

The regular meeting of the Central Wyoming College Board of Trustees was held on Thursday, November 20, 2008, in the Little Theatre of the Student Center on the Central Wyoming College campus.

ATTENDANCE:

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| <u>Present:</u> | Jim Matson Colton Crane Roger Gose Scott Phister | Caroline Mills Charlie Krebs Dennis Christensen |
| <u>Administration:</u> | Jo Anne McFarland Dane Graham Mohammed Waheed | J.D. Rottweiler Jay Nielson |
| <u>Attorney:</u> | Frank Watkins | |
| <u>Recorder:</u> | Linda Bender | |
| <u>Guests:</u> | Martha Davey Lindy Paskett Sonja Fairfield Carol Deering Wendy Davis Wayne Herr John Wood | Charlotte Donelson Keith Domke Beth Gray Curt Galitz Kristy Hardtke Carolyn Aanestad |

CALL TO ORDER: Board Chair Scott Phister called the meeting to order at 6:55 p.m. A roll call conducted by the board clerk indicated that all board members were present. A quorum of the board was declared present to conduct business.

Chair Phister announced that the meeting was preceded by a 5:30 p.m. board executive session which was held per a formal motion at the board's last regular meeting on October 15, 2008, and in compliance with Wyoming Public Meetings law. Topics included personnel, including the president's evaluation and contract, as required by board policy to be held in November.

Chair Phister extended condolences to Trustee Christensen, whose mother passed away yesterday. The services will be held on Monday, November 24, at the United Methodist Church.

**EXECUTIVE
SESSION:**

An executive session was not held at this point in the meeting.

**WELCOME AND
INTRODUCTION
OF GUESTS:**

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

**APPROVAL OF
AGENDA:**

Dr. McFarland asked to add "College Commission Proposed 09-10 Tuition Increase" as the last item under New Business. Information on this item was included in the board's folders. The college presidents were asked to take a vote on the tuition increase on the condition that they could confirm this action with their trustees and bring the feedback to the WCCC when they act on the tuition increase in early December. Trustees will be asked to endorse or not endorse the tuition increase.

ACTION:

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

**TRUSTEE SERVICE
RECOGNITION:**

This meeting marked the last official meeting for Trustee Dennis Christensen, CWC's longest-serving trustee. Last year he received the college's first ever 20-Year CWC Trustee Service Award. Trustee Christensen was first appointed to the CWC Board on September 15, 1987, and was sworn in on October 1, 1987. He successfully won subsequent elections to the CWC Board in 1988, 1992, 1996, 2000, and 2004 and has served a total of 21 years on the board. He has served in all board offices, including five years as board chair, as legislative liaison, as trustee liaison to the CWC Foundation, as trustee representative on numerous college committees, and as Chair of the CWC BOCHES Board. He was honored with the State Trustee Leadership Award in 1996. He was also a distinguished trustee at the national level, holding many offices in the Association of Community College Trustees, including Chair of the national Association of Community College Trustees in 1998. The national trustee organization also honored Dennis as outstanding trustee at the national level when he was awarded the M. Dale Ensign Trustee Award in 2002. Christensen has also been recognized with ACCT Lifetime Membership. Chair Phister indicated that everything he learned as a board member he learned from Mr. Christensen. He always knew he could look to him for advice and counsel. Chair Phister presented a service award to Mr. Christensen and expressed his gratitude for what he

has done. Mr. Christensen stated that the college has been a second home to him and that the college's staff is second to none.

This meeting also marked the last official meeting for Vice Chair Jim Matson. Mr. Matson represents Riverton Subdistrict #2 and was elected in November 2004. He was elected as Treasurer of the Board in December 2004 and served for two years until he was elected Vice Chair of the Board in December 2006, serving for two years in that capacity. He served as CWC's trustee representative on the CWC Foundation Board for four years. Mr. Matson attended many campus events including CWC staff luncheons, in-services, convocations, nurses pinnings, commencement ceremonies, and GED graduations. He has attended numerous College Commission and legislative committee meetings. He also participated in state and national trustees seminars, including the National Legislative Seminar in Washington, D.C. Chair Phister stated that Mr. Matson has had an amazing impact on the board and that he appreciated his leadership and knowledge. Chair Phister presented a service award to Mr. Matson.

STUDENT,
EMPLOYEE
ASSOCIATION,
AND WYOMING
PBS REPORTS:

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

Student Senate

Mr. Curt Galitz, President of the Student Senate, reported that the Student Senate Hub has been built. The Toga Party was held last night, and almost 50 people attended. Mr. Galitz thanked the board and everyone for making CWC such an amazing place to go to college.

Dr. McFarland presented Mr. Galitz a certificate of appreciation from the Riverton Chamber of Commerce to the CWC Student Senate for outstanding performance and lasting contributions for the "2008 Main Street Trick or Treat and Teen Halloween Dances."

Mr. Galitz provided a written report which included information that the Senate handed out Proposition #2 t-shirts to various students and different clubs on campus. Driving games are now in the cafeteria and have been in use almost non-stop since they were up and running. The Senate is discussing the purchase of a security camera for the housing area.

Classified Staff
Association

Ms. Sonja Fairfield, President of the Classified Staff Association, extended an invitation to the board to attend the Annual Cookie Exchange

which will be held on Monday, December 8, from 3-4 p.m. in the Fremont Room.

