16. Suze Kanack did the walk for Help for Hospice on November 2 and helped with boxes for the military at her church on November 16. She is starting her second year as a Wyoming Taxpayer Advocate as a volunteer to the IRS. Kelly Dempster administered the ETS-Praxis exam for instructors on November 2. Retha Reinke helped prepare and serve a meal to the students and families of the Circles Out of Poverty class on November 12.

The Faculty

Mr. Matt Herr, President of The Faculty, reported that he and other faculty members have been reviewing information on the state's website, and they believe there is misinformation there on community college salaries as well as state employees. Huge investments have been made in the state's infrastructure, but many salaries are being depressed. Mr. Herr knows of multiple situations where individuals have interviewed at community colleges and K-12 schools, and community colleges are not competitive. Community colleges need to be competitive to attract new people. Great minds are needed rather than buildings. Mr. Herr attended an economic development organization meeting in Lander which hopefully will be able to establish a great relationship with the Riverton and Lander business organizations. A more specific announcement will be made in January.

Mr. Phister asked about the misinformation on the state's website regarding salary increases. Ms. Jennifer Rey, Executive Director for Human Resources, gave information to legislators at the November 8 legislative luncheon on the status of salaries at CWC based on a published listing by the Administration & Information division. The information doesn't accurately reflect limited base adjustments in that timeframe and is incomplete. The labor market could be local for some positions, and for others it might be national in order to be competitive. CWC is in the midst of a market study, and more details will be available in the spring. Whether increases occur every year or not is part of the budget process.

The cost of housing in this area is sometimes prohibitive. Each college has approached the salary issue differently. Dr. McFarland indicated that comparisons alluded to in budget documents appear to look at state employees, UW employees, and community college employees with regard to across-the-board salary adjustments for all employees. In that regard, it misses a number of compensation adjustments that state employees have enjoyed over the last four years. Merit pay has been used in the state the last several years, and it may be given to all employees except those with unsatisfactory evaluations. It is not a comprehensive analysis because it overlooks adjustments that occurred in the state's salary history. The Governor recommends 2.5 percent in FY 15 and 2.5 percent in FY 16 for state employees. The community colleges are recommended for 2 percent over the two-year period, and they will receive 61.59 percent of 1 percent each year as compared to 2.5 percent each year that other state employees will receive.

Mr. Phister asked how the colleges are missing the boat. Dr. McFarland explained that the colleges are not involved in the internal process of preparing the budget. The colleges don't have a voice and are represented by the state budget division which is advised by the WCCC staff. Mr. Granger indicated that the reason CWC has been able to do the step increases is because it has reallocated budgets and eliminated positions. Mr. Phister asked what can be done about the situation. He suggested going about it differently such as changing the structure and the reporting. Ms. Rey replied that the only reason CWC has been able to give step increases is because cuts were made. If the college doesn't make some progress now, it is facing a succession planning bubble, and it will be more difficult to hire qualified people and to retain people. Mr. Phister asked what the college can do differently. The college needs to make progress. Ms. Rey indicated that information can be conveyed to educate the staff and board. The college can advocate for funding. Every time an investment is made in staff, it has to continue. Mr. Phister asked what can be done to catch up. Dr. McFarland explained that the problem is that the college does not have good information to apply to its compensation or to advocate for increased compensation. Every five years or so, the college has done a market study of one employee group. This year the college is doing a comprehensive market pay study of all employee groups which will help to advocate for increased funding at the state level.

Dr. Gose indicated that the college has the information to move ahead with the state legislature and asked how to get this information in the hands of the right people to achieve a salary increase. Dr. McFarland replied that

the information isn't available yet. If it had been available, the college would have been able to advocate, but it will be in a good position next year to allocate resources more fairly. The college has employees who did not receive an increase because they are capped. Mr. Phister asked for a report on the progress on what is being done to change this situation and what the board members can present to the state. Mr. Herr suggested improving relations with the WCCC. Mr. Phister noted that this relationship has improved dramatically, but still can be improved.

