

CASPER COLLEGE DISTRICT BOARD

March 18, 2008

CE 217

PRESIDING: Bill Hambrick

PRESENT: Scott Bennion, Charles Chapin, Kathy Dolan, Charles Robertson

ABSENT: Susan Miller, Jane Sullivan

FIRST ITEM OF BUSINESS: Approve Minutes: MOTION by Trustee Charles Chapin to accept the minutes of February 19, 2008. The motion was seconded by Trustee Scott Bennion. Motion carried.

SECOND ITEM OF BUSINESS: Finance Committee:

MOTION by Trustee Scott Bennion to approve the payment of current bills as presented. The motion was seconded by Trustee Charles Chapin. Motion carried.

THIRD ITEM OF BUSINESS: Casper College President: Walter Nolte

- President Nolte introduced Susan Anderson who was hired to work on financing for the Campus Master Plan.
- Mr. Rich Fujita introduced Lindsey Grant the new Publications Coordinator.

President Nolte highlighted the following informational items that were included in the board packet:

- A letter from Shelly Andrews, former Director of Budget and Finance at the Wyoming Community College Commission; acknowledging receipt of Casper College's fiscal year 2007 financial statements and audit
- An appreciation letter from Phil Hinds, Mayor, Town of Evansville, regarding a cooperative effort between Casper College and the Town of Evansville. The Diesel Power Technology Program assisted the Town of Evansville by providing assistance with their 1985 IH Dump Truck.
- An e-mail from Sherri Lovercheck, President EWC Board of Directors, thanking the Casper College Community College Conference Planning Committee for an awesome conference. President Nolte mentioned he heard from many conference attendees about the great job of the committee. He said they raised the bar!
- A copy of "Grant News" in the *Community College Times* about Casper College receiving a federal appropriation of \$295,000 to launch a new program in renewable energy.
- Lizzy Hede, Hathaway Scholarship Coordinator, explained that SF21 provides a means for students to regain their Hathaway Scholarship eligibility if satisfactory academic progress was not maintained; she said it also includes students who lost eligibility in 2006-07.
- An article in *The Wyoming Business Report* on the Casper Business Incubator and the College's involvement
- An electronic article in *Inside Higher Ed* "What to Measure and Reward at Community Colleges"
- A copy of a senate file bill on the creation of a Community College Task Force Planning Study
- A draft of the "Wyoming Community College System Summer 2007 Enrollment Report" (numbers are significantly up)!

Other announcements:

- Casper College paid 620 individuals in the month of February.
- A thank-you note from Deborah Walton, Well-Being of Wyoming, on the proclamation and partnering on "Through With Chew Week." She noted both Mark Robinson and Tracy Hasely did a great job.
- The call for nominations 2008 ACCT Awards Program deadline is July 11, 2008.

- Several administrators will be attending the AACC Conference in Philadelphia April 4-8. President Nolte, Vice President Simone, Brent Pickett, and Joanna Anderson will be giving a presentation on the College's 30 year partnership with UW.
- Approximately eight employees will be attending the Higher Learning Commission meeting in Chicago April 11-14.
- The Retirement & Recognition Dinner is Friday, April 25, at the Parkway Plaza, presentations begin at 7 p.m., and tickets are \$20.
- President Nolte gave the following legislative report: he said the appropriation in the Budget Bill had some modest increases for salary and inflation as well as containing language on a task force to study community colleges, there was also an amendment to the Budget Bill to include residential facilities at five or six of the community colleges; major maintenance this biennium was calculated on a 1.5 percent of building value, as opposed to 3 percent during the last biennium; the appropriation in the general budget authorized \$2.4 million to enhance the electronic holdings of the seven colleges and one university library and some minor adjustments to the Wyoming Public TV budget. HB 17, a Community College Commission duties bill, that among other things requires the WCCC to do strategic planning, adds a staff person to the Commission for enrollment management and enrollment auditing and had new language to allow the WCCC to terminate programs, review existing certificate and degree programs, and terminate state funding for those programs with consistently low enrollment. HB 48 provides the State Loan and Investment Board with authority to loan funds for UW and community colleges for revenue generating facilities (residence halls); HB 67 provided \$1.1million in funding for the Intertribal Education and Community Center at CWC; HB 81 changes the limits for capital construction approval from the WCCC to \$100K and from the legislature to \$1M, and it also provides for commission review of projects that exceed the approved amount by more than 10 percent. SF 21 provides language which clears up ambiguities in the Hathaway Scholarship Program as well as allowing students who lose their eligibility an opportunity to gain it back. Lastly, the legislature appropriated four colleges and additional one million dollars in endowment money (Casper College is one of those four colleges).