Ms. Fairfield provided a written report which included information that Retha Reinke and Sonja Fairfield volunteered their time after work on October 16 to place Proposition #2 signs in yards throughout Riverton. Judy Hubbard attended the Wyoming Lifelong Learning Conference in Cody October 8-10 and was elected to their Board of Directors for a two-year term. The Board Candidate Forum on October 21 went well thanks to the work of Beth Gray, Keith Domke of *The Ranger*, Carol Deering, Bart Reynolds, and Sonja Fairfield. Barbette Hernandez organized a Halloween costume contest which raised some money for the Classified Staff Endowment. Recent Rustler Salute Award nominees are Denny Mohrman and Al Lara.

The Faculty

Ms. Beth Gray, President of The Faculty, reported that many of the faculty expressed sadness at Mr. Christensen's and Mr. Matson's departure from the board. They have both done an outstanding job, and the faculty thanked them for their support over the years. Ms. Gray brought a poster to show the board from the *Grapes of Wrath* which was done by Lonnie Slack. The Business Department will be hosting a benefit chuckwagon dinner for Leslie Gabrielsen who has cancer. She is the wife of faculty member John Gabrielsen. The dinner will be held on December 3 from 5-7 p.m., prior to the Bar J Wranglers concert.

Ms. Gray submitted a written report which included information that Jeff Hosking provided a demonstration of the Virtual Firearms Training System (FATS) to approximately 30 members of Leadership Fremont County on October 17. The first of a series of three medical coding courses will be offered during the spring semester by Margaret Peart. Amanda Nicholoff reported that the television students have been working hard as interns for Wyoming PBS during October. Matt Flint will serve on the Riverton High School Career and Technical Education Advisory Board. Steve Traylor's Jazz Messengers opened on student night for the Rustler Rodeo and performed two hours of cocktail/dinner music for CWC's Oktoberfest on October 3. Steve Traylor attended the Conference on Information Technology in Salt Lake City. Fine Arts Day was held on November 7 and brought in about 60 potential students plus teachers and parents. Lonnie Slack created the photography for the play *The Grapes of Wrath*.

Professional
Personnel
Association

Ms. Carol Deering, President of the Professional Personnel Association, reported that she had nothing to add to her written report which included information that Paula Hartbank conducted an advising workshop on September 11 for 18 dual-enrolled students from Wyoming Indian High School. Mickey Douglas attended the Wyoming Lifelong Learning Conference October 8-10 in Cody. Lance Goede and Susanna Lawson attended the audio conference “Mandating Mental Health Referrals and Assessments: Conducting Them Effectively” on October 8. Ruby Calvert, Jennifer Amend, and RoJean Thayer greeted visitors at a Wyoming PBS-sponsored booth in tailgate park at UW on October 11. Pieter Crow participated in Datatel’s Technical Training Week September 29-October 2 in Virginia. Lori Ridgway arranged for the Shoshoni High School senior class to visit CWC on October 15 for a Senior Leadership Day.

Lynne McAuliffe and Lori Ridgway delivered a two-day Leadership Training October 22-23 at the Sinks Canyon Center for the Department of Workforce Services Leadership Academy. Breez Daniels delivered customized training on “Developing Leadership Potential in the Classroom” in Thermopolis September 29-30. Brittany Yeates and Steve Barlow attended the annual Student Leadership Conference at Sheridan College October 23-25 along with CWC student leaders. Garry Trautman, Joanne Slingerland, Tami Shultz, and Joy Pettit attended the Northwest GEAR UP 2008 Regional Conference October 12-14 in Vancouver, Washington. Matt Herr, Donna Olsen, Coralina Daly, and John Wood attended the 2008 Conference of Information Technology in Salt Lake City October 19-21. Matt Herr and John Wood attended the 2008 EduCause Conference in Orlando, Florida. Tom Nirider attended the Annual ASPIRE Regional Conference in Fargo, North Dakota. Jeremy Hughes attended a degree audit training October 14-15 in Boston, Massachusetts. Roy Darnell attended the TechMentor conference in Las Vegas October 13-17. Suzie Koehn facilitated a webinar on the “New Requirements of the Higher Education Opportunity Act (HEOA) and How They Impact Your Institution” on October 28.

Chair Phister indicated that most of the trustees attended Ms. Lori Ridgway’s presentation which she gave at the ACCT Annual Congress in New York on October 31. She did an excellent job, and the presentation was well attended.

Wyoming PBS

Ms. Ruby Calvert, Wyoming PBS General Manager, submitted a written report which included information on administrative, programming and local content, promotion, development, engineering, and grant activities at Wyoming PBS. Current membership is 4,060. Letters of appointment have been received from Governor Freudenthal for WPBS Advisory Council business at large member Clint Rodeman and Sheridan College President Kevin Drumm. The Wyoming PBS audited financial report has been completed by McGee, Hearne & Paiz. The Wyoming PBS Budget request was presented to Governor Freudenthal on November 5. The Governor had officially denied both the \$404,000 HD equipment request for the production truck and a \$75,000 request to decommission the antenna. After further consideration, the Governor has now recommended the \$75,000 request.