Ms. Amanda Nicholoff, Associate Professor of Television/Broadcasting/Communications, gave a brief overview on the television program at CWC. Classwork is geared to producing programming for Rustler TV. Public Service Announcements (PSAs) are created by the students. All volleyball and basketball home games are student-produced. During the last five years, the program has received between \$15,000 and \$20,000 in cash or donated equipment. Students are paid while learning which is a huge recruiting tool. Several graduates of the program work for Wyoming PBS.

Mr. Herr submitted a written report which contained information that Paula Kihn has been granted a Certificate of Course Recognition meeting the Quality Matters Rubric standards for her online Mental Health and Illness course. She has been invited by the National Council State Boards of Nursing (NCSBN) to be a member at the NCSBN National Council Licensure Examination (NCLEX) RN item writing panel in Chicago December 2-5. Jacki Klancher, Darran Wells, Todd Guenther, and Suki Smaglik will be involved in a new initiative called "CWC Interdisciplinary Climate Change Expedition" (ICCE) which will be embedded into the summer Wind River expedition course. This initiative will involve hands-on applications of geospatial technologies (Geographic Information Systems and Global Positioning Systems) with field studies in glaciology, geology, hydrology, and archaeology. Jim Thurman hosted a visit by Ambassador Marc Wall on November 13. Ambassador Wall addressed a class and provided WPBS with a detailed interview covering his extensive diplomatic career.

Dr. Gose asked about the CWC Interdisciplinary Climate Change Expedition. Mr. Herr will bring the research back to the board.

Student Senate

Ms. Shay Stanek, Vice President of the Student Senate, reported that she had nothing to add to the written report submitted by Mr. Rory Ashdown, President of the Senate. This report included information that a senator,

Connor Lively, resigned for personal reasons. The Senate came up with a list of candidates for student of the year to represent CWC, and the student chosen was Abigail Wilson. The winner of the competition for all the clubs and different organizations to bring food was Phi Theta Kappa.

Wyoming PBS

Ms. Ruby Calvert, WPBS General Manager, reported that WPBS has \$67,000 cash on hand for the Cheney show plus \$35,000 in pledges. The production is solvent. The True Foundation donation of \$15,000 has a caveat that \$100,000 be raised by December 31 in order to use their donation. In regard to End of Track, a unit will be published by next week for 8th through 12th grade teachers and will completely align with Wyoming students and common core requirements. WPBS will be asking for money for a similar project on the history of the reservation. The Governor has denied this request, but it will be presented to the JAC. Bob Connelly and Ruby Calvert presented at the Select Committee on Technology for Capitol Renovations on October 29. They will visit the Nebraska system in January.

Ms. Calvert submitted a written report which included information on administrative, production, engineering, promotions, and development activities at Wyoming PBS. Current members number 3,301.

CWC Foundation

Ms. Lynette Jeffres, Manager of the CWC Foundation, submitted a written report which contained information that funds received by the Foundation during November 2013 totaled \$91,933.

Personnel

Chair Krebs indicated that he would report on the discussion from the executive session held earlier in the meeting. He stated that the board received a letter tonight from long-time president, Dr. Jo Anne McFarland. She has notified the board of her impending retirement, effective June 30, 2014. Her letter provides the minimum six-month notice as provided in her contract. Chair Krebs read the letter as follows:

Dear Board Members:

Over the past 41 years of my full-time association with Central Wyoming College that has involved both teaching and administration, I have been blessed to work with faculty and staff who are innovative, dedicated to excellence, student-centered, and committed to serving our communities. Under the wise and engaged leadership of the CWC Board under Policy Governance, a wonderful culture of creativity and high motivation to serve our students and communities has been

allowed to prosper. I have enjoyed—and continue to enjoy--every day of service to the college.

Over the past 25 years that I have had the joy and privilege of serving as CWC President, I am proud that the college has gained a reputation for excellence and innovation, in keeping with our mission. In recent years, we have moved to the next level by focusing on Annual Strategic Priorities and holding ourselves accountable for our progress; we have created expanded and improved learning spaces that have allowed us to create additional program capacity, including, most recently, the Intertribal Center and the Health and Science Center; and we have made remarkable progress in transforming our programs and services to increase student access and success.

