

**COLLEGE COUNCIL**  
**December 22, 2005**  
**AD 198A**

**PRESIDING:** Walter Nolte

**PRESENT:** Evelyn Brummond, Bill Landen, Paul Marquard, Bill Mixer, Linda Nichols, Jim Ochiltree, Glenda Pullen, Carmen Simone, Randy Stutheit, Jeremy Tremel, Joe Simon, Sarah Sulzen

**ABSENT:** Keith Cross, Erich Frankland, Pete Wildman

**I. The meeting was called to order at 8:30 a.m.**

**II. The minutes from December 8, 2005 were approved as written.**

**III. New Business**

- a. Vice President Stutheit reported the budget development process for next year will begin in the spring. Departments and divisions will be asked to submit changes to their operating budget through their appropriate vice president. At the same time, a justification of personnel needs will be asked for. President Nolte said College Council will address these administrative requests to make recommendation to the Board. The final step is the Board Budget Hearing which is always the third Wednesday in July.

**IV. Old Business**

- a. Spring semester College Council meetings were set for the second and fourth Tuesdays from 7:30 – 9 a.m. beginning January 10, 2006.
- b. Committees
  - President Nolte said he, Vice President Simone, and Erich Frankland will work on the coding of faculty load issues for committees.
  - Vice President Ochiltree suggested, and the committee agreed, to list student organizations on the committee governance chart. Jeremy Tremel will submit a list of the student organizations to Gale Lara.
  - President Nolte said advisory technology committees should be added to the internal advisory committee list. He said there will be a condensed version of the Governance Chart and listings of the internal and external boards posted on the CC Web Site.
  - The Mentoring Committee is a new standing committee that is chaired by Joe Simon. It should be placed under Academic Council.
  - Vice President Ochiltree reported on the Hathaway Scholarship Committee. He would like the Hathaway Scholarship Committee to be considered as a financial aid and scholarship committee. The committee mission would have to be more clearly developed but could include handling financial aid appeals, developing awards, and reviewing various departments' practices. It may well have sub groups. His recommendation is renaming it as a Financial Aid and Scholarship Committee. This committee will not establish or facilitate scholarships, but if it becomes necessary may review scholarships with the College Foundation.
  - Evelyn Brummond gave an update on the Diversity Committee. She reported Judith Kirk has called together two meetings of the Diversity Committee. At

these meetings, the committee discussed the structure of the committee and looked at their mission statement and decided to continue with their current Mission Statement. Ms. Kirk asked committee members to submit areas of concern to her and she will meet with the College Council in January.

**V. Future Business**

President Nolte went over the following items for College Council to review during the spring semester:

- Vending machine contracts. College Council members discussed the following vending machine issues: distribution of proceeds, service and products, access to machines, and involving students in terms of what they want. It was the general sense of the committee to support the decision to investigate vending machine contracts.
- Previously, President Nolte stated he would like to begin a policy review at the first College Council meeting in January. He received word that Fall 2006 may be the earliest opportunity for an intern, so he would like to reverse the policy review until Fall 2006. He said the review of the college mission and goals will be a preliminary step to strategic planning.
- President Nolte handed out a copy of the following documentation: Casper College Facilities User Rules, Facilities Usage and Fee Schedules, Charges for Audio/Visual Presentation Equipment & Services at Casper College, and examples of charges from other colleges and universities in our area. He said the use of CC facilities, both internal and external, is inconsistent in policy and practice. He asked College Council members to review the material and be prepared to begin discussions on the use of CC facilities by the first meeting in January. It was suggested to ask Sandy Hanify to the January 10, meeting.

**The meeting adjourned at 9:28 a.m.**

Next meeting January 10, 2006, 7:30 a.m., AD 198A

Submitted by,

*Gale Lara*

Gale Lara

Executive Assistant to the President and Board of Trustees