CONSENT
AGENDA:

Board Chair Phister asked if there were any objections to the consent agenda which included the approval of the minutes from the October 15, 2008, regular meeting; the acceptance of bills for October 2008; and the board travel budget.

ACTION:

Mr. Matson moved to approve the consent agenda as presented. Mr. Krebs 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 \$1,320,674.20 for the month of October 2008: Operations in the amount of \$2,338,033.80; Student Grants and Loans in the amount of \$312,431.66; and Bank Transfers in the amount of \$768,049.93 for a grand total of all payments in the amount of \$3,418,515.39.

UNFINISHED
BUSINESS:

No unfinished business was conducted at this meeting.

NEW BUSINESS:

Financial
Monitoring Report

Mr. Jay Nielson, Vice President for Administrative Services, presented the Financial Monitoring Report. A six-year trend analysis showed that the college has \$1.8 million in land and a lot of construction in process. The college's total capital assets have increased from \$42.2 million in 2003 to \$56.2 million in 2008. Total net assets have increased from \$17.8 million in 2003 to \$36.8 million in 2008. CWC's operating revenues have increased from \$3.4 million in 2003 to \$9.8 million in 2008, while non-

operating revenues have risen from \$9.5 million in 2004 to \$16.4 million in 2008. A lot of the college's buildings are 20-40 years old which demonstrates the critical nature of major maintenance money. More than just minimal maintenance needs to be done on these buildings to keep them going another 10-20 years. This year \$1.2 million in major maintenance money was received based on 1.5 percent of the value of the buildings. The national average is 3 percent. A request will be made to the WCCC to raise this percentage to 3 percent, an amount which barely covers depreciation each year.

Total assets as well as total liabilities have grown, but growth at the college isn't being accomplished by debt. The college has a lot of cash in the bank with construction in progress. Completed construction and the instability in local taxes contributes to the fluctuation in assets and liabilities. The first appropriation of \$1.1 million for the Intertribal Center was received from the state as revenue. The increase in assets at the college was also influenced substantially by the WPBS build out.

Most of the college's revenue is from state appropriation and local taxes. The \$4-6 million received in federal grants is reported as operating revenue. Tuition has increased about 5 percent per year, with a 14 percent increase in enrollment last year. More revenue is coming from the state and local mills and less from tuition and fees. The community colleges are required to keep tuition as affordable as possible. Tuition is supporting a smaller and smaller portion of the college's operations, and it is mandated by the WCCC. Operating revenues are staying relatively flat.

In operating expenses, a significant increase was seen this year due to the large increase in salaries in FY 07 and the increase in WPBS. The fluctuations in income and loss have to do with timing. The \$1.1 million for the Intertribal Center was received as income. Major maintenance money is received as income and then spent as a loss. The overall increase in net assets has mostly to do with the WPBS projects and small construction projects. Net assets have increase significantly overall during the last six years.

A conclusion is that younger students have different expectations, and the challenge is to manage these expectations and needs with limited resources, especially in housing. The expectations of the students and the community continue to increase. Dr. Crane asked about the length of time that buildings are depreciated. Mr. Nielson indicated that it is usually 40

years for a regular building, but it could be as little as 4 years for different types of buildings.

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

ACTION:

Mr. Matson moved to accept the Financial Monitoring Report as presented. Mr. Christensen seconded the motion. Motion carried.

Acceptance of FY
08 College Audit

Mr. Wayne Herr of McGee, Hearne & Paiz, LLP, presented the FY 08 college audit. He explained that his firm audits 4 of the 7 community colleges in the state as well as the University of Wyoming and the Wyoming Catholic College. The audit opinion for Central Wyoming College is an unqualified opinion. In the findings relating to the financial statement audit as required to be reported in accordance with generally accepted government auditing standards, it was found that the college maintains its financial reporting system on a budgetary basis. Significant adjustments are necessary to present financial information in accordance with accounting principles generally accepted in the United States. The college provided many of these adjustments; however, the college relied on the auditor to identify the following: (1) adjustments to the net asset balance resulting from prior year adjustments made as part of the audit process and certain current year adjustments directly made to net assets; (2) adjustments for accounts payable based on timing of recognition from encumbrances identified by the college; and (3) accrual of the June 2008 earnings from the Higher Education Endowment maintained by the State of Wyoming.

In findings and questioned costs for federal awards, significant deficiencies in internal control included reporting student status changes to the National Student Loan Data System (NSLDS). During the audit firm's testing, it was noted that several students were reported incorrectly to the National Student Loan Clearinghouse. It was determined that the college does not appear to have a formalized policy and procedure to review student status changes. They recommended that the college determine how to best design a review process for student status changes after evaluating its available resources.

Chair Phister noted that there were a few surprises with last year's audit. He asked what kind of procedures are in place so that this doesn't happen

again. Mr. Nielson indicated that the college meets with the audit firm early in the process. Ms. Lindy Paskett, Director of Finance, reported that an informal internal audit committee has been formed. Department heads looked at the books and what happened this year and discussed how the college will be prepared for next year.