It is at this joyful high point for the college that I have decided to retire, effective June 30, 2014. I have always believed that the college should be enhanced by my presence, but not diminished by my absence. With a strong and capable board of trustees, an experienced and talented administration, and a hardworking and dedicated faculty and staff, I strongly believe that the college will nurture the seeds of possibility already planted and see these seeds of possibility burst into full bloom.

I will work with the board to ensure a smooth transition. Thanks for believing in me and for the honor of serving you, our students, and our communities. It has been a grand and joyful adventure. I truly believe that college will continue to flourish in the future, perhaps in new and exciting ways.

Chair Krebs stated that at last month's board meeting, it was announced that the board is extremely pleased with Dr. McFarland's leadership over the nearly 25 years that she has been CWC President. The board told her at that time that they would love to have her stay as long as she wanted to stay and extended her contract. They understood that at some point President McFarland would announce plans for her retirement. The college has been fortunate to have her visionary leadership for nearly a quarter of a century. Dr. McFarland has built a strong administrative team, and the college has a dedicated faculty and staff who can ensure that the college continues to thrive after her departure. Dr. McFarland will hold an all-staff meeting to discuss her retirement tomorrow morning at 10:30 a.m. in the CWC gym.

Dr. Gose indicated that Dr. McFarland has no peers in the existing community college presidents. She has set a high bar. It will be a real challenge for her successor. Everyone should be proud to have had her here as president all these years. He wished her the best. Mr. Phister stated that everyone knew this day would come. He expressed his appreciation for the way Dr. McFarland has done things that will be manifest over the next few years. The college will grow and prosper as a result of her leadership. Ms. Christensen stated that the college's stability will endure because of the groundwork that Dr. McFarland has done. Chair Krebs indicated that the college stands out when the board attends state and national meetings, and this happens because of good leadership.

Chair Krebs stated that the CWC President is the only employee who is directly employed by and supervised by the board, and the board takes that responsibility very seriously. Over the next month or two, the board will develop a presidential search process to identify Dr. McFarland's successor, and the board will keep everyone up to date on that process. A well thought out search process will ensure that the board finds a good fit to lead the college in carrying on CWC's tradition of innovation and excellence far into the future. Chair Krebs called for a motion to accept the president's plans to retire as CWC president, effective June 30, 2014, as well as the board's plan to develop a search process to name her successor as early as possible.

ACTION:

Mr. Phister moved to accept the President McFarland's plans to retire as CWC president, effective June 30, 2014, and to immediately put into place a plan for a search process to be developed at an executive session to be held on January 30, 2014, at 6 p.m. Dr. Gose seconded the motion. Motion carried.

**CONSENT
AGENDA:**

Chair Krebs asked if there were any objections to the consent agenda which included the approval of the minutes from the November 20, 2013, regular meeting; the acceptance of bills for November 2013; the board travel budget; the 14-15 Academic Calendar; the 14-15 Academic and Non-Academic Fee Schedule; and the 14-15 Holiday Schedule.

ACTION:

Dr. Gose moved to approve the consent agenda items including the approval of the minutes from the November 20, 2013, regular meeting; the acceptance of bills for November 2013; the board travel budget; the 14-15 Academic Calendar; the 14-15 Academic and Non-Academic Fee

Schedule; and the 14-15 Holiday Schedule. Ms. Christensen 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 \$1,582,136.03 for the month of November 2013: Operations in the amount of \$1,143,983.14; Student Grants and Loans in the amount of \$286,133.79; and Bank Transfers in the amount of \$884,098.78 for a grand total of all payments in the amount of \$2,214,215.71.

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

NEW BUSINESS:

Reorganization of the Board
Election of Officers

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

Current officers are as follows:

Chair – Charlie Krebs
Vice Chair – Dr. Colton Crane
Secretary – Heather Christensen
Treasurer – Scott Phister

ACTION:

Dr. Gose moved to nominate Charlie Krebs as Chair of the Board. Ms. Christensen seconded the motion. Motion carried.

