

CASPER COLLEGE DISTRICT BOARD

June 19, 2007

CE 217

PRESIDING: Bill Hambrick

PRESENT: Scott Bennion Charles Chapin, Susan Miller, Jane Sullivan,
Charles Robertson

ABSENT: Kathy Dolan

FIRST ITEM OF BUSINESS: Approve Minutes:

The minutes of the May 15, 2007, Work Session were corrected to reflect that Scott Bennion was present. With that correction noted a MOTION was made by Trustee Scott Bennion to accept the minutes of May 15, 2007. Seconded by Trustee Charles Chapin. Motion carried.

MOTION by Trustee Charles Chapin to accept the minutes of June 4, 2007. Seconded by Trustee Jane Sullivan. Motion carried.

SECOND ITEM OF BUSINESS: Finance Committee:

MOTION by Trustee Jane Sullivan to approve the payment of the current bills as presented. Seconded by Trustee Charles Chapin. Motion carried.

MOTION by Trustee Charles Chapin to convene into a Public Hearing seeking approval to renew the assessment of an additional one-mill levy. Seconded by Trustee Scott Bennion. Motion carried.

Vice President Stutheit referred to page 17 of the Board Meeting packet which is a memorandum explaining the requirement of a public hearing for the purpose of assessing an additional mill levy on the assessed valuation of the District for a period not to exceed two years. He said Casper College has authorized the additional one-mill levy since July 1, 1991, and the College will utilize these funds to meet physical plant facility needs, instructional equipment, and grants office personnel. Board President Hambrick asked if there was anyone wishing to speak in favor of the optional one-mill levy. Hearing none, he asked if there was anyone wishing to speak in opposition, hearing none he closed the Public Hearing.

MOTION by Trustee Charles Chapin to close the Public Hearing on the one-mill levy. Seconded by Trustee Scott Bennion. Motion carried.

MOTION by Trustee Charles Chapin to conduct a Public Hearing on the half-mill levy for the purpose of maintaining the Central Wyoming Board of Cooperative Educational Services (BOCES). Seconded by Trustee Scott Bennion. Motion carried.

Vice President Stutheit explained the half-mill levy is for the sole purpose of supporting BOCES activities. He said revenue from the half-mill levy is received from the treasurer and forwarded to the BOCES Board in support of activities and projects authorized by the BOCES Board. Board President Hambrick asked if there was anyone wishing to speak in favor of the BOCES half-mill levy. Hearing none, he asked if there was anyone wishing to speak in opposition, hearing none he closed the Public Hearing and reconvened the regular session.

MOTION by Trustee Charles Chapin to close the Public Hearing on the half- mill levy for BOCES. Seconded by Trustee Scott Bennion. Motion carried.

THIRD ITEM OF BUSINESS: Casper College President: Walter Nolte

- President Nolte distributed a copy, for review, of a compilation of *Made in Wyoming* and pointed out Trustee Jane Sullivan is one of the featured individuals. The publication was made in consultation with Kevin Anderson, director of Western History Collections.
- President Nolte distributed a copy, for review, of the final report that was provided to sponsors of the Equality State Book Festival. He said comments from participants and authors were extremely complimentary to the College, Laurie Lye, and others involved in organizing the effort.

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

- A thank you letter from the Girl Scout Council of Wyoming for allowing them to hold their annual meeting on campus
- A notification letter on the accreditation status of the Department of Visual arts by The National Association of Schools of Art and Design (NASAD). They voted to accept Casper College's Department of Visual Arts progress report.
- Gary Donnelly was named Mountain Plains Business Education Association – Teacher of the Year (Mountain Plains Business Education Association covers nine states and Saskatchewan.) Mr. Donnelly will be up for the National Teacher of the Year, in San Antonio, in March.

Other announcements:

- Casper College paid 682 individuals in the month of May.
- On June 21-22, the Wyoming Community College Commission will be meeting in Sheridan.
- On June 27, the Community College Commission Study group meets on campus.
- June 27-28, the Wyoming Sage Grouse Summit, sponsored by the Governor's office, is being held on campus.
- On July 5-6, a Community College Bridges to Opportunity initiative will be held on campus.
- In the June 18, 2007, issue of *the Community College Week* Casper College was listed number 39 in the nation granting Associate Degrees in Education.

FOURTH ITEM OF BUSINESS: Academic Services: Carmen Simone

- The first KEY session, of three camp sessions, started Sunday, June 17.
- The following faculty were hired for fall semester: Michael Woodhead, director of Distance Learning; Marjorie Christensen, nursing instructor; Todd Cotton, web e-commerce instructor; Justin Hayward, art in drawing instructor; and Sissy Goodwin, electric power technology instructor. Also, the workforce specialist position has been reopened.
- David Brown, Tate Museum Director, has resigned.
- A group of faculty and staff are currently visiting Brazil to set up a partnership with one of their universities which may lead to an international business degree.
- The Electrical Power Technology and Applied Statistics Programs are up for consideration before the Commission at the end of the week.
- This summer a pilot test for a new evaluation system for faculty will be in process. It is an ETS system that has national benchmarking and also comes with an electronic version.