Mr. Herr explained that a draft audit was presented to the board this year because the formal financial statement is not final until the board approves it. It is final when it leaves the auditor's office, and they want to make sure that everything is correct. The federal government has indicated that the audit must be turned in to them within 30 days once the final audit is issued, which is why a draft was distributed to the board. This gives the audit firm plenty of time to make any adjustments. Dr. McFarland stated that last year the board got a bound audit, and during the board meeting the college's response to the findings was found unacceptable and was changed. The bound copy was then marked unofficial, and the audit had to be printed and bound again. There was some dissension about one of the findings regarding reversing a transaction. The prior auditor believed the transaction had to be reversed. The board's motion in accepting the audit was to address and correct the transaction if necessary. This year's audit is unqualified, and the college does not have to take action on that finding.

Mr. Herr indicated that the real issue with the finding was that the college was not in violation of state statute. The statute is specific but those are college funds, and they are invested in equities. The college is required to keep the \$500,000 with the Foundation in an endowment, so it does not have control over how this money is invested. The issue was that there is a specific state statute that the college can't invest in securities. Dr. McFarland noted that it was a new statute and not encountered by the former auditor, which may have contributed to the interpretation.

Dr. McFarland recommended that the board accept the FY 08 college audit as presented.

ACTION:

Mr. Krebs moved to accept the FY 08 college audit as presented. Ms. Mills seconded the motion.

Mr. Christensen asked if the audit will be submitted to the WCCC on time. Dr. McFarland replied it would be submitted on time. Mr. Christensen

asked if there were any issues that came up in the six-year trend that the board needs to address or correct when the budget is considered. Mr. Nielson replied that this is the first time he has put together this analysis, and no significant trends appeared.

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

Acceptance of FY
08 Wyoming PBS
(WPBS) Audit

The FY 08 Wyoming PBS Audit was prepared specifically for the Corporation for Public Broadcasting (CPB). Mr. Herr reported that it was an unqualified opinion. WPBS is an actually tracked as a fund of the college. It is not done under government auditing standards because it isn't required. In WPBS the fixed assets are not broken out in that fund, but the audit firm has been maintaining a separate record. As a result, the accounting staff never saw this schedule. Adjustments have now been made to put \$7 million in as fixed assets. This is a weakness in internal control. This audit is submitted directly to the CPB and is due at the end of November. However, Ms. Calvert has filed an extension so that the audit will be submitted at the end of December.

Dr. McFarland recommended that the board accept the FY 08 Wyoming PBS Audit as presented.

ACTION:

Mr. Christensen moved to accept the FY 08 Wyoming PBS Audit as presented. Mr. Matson seconded the motion. Motion carried.

Additional
Insurance Coverage

Mr. Nielson indicated that this report was a follow up from last month's meeting where the board authorized the administration to bind coverage for college's current insurance with the exception of increasing the insured value to \$53 million. It was found that the insurable value was \$57,795,774, an amount that was acceptable to the insurance company. For an additional premium of \$8,503 the property insured value will increase to \$57,795,774, the general liability aggregate will increase from \$2,000,000 to \$3,000,000, and the uninsured motorist amount will increase from \$500,000 to \$1,000,000. This additional coverage has been bound for the upcoming year and was a required condition to adequately cover college property. The annual premium for October 1, 2008, to September 30, 2009, is \$193,418, compared to \$208,146 paid the previous year for similar coverage. The premium is lower but the insured value is

higher, which is inconsistent with the board's motion from the October meeting.

ACTION:

Mr. Matson moved to ratify the decision by the college to increase the value of the buildings to \$57,795,774. Ms. Mills seconded the motion. Motion carried.

Mr. Nielson reported that the college has received a quote for earthquake insurance for \$25,000,000 with a 5 percent deductible at a premium cost of \$9,500. The college has not carried earthquake coverage in the past. It might be possible to get coverage for a lower amount. Mr. Nielson did not make a recommendation on earthquake insurance because it is a long shot. He will leave the decision up to the board, but he can pursue a less expensive premium.

In regard to non-hazardous workers compensation, the insurance company chose not to provide a quote. One major insurance company provides non-hazardous coverage, but property and liability insurance must be purchased at the same time. The state has coverage available for \$200,000. Mr. Nielson will discuss this issue with legislators to see if coverage can be obtained at a more reasonable cost. Coverage that has not been bound is increasing the Educators Legal Liability. He recommended that the college provide the additional coverage by increasing the limit on Educators Legal Liability to \$5,000,000 at a cost of \$1,593.

Dr. McFarland recommended that the board approve increasing the limit on Educators Legal Liability to \$5,000,000, at an additional cost of \$1,593.

ACTION:

Ms. Mills moved to increase the limit on Educators Legal Liability to \$5,000,000, at an additional cost of \$1,593. Mr. Christensen seconded the motion.

Chair Phister asked that Mr. Nielson look at other earthquake insurance quotes. Dr. Crane asked what the legal ramifications are for the board members if it is decided to not carry this insurance and an earthquake occurs. Mr. Nielson indicated that Educators Legal Liability includes errors and omissions insurance, which covers board decisions. Casper College is the only community college that carries earthquake insurance.

Dr. McFarland indicated that she did not include earthquake coverage in her recommendation, but less coverage could be investigated. It is a matter of a calculated risk, but the college has many other areas of greater risk. A point of being insurance poor can be reached which would deprive the college's students of other opportunities. The chances of having every single facility destroyed by an earthquake are not great. Just operating the college is an inherent risk. Chair Phister asked that a lesser cost be investigated and reported on at the next meeting. A decision on this will be made at that time.