ACTION:

Dr. Gose moved to nominate Scott Phister as Vice Chair of the Board. Ms. Christensen seconded the motion. Motion carried.

ACTION:

Dr. Gose moved to nominate Heather Christensen as Secretary of the Board. Mr. Phister seconded the motion. Motion carried.

ACTION:

Ms. Christensen moved to nominate Colton Crane as Treasurer of the Board. Mr. Phister seconded the motion. Motion carried.

- Appointment of Board Representatives **ACTION:**
Mr. Phister moved to accept the recommendations regarding appointment of board representatives. Dr. Gose seconded the motion. Motion carried.
- CWC Foundation Board Carlton Underwood was appointed as representative to the CWC Foundation.
- State Trustees Association Heather Christensen and Charlie Krebs will serve as representatives to the State Trustees Association.
- Legislative Advocacy Committee Charlie Krebs will serve as the representative on the Legislative Advocacy Committee.
- CWC BOCHES Representative Nicole Schoening will serve as representative to the CWC BOCHES.
- Teton County BOCES Representatives Scott Phister and Roger Gose will continue as representatives to the Teton County BOCES.
- Other Appointments/Designations **ACTION:**
Ms. Christensen moved to accept the recommendations regarding designation of official depositories and investment agencies, designation of official newspapers, appointment of legal counsel, appointment of audit firm, appointment of assistant treasurer, and appointment of board clerk. Dr. Gose seconded the motion. Motion carried.
- Designation of Official Depositories and Investment Agencies All financial institutions as specified in the list of depositories are designated as official depositories and investment agencies for the college according to the Depository Authorization Resolution and the Depository Authorization Resolution Public Funds Collateral Pledge. Chair Krebs noted that Wyoming National Bank should be listed as Wyoming Community Bank.
- Designation of Official Newspapers All news media in Fremont County are designated as official newspapers for the college.
- Appointment of Legal Counsel Mr. Frank B. Watkins is appointed as legal counsel for the college as retained by the Board of Trustees.

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

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

The resolution is as follows:

WHEREAS, on the 11th day of December 2013, the Board of Trustees of Central Wyoming College (CWC) reorganized the Board during a regular public meeting, and;

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

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

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

efficiently discharge the duties of Board Assistant Treasurer.

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

Board Completion Resolution Dr. McFarland recommended that the board approve the proposed completion resolution to show commitment to the Complete College Wyoming goal of increasing Wyoming community college credentials, certificates, and associate degrees completion by an average of 5 percent annually over the next ten academic years.

ACTION:

Mr. Phister moved to approve the proposed completion resolution to show commitment to the Complete College Wyoming goal of increasing Wyoming community college credentials, certificates, and associate degrees completion by an average of 5 percent annually over the next ten academic years. Dr. Gose seconded the motion.

Ms. Christensen noted that the 5 percent per year for 10 years is admirable but won't be easy. It will be a 50 percent increase. Dr. McFarland stated that the Complete College Wyoming goal should be an average.

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

WCCC Proposed Tuition Increase Dr. McFarland indicated that the proposed 5.06 percent tuition increase for the 14-15 academic year will be considered at the December 13 WCCC meeting in Rock Springs. The proposed tuition increase would result in a total annual increase of \$96 for full-time in-state students, which is a \$4 per credit increase. Wyoming community college tuition is set by the WCCC and not by the board. Wyoming tuition is lower and Wyoming median income is higher than comparator states. Overall it is a fraction of the tuition in comparator states. The tuition charged to Wyoming students only covers 17.2 percent of the total cost of a student's education.

Dr. McFarland recommended that the CWC Board endorse the WCCC proposed 14-15 tuition increase of 5.06 percent, an increase which equates to a \$4/credit increase for a total semester increase to full-time students of \$48.

ACTION:

Mr. Phister moved to endorse the WCCC proposed 14-15 tuition increase of 5.06 percent, an increase which equates to a \$4/credit increase for a total semester increase to full-time students of \$48. Dr. Gose seconded the motion. Motion carried.