FOURTH ITEM OF BUSINESS: Academic Services: Carmen Simone

- Deanna Schaff was reappointed as the Physical Science Division Chair. She will be serving another four-year term.
- Vice President Simone said she has established a new procedure, departmental reviews, and they will be conducted in three-year cycles. So far this semester, six departmental reviews have been conducted which leave four remaining to be completed this semester.
- The accreditation visit for the Paralegal Program went very well, and the final official outcome from the ABA is expected in August.
- The Wyoming Community College Commission approved the following three programs at their last meeting: AAS in Entrepreneurship, Web Development, and Leadership and Organizational Development.
- There was a nice turnout at the "Rendezvous with the Tate" which was held over the weekend.

FIFTH ITEM OF BUSINESS: Student Services: Joanna Anderson

- There was great attendance and exhibits at the Trades and Tech Career Fair hosted by the Career Center in conjunction with the Trades and Technology Division.
- The Counseling and Student Development Center is busy hosting a variety of informational programs for students on awareness in addition to Disability Awareness Week which is currently going on. They are also planning the Wellness Conference which is scheduled for March 26-28.
- Lizzy Hede reported on the Hathaway Bill.
- A large number of Financial Aid awards continue to be given

- The men's and women's basketball season concluded, and post season honors were given to Josey Stewart and Jeremiah Wilson who were recognized as All Region IX Team Members, in addition, Jeremiah Wilson is one of the Region IX nominees for All American.
- Student Services is beginning the process of replacing the Director of Security.

SIXTH ITEM OF BUSINESS: Administrative Services: Randy Stutheit

- Vice President Stutheit expressed gratitude to custodial staff that assisted the Wyoming High School Athletic Association and City of Casper in hosting the 1A, 2A, 3A, and 4A Basketball Tournaments on campus, in conjunction with Spring Break and a visit from Chelsea and Senator Hillary Clinton.
- As part of the Campus Master Plan, new trees are being planted by the Physical Plant staff on the intercampus road.
- Budget development requests are due, and the executive group will start working on developing recommendations.

SEVENTH ITEM OF BUSINESS: Faculty Senate: Joe Simon

- President Nolte met with Faculty Senate on Monday afternoon, March 17, and explained upcoming capital projects, a proposed bond issue, and gave a legislative update.
- At the same meeting, they received a visit from Linda Nichols, Staff Alliance Representative, who gave an update on the Staff Compensation Policy.
- The process of developing an institutional review board is moving along. The plan is to set up a panel of five and have representatives from administration and faculty.
- Faculty Senate is close to completing a two-year process of revising the Faculty Handbook. They will be presenting revised copies of their handbook at the next Board meeting.
- Faculty Senate will be revisiting the subject of faculty and distance education evaluations.

EIGHTH ITEM OF BUSINESS: Staff Alliance: Wes Bertagnole

- Employee of the Month for March 2008 is David Dutton, Computer Help Desk Technician.
- Staff Alliance continues work on the Classified Staff Compensation Policy.

NINTH ITEM OF BUSINESS: Administrative Alliance: Mike Sawyer

- Administrative Alliance met on March 4 and discussed at length the Professional and Consulting Leave. As no action was taken, the matter was tabled.
- In addition, they talked at length about activities Administrative Alliance could be involved in as a group. Mr. Sawyer suggested they get involved in a campus clean-up day.
- Karen Trohkimoinen, Employee Benefits Specialist, attended the March 4 Administrative Alliance meeting and presented the fact that Administrative Alliance does not have a brochure that describes who and what they are to new employees, so they will begin the process of putting together a brochure.
- Administrative Alliance is in the process of putting together a review committee for administrative professional development.

TENTH ITEM OF BUSINESS: UW/CC Center: No Report

ELEVENTH ITEM OF BUSINESS: Student Senate: No Report

TWELFTH ITEM OF BUSINESS: Action Items:

MOTION by Trustee Kathy Dolan to approve the following applicants for early retirement as per policy: R. Lynnette Anderson, James Bennett, Evelyn Brummond, Carolyn Buff, Lynda Durham, Deanna Dyer,

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Eduardo Molina, Mark Robinson, Abraham Steward, Randall Stutheit, Jacqueline White, and Harold Wright. The motion was seconded by Trustee Scott Bennion. Motion carried.

Vice President Carmen Simone reported she is concerned about declining enrollment in the Automotive Technology Program and explained enrollment data does not support having two full-time faculty members in that program. President Nolte added this is not an indication that the total number of full-time faculty is going to be reduced; he said resources are just being reallocated.

MOTION by Trustee Charles Chapin that based on the declining enrollment in the Automotive Technology program the number of faculty for said program be reduced from two to one, beginning with the Fall 2008 term, as outlined by the seniority principles within the Reduction in Force Board Policy (#1100:40:01). The motion was seconded by Trustee Kathy Dolan. Motion carried. Trustee Charles Robertson asked if the enrollment numbers include dual enrollment. Vice President Simone replied the last four years of data include the dual enrollment students in high school; approximately 1/3 of enrollment this past year.

The next meeting will be Thursday, April 17, 2008, Rooms AD 198 and AD 198A.

The meeting adjourned at 7:34 p.m.

Submitted by,

Kathy Dolan, Secretary