FIFTH ITEM OF BUSINESS: Student Services: Jim Ochiltree

- Vice President Ochiltree distributed a handout on accommodative services and pointed out accommodative services were provided to 55 students, of which, 89 percent completed the semester, and 76 percent are enrolled for Fall 2007 semester.
- Vice President Ochiltree gave an enrollment update as of 6/18/07 (comparing year to date): Summer 2007 semester is up 51 in credit generating headcount (FTE 447.48). For non-credit CEU and Community Service classes up 111, and Fall 2007 semester is up 138 credit generating headcount (FTE 208). As a result, there is a higher percentage of financial aid applicants and acceptances of awards offered.

SIXTH ITEM OF BUSINESS: Administrative Services: Randy Stutheit

- Physical Plant personnel are working diligently on projects and are struggling as demands are high for contractor services and equipment.
- Accounting and Financial Management will be working with auditors on campus conducting preliminary field work and finalizing the budget.

SEVENTH ITEM OF BUSINESS: Faculty Senate: Joe Simon no report

EIGHTH ITEM OF BUSINESS: Staff Alliance: No Report

NINTH ITEM OF BUSINESS: Administrative Alliance: Alison McNulty no report

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

ELEVENTH ITEM OF BUSINESS: Student Senate: No Report

TWELFTH ITEM OF BUSINESS: Other:

ACTION ITEMS: Public Hearings – Optional Mill Levies

MOTION by Trustee Scott Bennion that the Board continue the appointment of the following banks to serve as depository institutions for the forthcoming fiscal year: First Interstate Bank, Wells Fargo Bank, Hilltop National Bank, American National Bank, Bank of the West, Wyoming Gov't Investment Fund and Wyoming State Investment Pool (WYOSIP). Seconded by Trustee Jane Sullivan. Motion carried.

MOTION by Trustee Charles Chapin to approve the discharge of uncollected debts in the amount of \$ 119,541.03 as presented in a memo by Vice President Randy Stutheit, dated June 15, 2007, which roughly equates to two percent of the operating budget. Seconded by Trustee Susan Miller. College President Walter Nolte clarified it equates to two percent of the tuition budget rather than the operating budget. Motion carried with clarification.

MOTION by Trustee Charles Robertson to adopt the Resolution approving the optional one-mill levy and to adopt the Report of Additional Levy as presented. Seconded by Trustee Scott Bennion. Motion carried.

MOTION by Trustee Jane Sullivan to adopt the Resolution approving the half-mill levy in support of Central Wyoming Board of Cooperative Services (BOCES) and to adopt the Report of Additional Levy as presented. Seconded by Trustee Scott Bennion. Motion carried.

Vice President Randy Stutheit explained the requested transfers of budget levels for the 2006-2007 Operating Fund involve programs within the operating fund and it is a common occurrence at the end of each fiscal year. He emphasized it is not an increase in the total budget rather an adjustment between programs to reflect the actual expenditure pattern. MOTION by Trustee Susan Miller to approve the budget transfers and amendments as presented by Vice President Randy Stutheit for the 2006-2007 Fiscal Year. Seconded by Trustee Charles Chapin. Motion carried.

Vice President Randy Stutheit provided a memo dated June 15, 2007, from Jolene Knaus, director of Nursing, requesting eight outdated nursing beds, in storage, be donated to the Health Occupations Consortium. MOTION by Trustee Scott Bennion to approve the transfer of six surplus client care beds from the Nursing Department to the Health Occupations Consortium as requested by the Director of Nursing and two beds not part of the consortium request be given as needed to non-profit organizations. Seconded by Trustee Charles Chapin. Motion carried

Vice President Randy Stutheit recommended that the current travel policy be changed to increase the per diem rate for the next fiscal year of \$20 per day to an annual adjustment consistent with the U.S. General Services Administration rate which is updated on October 1 of each year. MOTION by Trustee Charles Robertson that the travel policy be amended to increase the per diem meal reimbursement rate to the GSA – Casper Wyoming rate effective July 1 – as presented in the June 15, 2007 memo from Vice President Randy Stutheit. Seconded by Trustee Jane Sullivan. Motion carried.

Trustee Susan Miller explained Trustees recently approved the naming of the Casper College Career Center addition the Sharon D. Nichols Auditorium. Due to a request from Sharon's family she would like to amend the motion. MOTION by Trustee Susan Miller to change the name of the new Career Studies addition to the Sharon Dickensheets Nichols Auditorium. Seconded by Trustee Charles Chapin. Motion carried.

According to statute, for matters pertaining to the budget, the next meeting will be Wednesday, July 18, 2007.

The meeting adjourned at 7:28 p.m.

Submitted by,

Kathy Dolan, Secretary