Personnel

Other Personnel
Actions

Dr. McFarland recommended a release from contract for Pieter Crow, long-time senior administrative computing technician, who has resigned from employment at the college after 22 years of service. His last day will be April 30, 2013. He is in the third year of a three-year contract.

ACTION:

Dr. Gose moved to approve a release from continuing contract for Pieter Crow effective April 30, 2014. Mr. Phister seconded the motion. Motion carried.

Human Resources
Board Report

The Human Resources Board Report for December 2013 included the following information:

There were no new Rustler Salute nominees. The next Rustler Spirit award recipient will be named in January.

Searches in progress/pending included Assistant Librarian; Residential Life Manager; Case Manager Second Wind Grant Funded; Publications Coordinator; Implementation Coach Special Education Services Grant Funded; and Recreation Activities Coordinator.

New hires/appointments included Robert Gonzalez, Maintenance Technician HVAC; and Mike Gualdoni, WPBS Senior Production Specialist.

Separations included Eric Heiser, Assistant Professor Business/Director RJTC; and Pieter Crow, Senior Administrative Computing Technician.

Discussion/
Information Topics

Legislative
Update

Dr. McFarland indicated that the Governor is not recommending approval of the requested \$14.3 million to adjust the colleges' standard base budget for the 15-16 Biennium from the 2004 base year to the 2009 base year. The Governor has recommended that the community colleges be included in salary raises for state and UW employees, with a lesser amount

recommended for community colleges. His proposal for UW, Executive Branch, Judicial Branch, and Legislative Branch is a 2.5 percent increase for 2015 and a 2.5 percent increase for 2016. A 2.0 percent increase over the biennium has been recommended for community colleges. It does not appear that the Governor has included salary raises for both years of the upcoming biennium for community college employees as he has for other state employees.

The Governor also recommends that the state pick up the increase in employee retirement cost for this year and next for UW, Executive Branch, Legislative Branch, and Judicial Branch employees, but he does not reference inclusion of the community colleges for this benefit. The Governor's budget recommendations for capital construction included funding for \$14.1 million for LCCC's Flex/Tech Building and \$21.9 million for Eastern Wyoming College's Career Tech Ed Center. The presidents are going to advocate for the top six or seven capital construction projects to be included which cost around \$60 million. The legislators have suggested a \$50 million pool. The community college presidents will recommend that current capital construction priorities be retained.

Performance-
Based Funding

Mr. Granger explained that performance-based funding is based on 10 percent of variable funding. The funding is based on two criteria which are 67 percent based on the volume of course completers compared to the other colleges and 33 percent based on the ratio of course completers compared to the national average and each school's previous completion rate. Four of the colleges wanted the 67/33 split, and three of the colleges wanted the funding to be based solely on volume. A problem is that every school could increase, but not increase as much as other schools. Dr. McFarland noted that the \$14.3 million in enrollment growth funding is so critical because shifts in funding will be seen from year to year which will create unstable and variable funding. Without additional funding, the colleges will have to make up the difference out of their budgets. The percentage of variable funding that would be distributed based on performance will increase each year through FY 2020. Course completion would be used as the criteria for performance through FY 2017.

Construction
Update

Mr. Granger reported that the new construction at Pro Tech was delayed but will be completed by December 15. The state has informed the contractor that as of December 1, liquidated damages are in effect until the project is complete. Phases I and II of the student residence halls project are complete, and students have moved into those apartments. Phase III,

the final phase, will be completed on or before January 10, 2014. The Sinks Canyon housing project will be finished by July. All of the subcontractors are based in Wyoming, and eight are from either Riverton or Lander. SDI is the general contractor. The design committee is working on the design for the Lander Project. Final approval has been received from the state.

Follow Up on
Foundation
Contributions

Mr. Granger provided follow-up information on Foundation contributions and fund raising. The numbers provided are based on their audits.