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

Community College
Task Force Update

Dr. McFarland reported on the November 19 meeting of the Community College Task Force. The task force has been looking at three major areas which include the strategic plan, the overall funding model, and capital construction. At the end of the meeting, the task force approved the amended legislation to go forward to the Joint Education Committee December 17-18 and the Joint Appropriation Committee on December 11. The task force also indicated a willingness to continue their services at the pleasure of the Legislature and Management Council. The strategic plan will not be completed until November 9, 2009.

The task force members are very well aware that there are a number of issues for which there is no consensus and sometimes considerable disagreement. The strategic planning process ties everything together related to funding, educational programs, and capital construction. It is critically important to community colleges. A surprise amendment to the task force's proposed legislative bills would require approval from a majority of the seven colleges before the Wyoming Community College Commission's strategic plan is finalized. An amendment was brought forward to ensure that whenever a quorum of the seven community college presidents got together that they would be subject to the public meetings law. That motion died for lack of a second. The intent was to involve the colleges in the strategic plan.

With regard to statewide baseline costs for FTE compensation in the proposed state funding plan, the economy of scale factor is totally discounted and will hurt the smaller colleges. They attempted to fix this by beefing up fixed costs. The area of greatest change has to do with capital construction. The task force has indicated the wish to support

legislation for state matching funds for community college capital construction projects. How it will be managed, which agency will be responsible for reviewing and approving, and who will manage the actual design and construction of the buildings is being discussed. The suggestions included the School Facilities Commission, the Department of Administration & Information State Building Commission, or the creation of a capital construction department with the WCCC. The task force decided to manage capital construction projects through the State Building Commission. The SBC would require three more full-time positions to administer the community college capital construction projects. They would essentially design and build the buildings, and they would have authority over state money and local money for the projects. They thought the colleges would waste money, so they would control all the aspects of each project.

Overall there appears to be upward of \$1 million per year required for additional funding in staffing and operating funds at the state level. Most of the money would go to the WCCC and some to the SBC. The only money the colleges would get would be \$250,000 in planning money. The marked up proposed legislation should be received in a couple of weeks.

Recent Election

Dr. McFarland thought that the college ran a good campaign for Proposition #2, even though it failed. There was a lot of support for the projects, but factors in the environment beyond anyone's control and the complex nature of the variety of projects were important factors. She suggested that the college step back and get more information to consider the next step and the options available. Chair Phister suggested that the college continue to engage the community as it has been doing. Mr. Krebs indicated that the consensus is that it was the economy that made the proposition fail. Dr. McFarland stated that so many projects were included in the proposition that it was challenging to fully explain all their benefits.

Dr. Gose indicated that it was felt that people would vote for the seven stakeholders for the collective good. The "no" vote was underestimated. If the college wants to be part of a multiple stakeholder process again, this decision needs to be considered carefully. Dr. Crane stated that 43 percent of voters were not part of a town, so trying to get them to vote for one of the projects was difficult.

No board action was required on this agenda item.

January 21
Community
Dialogue Dinner

Dr. McFarland suggested that a timely topic for the January 21 Community Dialogue Dinner would be to gather a broad cross-section of citizens from across Fremont County to have a conversation with the board about why Proposition #2 failed, the perceived merits of CWC's proposed projects, and thoughts about moving forward. This would include people from rural areas and the reservation and of all ages. They could be asked why they thought Proposition #2 failed. The board indicated that this was an acceptable topic.

January 28 Board
Quarterly Work
Session/Retreat

Dr. McFarland suggested that topics for the January 28 board work session could include analyzing what is heard at the January 21 Community Dialogue Dinner and getting the big picture look at capital construction and the legislature. The board indicated that these topics were acceptable.

New Trustee Board
Orientation

Dr. McFarland suggested that a session on trusteeship be conducted by the board for new trustees. Topics would include policy governance, board role, and expectations. It was decided that this session would be held on Tuesday, December 2, from 5:30-7:30 p.m. in AW 138. Attendees would include the board and the college president. This would be followed by a general orientation session and tour to acquaint new trustees with the college itself, including a campus tour and a review of the December board meeting packet. This session will be held on Monday, December 8, from 2-5 p.m. in AW 138. Attendees at the December 8 event would include the board chair, the college president, and the administrators.

Personnel

Human Resources
Board Report

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

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

The Rustler Spirit Award Recipient for October was Lori Ridgway, and the Rustler Spirit Award Recipient for November was the Learning System Management Committee.

Searches in progress/pending included Instructor Nursing Riverton; Instructor Nursing Jackson; Institutional Researcher; WPBS Web Developer/Graphics Designer; Rural Justice Training Center Director; and Custodian Night Shift.

Resignations/terminations/retirements/requests for release from contract included Margaret Peart, Professor Business Technology; and Ruthanne Taylor, Instructor Nursing Jackson.

New Hires/Appointments/Internal Transfers included Erika Fields, Human Resources Office Assistant; and Lynda German, Facilities Attendant Lander.

Request for
Release from
Continuing
Contract

Dr. McFarland indicated that she had received a request from Professor Margaret Peart for a release from continuing contract effective May 8, 2009, because she planning to retire after 37 years of part-time and full-time service. Dr. McFarland recommended that her request be accepted with regret and deep appreciation for outstanding service.