ACCEPTANCE OF
MONITORING
REPORTS:

Academic Profile
and Statewide
Community College
Enrollment
Monitoring Report

Dr. Jason Wood, Executive Vice President for Student and Academic Services, presented the highlights from the Academic Profile and Statewide Community College Enrollment Monitoring Report. This report included information from the Wyoming Community College Commission's Annual Enrollment Report for 2012-2013, the WCCC Annual Performance Report: Performance Indicators 2011-2012, the University of Wyoming Transfer Report 2012-2013, and the 2013 Community College Survey of Student Engagement (CCSSE) Report. The 2013 Integrated Postsecondary Education Data System (IPEDS) Data Feedback Report will not be available until spring 2014 due to the government shutdown in October. Internally prepared reports present historical enrollment and performance rate data providing comparative, trending, and longitudinal perspectives.

Dr. Wood reported that 2012-13 headcount was up .07 percent over last year and up 17.7 percent from five years ago. AFTE was down 4.5 percent in 2012-13 but remains up 17.9 percent from five years ago. A slight decline is currently projected again this year. In response to the enrollment decline, the college is considering a significant expansion of athletic programs. The Recruitment Committee, the Transitional Alignment Task Force, and giving faculty the ability to "re-award" scholarships are also part of this response.

The overall GPA of CWC transfers to UW is 2.64, which is below the state average of 2.73 and below the UW undergraduate GPA of 2.93. Retention at UW continues to be an issue. In response, CWC is reducing "time-to-degree." Fifty academic programs have been reduced to 60 credits, and free rent in campus housing will be offered again during the

summer. An advising task force has been formed on mandatory advising. Students will be able to priority register if they participate. New Student Orientation and University Studies will be revised. Meta-majors are designed and in the approval process, which will eliminate the general studies degree. Students can focus on areas including science, technology, engineering and math, health science, social science, business, and visual and performing arts. Mr. Phister asked if that will deter students from coming to CWC. Dr. Wood replied that students appreciate options that are clearly defined. Housing is being organized into meta-majors and living-learning communities.

Thirty-two percent of graduates are full-time; 32 percent are employed part-time; and 32 percent are not seeking employment. CWC students successfully pass a variety of industry certifications as a result of the college's programs. The persistence rate at CWC is 51.8 percent, compared with the state rate of 55.4 percent and national rate of 60 percent. The completion rate at CWC is 34.4 percent compared with the state rate of 27.8 percent and national rate of 20.4 percent. In response, CWC is restructuring course sequences and developing an academic progress policy to help students who are falling behind by using designed interventions. Complete College America recommends eliminating part-time students but the college is developing initiatives to help part-time students be successful.

The pre-college math completer success is 73.56 percent. Pre-college writing computer success is 81.82 percent. Core academic skills completer success rates for CWC are higher than the state's in all categories. CWC's strategic priorities and faculty are leading reform in co-requisite models and accelerated learning models. CWC continues to be the most diverse community college in Wyoming with 21.6 percent other than white and 10.4 percent Native American. Native American student recruitment is a top priority. The expansion of athletic programs will provide more opportunities to recruit students from diverse backgrounds. In addition, diversity student learning outcomes are embedded into all general education courses, and the co-curricular general education requirement emphasizes cultural appreciation and community engagement. Dr. Gose noted that CWC has higher female enrollment as compared to other community colleges. Dr. Wood indicated that women are over-represented in the nursing and education programs.

Dr. McFarland recommended that the board accept the Academic Profile and Statewide Community College Enrollment Monitoring Report as presented.

ACTION:

Ms. Christensen moved to accept the Academic Profile and Statewide Community College Enrollment Monitoring Report as presented. Mr. Phister seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

A. Kudos

1. Congratulations to CWC's nominees for 2013-2014 Leadership Awards through WACCT (Wyoming Association of Community College Trustees), to be presented at the WACCT Annual Conference on February 20, 2014, in Cheyenne. CWC's nominees are as follows:
 - a. Outstanding Student-Abbey Wilson (Sophomore Accounting Major)
 - b. Outstanding Faculty-Buck Tilton (English Instructor)
 - c. Outstanding Professional Employee-Marilú Duncan (Director of Student Support Services)
 - d. Outstanding Classified Employee-Sonja Fairfield (WPBS Administrative Assistant)
2. Best wishes to Jason and Kathryn Wood on the birth of their sixth little girl, who arrived early on November 22.
3. Hats off to the CWC Student Senate and Diversity Committee for establishing the "CWC Giving Tree," whereby parents register their children for gifts from students and staff to brighten the holiday. This is in addition to staff providing "meals on wheels" to help those in need and the Student Senate Holiday Food Drive—plus the many other ways our students and staff assist others throughout the year.
4. Cheers to Nursing faculty member, Paula Kihn, for earning a Certificate of Course Recognition for meeting the Quality Matters Rubric standards for her online Mental Health and Illness course.

5. Special thanks to Jim Thurman, Professor of Political Science, for arranging a campus visit by Ambassador Marc Wall.

B. State Level News

1. Governor Mead has appointed Katherine Dooley, former NWC Workforce Developer, to the Wyoming Community College Commission.
2. UW is left with hefty bills after the recent resignation of its short-time president, Robert Sternberg. *The Chronicle of Higher Education* recently reported as follows:

November 25, 2013 by Charles Huckabee

With President's Departure, U. of Wyoming Has Hefty Bills to Pay

The resignation and short tenure of Robert J. Sternberg as president of the University of Wyoming is leaving the institution with some \$1.25-million in administration-related costs to pay, the *Wyoming Tribune-Eagle* reports. That total includes \$377,000 in severance pay for Mr. Sternberg, plus \$37,500 in deferred compensation he will be due by the end of the year; about \$89,000, plus expenses, for the next presidential search; and \$330,000 for search firms to find replacements for administrators and deans who left or were forced to resign during Mr. Sternberg's tenure.

Despite the costs, the university will not have to adjust the 2015-16 budget requests it sent to the governor earlier in the year, Chad Baldwin, a university spokesman, said.

“While there is some uncertainty about expenses related to administrative searches, and while details have not been finalized regarding which UW accounts will cover costs incurred in the resignation agreement with Dr. Sternberg, the university is confident that it will be able to cover the expenses internally,” Mr. Baldwin said.

3. The National Scene
 - a. Wyoming community colleges will be recognized at a special White House Summit for their efforts in increasing access and success for underprepared students.

- b. Articles of special interest about community colleges were included in the board packet as follows:
- (1) 2-Year Colleges Get Strategic About Enrollment
 - (2) Demand for health care training continues to grow
 - (3) A new wave of health care training facilities
 - (4) New degree of college 'mission creep'?
- c. Other articles about sister colleges in the state and around the country were included in a separate file with the board 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 Wednesday, January 15, beginning at 7:30 p.m. in the Wind River Room (ITECC 116) of the Intertribal Center.

Agenda items for the next regular meeting include:

1. 14-15 Administrative Contracts
2. 14-15 Early Retirement Requests
3. 14-15 Board Calendar
4. Legislative Update
5. Overview of State and Federal Legislative Priorities

In addition, the CWC Board will host a community dialogue dinner regarding athletics prior to the January 15 meeting from 5:30-7 p.m. in the John and Shirley Miller Community Hall in the Intertribal Center on the CWC Campus.

ACTION:

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

CWC Foundation

The CWC Foundation met on December 5 at the Lander Center.

Association of
Community
College Trustees

The next ACCT event is the National Legislative Summit which will be held February 10-13 in Washington, D.C. Chair Krebs, Ms. Christensen, and Mr. Phister will be in attendance.

Wyoming
Association of
Community
College Trustees

The next meeting of the WACCT will be held in conjunction with the WCCC meeting in Rock Springs on December 13.

Wyoming
Community College
Commission

The next regular WCCC meeting will be held on December 13 in Rock Springs.

CWC BOCHES

The CWC BOCHES met on December 5, 2013.

Teton County
BOCES

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

ADJOURNMENT -
BOARD
EVALUATION
OF MEETING:

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

Chair Krebs adjourned the meeting at 10:18 p.m.

Secretary

APPROVAL:

Chair