ACTION:

Dr. Gose moved to accept the request for release from continuing contract effective May 8, 2009, from Professor Margaret Peart with regret and deep appreciation for outstanding service. Mr. Christensen seconded the motion. Motion carried.

College
President's
Contract

ACTION:

Mr. Matson moved to extend the contract of President Jo Anne McFarland for one additional year through June 30, 2011, with terms and conditions to be determined at a later date. Mr. Christensen seconded the motion. Motion carried.

College
Commission
Proposed 09-10
Tuition Increase

Dr. McFarland reported that the WCCC has the authority to set tuition. They do this by comparing tuition to surrounding states and by taking into account the median income of the state. Their conclusion was to recommend a tuition increase of 4.41 percent which would increase tuition from \$65 per credit hour to \$68 per credit hour for Wyoming residents. The board does not need to act on this, and it is presented for information only. The WCCC will act on it at an early December meeting. Dr. McFarland voted in favor of the tuition increase because it is modest, justified, and necessary for colleges to have additional operating money to meet the needs of a growing number of students. All seven community colleges count on state, local, and tuition money, even though tuition counts for less than 20 percent of revenue.

Dr. Waheed explained that the Western Undergraduate Exchange (WUE) is a program of the Western Interstate Commission for Higher Education

(WICHE). Students who are residents of WICHE states may enroll at participating two- and four-year college programs outside of their home state at a reduced tuition rate. WICHE states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. WUE students can enroll at 150 percent of the tuition rate in Wyoming, as opposed to 300 percent. Nebraska is also afforded the 150 percent rate because many of their students attend Eastern Wyoming College.

ACCEPTANCE OF
MONITORING
REPORTS:

Statewide
Community
College
Enrollment

Dr. Rottweiler presented the Statewide Community College Enrollment monitoring report which summarized the data in the Wyoming Community College Commission's enrollment report for the academic year 2007-2008 as it relates to Central Wyoming College. During the 07-08 academic year, CWC enrolled 2,154 students which represents an 18.7 percent increase over the previous year. Annual Full Time Equivalent (AFTE) numbers increased to 1,440.7 which represents a 15.7 percent increase. In summary, CWC experienced substantial enrollment growth in headcount and AFTE over the previous year.

Over half or 57.6 percent of CWC's student body is under the age of 25, and 62.1 percent are female. CWC continues to have one of the highest percentages of female students of any Wyoming community college, but this number has dropped which results in a better balance of students. In ethnicity, 73.4 percent of CWC's students are white, 13.6 percent are American Indian, and 4.2 percent are Hispanic. The percentage of American Indians has declined slightly, but Sergio Maldonado will help bring this number back up. In market penetration by county, 5.8 percent of Fremont County residents 18 or older are enrolled at a Wyoming community college with 87.3 percent enrolled at CWC. The county enrollment rate is above the statewide average of 5.3 percent. CWC continues to have one of the lowest out-of-county enrollment rates for all Wyoming community colleges at 22.5 percent, but this is an increase from 2006-2007 and reflects a better job of recruiting students from out of county.

Findings from the monitoring report include that CWC has experienced substantial enrollment growth; Fremont County enrollment continues to be high; CWC increased out-of-county and out-of-state enrollments

consistent with the college's strategic priorities; CWC continues to be the most diverse institution of higher education; the decline in the percentage of Native American students needs to be addressed; gender makeup continues to be overrepresented by female students but is more balanced than earlier years; and the percent of CWC students under 25 continues to increase.

Mr. Krebs asked if the increase in out-of-state students has been helped by athletics. Dr. Rottweiler replied that the big bump in out-of-state students won't show up until next year. Volleyball, rodeo, theatre, music, and art are the primary areas where the out-of-state increase was seen this year. Mr. Christensen asked about the numbers of American Indians going down. Dr. Rottweiler indicated that the number for 2003-04 were 349, for 2004-05 they were 347, for 2005-06 they were 292, for 2006-07 they were 271, and in 2007-08 they were 292. He would like to see the numbers back at 350. Mr. Christensen asked about high school graduation rates being down on the reservation. Dr. Rottweiler replied that the graduation rate is very low on the reservation. A better job has to be done of getting these students to finish high school.

Chair Phister asked how CWC compares in diversity with UW. Dr. Waheed indicated that CWC's percentages of diversity are higher than any institution in Wyoming.

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

ACTION:

Dr. Gose moved to accept the Statewide Community College Enrollment Monitoring Report as presented. Mr. Matson seconded the motion. Motion carried.

REPORTS:

President's Report

Dr. McFarland included the following information in her report:

1. Kudos.
 - a. The association reports included a description of the robust activities over the last month of CWC's faculty, staff, and students.

- b. For the third year in a row, CWC has been named in the “Top Ten Digital Savvy Colleges” in the country among small rural colleges. CWC ranked second place in the nation this year. This year, the selection process was even more rigorous than prior years, with judges actually checking the website, student portal, and the array of electronic services that CWC provides to its students.
- c. The reason CWC has risen to the top ranks of community colleges is its dedicated and high quality faculty and staff. Special kudos to the CWC’s Learning Management System’s sub-committee, which was charged with finding a suitable alternative to WebCT for next year. Donna Olsen, Beth Gray, Jim Thurman, Valerie Harris, Ann Avery, and Anne Nez spent an enormous amount of time personally visiting colleges across the country, attending conferences, and handling the proposal process. This group met every week, tested programs themselves, and invited vendors to pitch their products personally. The committee did an amazing job.
- d. A letter of special thanks was included in the board packet from Teton County BOCES for CWC’s help in providing a concurrent enrollment course in Electronic Production in Jackson.
- e. The CWC Rodeo Men’s Team emerged from the fall rodeo season with CWC Men’s team in First Place in the Central Rocky Mountain Region, and the CWC Women’s team placing Third in the Region.
- f. CWC Jackson’s Culinary Arts Program continues to grow and prosper under the direction of Henry Cittone. A recent clipping was included in the board packet.
- g. Special recognition goes to Lori Ridgway for developing and presenting an outstanding presentation at the recent ACCT National Leadership Congress in New York City.
- h. In late October, Assistant Professor of Political Science, Jim Thurman, arranged for his students to participate in an ICN lecture from the U.S. Holocaust Memorial Museum. This lecture marked the first time that a Wyoming college has hosted an ICN outreach lecture from the Holocaust Museum.

- i. Another example of providing opportunities to benefit from expertise outside the classroom was developed by Business Professor Beth Gray and her colleagues, who arranged for students to hear about how the national economy affects Wyoming from a panel of local experts on November 12.
2. Sincere appreciation is extended to trustees, faculty, staff, and students for pouring their hearts and souls into informational and promotional efforts related to Proposition #2. From going around the county to explain CWC's project, to providing rides to the polls, to spending personal time placing signs, to going door-to-door, a best effort was given. Special thanks to Lori Ridgway for serving as liaison with the community and scheduling countless meetings throughout the county. Appreciation to administrators for graciously accepting numerous speaking engagements. Thanks, also, to Curt Galitz, Student Senate President, who galvanized the students behind this effort and to the talented and intrepid Carolyn Aanestad, Rojean Thayer, and Scott Rockhold in Public Information for designing and producing numerous informational pieces about CWC and community projects.
3. Final fundraising for the Intertribal Center is underway and architectural final planning is taking place, in preparation for a Spring 2009 groundbreaking.
4. While the informational campaign was going on, a record number of students were still being provided high quality learning opportunities, numerous student activities were in full swing, new programs were being developed, maintenance issues were being attended to, compliance audits and reports were being produced, and work on developing next year's budget was underway.
5. Activities at the state level are cranking up, with the Community College Task Force work ongoing and preparations for the 2009 Legislation Session underway. Although state revenue projections are up again, state officials are urging caution in spending because of the volatile national economy. College officials are cautiously optimistic that the Legislature will provide additional funding for capital construction, enrollment growth, and major maintenance.

The annual Board Legislative Luncheon was held on Monday, November 17, from noon to 1:30 p.m. in the Fremont Room.

6. Selected events attended by the president since her last report are as follows:
 - a. Mon., Oct. 13 - KTRZ Radio Program
 - b. Mon., Oct. 13 - Professional Teaching Standards Board
 - c. Mon., Oct. 13 - Shoshoni City Council Open House
 - d. Tues., Oct. 14 - Municipal/CWC Open House
 - e. Wed., Oct. 15 - John Washakie Ceremony
 - f. Thurs., Oct. 16 - KVOW "Chit Chat"
 - g. Thurs., Oct. 16 - Municipal Partnership Meeting
 - h. Thurs., Oct. 16 - Joint CWC Board/Foundation Meeting
 - i. Tues., Oct. 21 - Riverton City Council Presentation
 - j. Tues., Nov. 4 - Riverton Rotary Board Meeting
 - k. Thurs., Nov. 6 - Professional Teaching Standards Board
 - l. Mon., Nov. 10 - Municipal Partnership Meeting
 - m. Tues., Nov. 11 - Riverton Rotary
 - n. Wed., Nov. 12 - Fremont County Administrators
 - o. Thurs., Nov. 13 - Riverton Hospital Board Meeting
 - p. Thurs., Nov. 13 - Intertribal Center Gathering
7. Articles of Special Interest. Articles about CWC and its sister colleges at the state and national level were included under separate cover with the board packet.

Dr. McFarland congratulated Tiffany Stauffenberg on being named the Wyoming Community College Conference Coach of the Year.

Vice President for
Student Services

Dr. Mohammed Waheed, Vice President for Student Services, reported that enrollment at the college has increased in all categories. The female to male ratio used to be 1 to 2 and is now 2 to 3, which means that more male students are entering the college. Enrollment this semester is 2119 headcount and 1521.38 FTE, which is an increase of 4.49 percent in headcount and 5.96 percent in FTE. Dr. Waheed also reported that the college is working with the Riverton Community Health Center which provides a variety of medical services at low cost to community members, including students who may or may not have health insurance. The service is not as fast as going to a doctor's office, so students are encouraged to pre-register. The costs were prohibitive for mandatory

student health insurance, but optional health insurance is offered to students through the college.

Dr. Waheed submitted a written report which included information that CWC hosted an intensive Suicide Prevention Training Workshop in August for resident assistants and selected staff members. Each month the CWC Counseling Office distributes important health information and prevention tips to the campus community through the Student Health 101 Newsletters. CWC observed Breast Cancer Awareness month in October. CWC also observed a Depression and Anxiety Awareness Week. The CWC Counseling Office provides job placement services to students and alumni.

Vice President for Institutional Advancement

Vice President for Institutional Advancement Dane Graham reported that the proceeds from Oktoberfest were down about \$4,000 from the previous year, but the Foundation would like to continue hosting this event. In regard to Proposition #2, Mr. Graham stated that the relationships formed during the process were beneficial. Susan Anderson has been hired as CWC Foundation Administrative Assistant.

Mr. Graham submitted a written report which included information that donations received in October totaled \$52,130.23. Notable gifts received/pending included \$25,000 to create the Brenda Lee Memorial Scholarship Endowment; \$13,750 to the Student Life General Endowment; \$2,000 to the Laurie Stevens Nicholas Memorial Scholarship Endowment; \$1,000 to the Denny Ashley Memorial Scholarship Endowment; \$2,500 for an anonymous fund; \$18,314.67 for the CWC Teton County Fund and Heather Paul Memorial Nursing Endowment; and \$3,000 for an anonymous fund. Income raised from the 2008 Oktoberfest event was \$23,300, which was down 15.38 percent from the previous year.

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, December 10, beginning at 7:30 p.m. in the Fremont Room in the Student Center.

Agenda items for the regular meeting include:

1. Public Oath of Office for Newly Elected and Re-Elected Trustees
2. Board Reorganization (election of officers)
3. 09-10 Academic and Non-Academic Fee Schedule
4. 09-10 Academic Calendar
5. 09-10 Holiday Schedule

The annual board reorganization dinner will take place prior to the board meeting at 5:30 p.m. at the Bull Restaurant in Riverton.

An executive session, if needed, will be called by board motion at the appropriate place during the meeting.

CWC Foundation

The next meeting of the CWC Foundation is scheduled for Thursday, December 11, at 10 a.m. at the CWC Lander Center.

Association of
Community
College Trustees

The ACCT Annual Congress was held October 29-November 1 in New York City. Board Chair Phister, Mr. Christensen, Ms. Mills, Dr. Crane, Dr. Gose, and Mr. Krebs were in attendance. Dr. Gose reported on a session he attended which featured Hillary Pennington of the Gates Foundation. This foundation has invested over \$7 billion in the K-12 system, and they have decided to focus on the community colleges. Their intent is to invest \$3 billion to double the number of low income young people who complete a college degree by the age of 26 by the year 2025. It is a very important initiative.

The next ACCT event is the National Legislative Summit which will be held February 9-11, 2009, in Washington, D.C. Board members who have indicated they will attend are Board Chair Phister, Dr. Gose, Dr. Crane, Ms. Mills and Mr. Krebs.

Dr. Crane reported that he has submitted his name for consideration on an ACCT subcommittee. If he is selected, it will mean additional meeting time at the conferences.

Wyoming
Association of
Community
College Trustees

The WACCT met October 23-24 at Northwest College. Ms. Mills reported the WACCT went back to having formal meetings with the Commissioners. The group had a discussion with the Presidents Council regarding the hire of a WACCT Executive Director.

Dr. McFarland reported that the trustees are going ahead with the membership dues assessment of \$10,000 in order to hire an interim executive director. Board members agreed that this assessment should be paid.

The next meeting of the WACCT will be held in conjunction with the February 20 meeting of the Wyoming Community College Commission at

Laramie County Community College in Cheyenne. The WCCC meeting will be preceded by the Wyoming Community College Conference at Little America.

Wyoming
Community College
Commission

The WCCC met October 23-24 at Northwest College.

The next meeting of the WCCC will be held on February 20 at Laramie County Community College, preceded by the February 19 WACCT Community College Conference in Cheyenne.

Community College
Task Force

The Community College Task Force met October 27 at the UW Outreach Center in Casper and on November 19 at the Casper City Council Chambers.

Joint Education
Committee

The Joint Education Committee met October 28-29 at the UW Outreach Center in Casper. The next meeting is scheduled for December 17-18 in Cheyenne.

CWC BOCHES

The next meeting of the CWC BOCHES is scheduled for 7 p.m. on Thursday, February 26, 2009.

Teton County
BOCES

A meeting of the Teton County BOCES was held on November 18. Chair Phister reported that there will be some changes on this board. It is an excellent partnership and is leading the way in the number of students in dual enrollment.

Other

Mr. Christensen asked if the seats in the front middle section of the Arts Center Theatre could be reupholstered. Dr. McFarland noted that when the curtains are replaced there was discussion about extending the stage out, which would eliminate these seats. The orchestra pit is no longer needed because it doesn't meet code. The CWC Foundation has an arts endowment fund which could possibly help with redoing the seats, but the college is focusing on the safety issues first. Mr. Nielson indicated that the dead hung system will be worked on over the holidays. The next building to have upgrades done will either be the Arts Center or the Classroom Wing, but he will take a look at the seats.

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.

Board Chair Phister adjourned the meeting at 10:08 p.m.

Secretary

APPROVAL:

Chair