

CASPER COLLEGE DISTRICT BOARD

November 20, 2007

CE 217

PRESIDING: Bill Hambrick

PRESENT: Kathy Dolan, Susan Miller, Charles Robertson, Jane Sullivan

ABSENT: Scott Bennion, Charles Chapin

GUESTS: Joni Kumor and John Smith from Lenhart, Mason & Associates, LLC.

FIRST ITEM OF BUSINESS: Approve Minutes: MOTION by Trustee Susan Miller to accept the minutes of October 16, 2007. Second by Trustee Charles Robertson. Motion carried.

SECOND ITEM OF BUSINESS: Casper College President: Walter Nolte

- President Nolte circulated a thank you note from CAEDA for the College's membership and a copy of Sociology Instructor Chad Hanson's book "Swimming with Trout."
- Three Casper College students received scholarships from the Wyoming Trucking Association.
- College President Nolte introduced Dr. Laura Driscoll dean of Continuing Education. President Nolte reported numbers on non-credit courses have been as high as 1,800 a semester and the Continuing Education Department is bringing numbers back up. Currently numbers are at 700 a semester, and they are also working on other activities the College has not normally been involved in. Dr. Driscoll reported there are four units under Continuing Education: ABE/GED, The Center for Training and Development, the OSHER Lifelong Learning Institute and Community Education. Dr. Driscoll then introduced Ann Dalton and Laura Burnett, workforce specialists, who gave a presentation on the Center for Training and Development.

The following informational items were included in the board packets:

- Pete Wildman has been re-elected as the Central Vice President of the American Mathematical Association of Two-Year Colleges.
- Barbara Mueller received a district Rotary Grant for University Teachers and will be teaching in Poland in the Spring of 2009.
- A letter from Senator John Barrasso congratulating Melissa Connely as she was selected as the first Klaenhammer Chair for Earth Sciences at Casper College.
- A Fiscal profile from the LSO office on the budget of the State of Wyoming
- A list of Medallion awards received by College Relations at the NCMPR Conference in October
- A *Community College Times* article about Casper College receiving one of the largest monetary gifts in the school's history in a \$1.8 million gift from the Jack McCann estate.
- An article on the Center For Training and Development in the *Casper Area Chamber of Commerce* newspaper

Other announcements:

- Casper College paid 726 individuals in the month of October
- The 2008 Wyoming Community College Conference and Legislative Reception is Thursday, February 21, at Little America Hotel in Cheyenne, WY
- The Joint Interim Education Committee is meeting in Casper on December 5 & 6.
- The Chamber of Commerce Board has voted to have a permanent ex officio member from Casper College on their board starting in April.
- After consolidation efforts of our Campus vending machines, for the first 2 1/2 months of this year, revenue was just under \$10,000. Last year a total of \$20,000 was generated in profit.

THIRD ITEM OF BUSINESS: Finance Committee:

- Vice President Stutheit introduced Joni Kumor and John Smith from Lenhart, Mason & Associates, LLC, and said they have concluded the audit work at the College for last year and are here to present their report and findings. Ms. Kumor and Mr. Smith gave the audit report for the financial statements of Casper College for the year ending June 30, 2007. Mr. John Smith reported the College is doing an excellent job and there are no reportable findings and said the college and staff are doing an excellent job of financial reporting. Mrs. Kumor extended a special thank you to Vice President Stutheit and Lyndee Colling. Vice President Stutheit thanked Lyndee Colling and the Financial Management Office, Financial Aid and Human Resource staff for their continued good work.

FOURTH ITEM OF BUSINESS: Academic Services: Carmen Simone

- The following two faculty members have been chosen to receive the NISOD Excellence Awards for Casper College: Ruth Doyle, Education/Psychology Instructor and Megan Graham, Electronics Technology Instructor.
- The recipients of the 2007-2008 Barbara Raymond Scifers Doctoral Scholarships are: Tammy Frankland, Language and Literature Division Chair; Cammy Rowley, Early Childhood / Education Instructor; Sarah Wilson, GEAR-UP Site Specialist
- The academic arm of the institution is working at putting together a series of ACE courses to offer to BOCES students on campus next fall.
- Vice President Simone is in the process of conducting division chair and dean assessments.
- The Distance Education Department conducted a Faculty Content Management Systems Survey as they are thinking about switching from Web CT.
- An articulation in statistics with the University of Wyoming is being worked on, and the Casper College Honors Program has signed an articulation with the University of Wyoming.

FIFTH ITEM OF BUSINESS: Student Services: Bill Landen

- Mr. Landen thanked Vice President Simone and Joe Simon for the leadership they provided with retention alerts.
- Mr. Landen extended **CONGRATULATIONS** to the Lady T-Birds and Coach Angel Sharman on their Region IX Volleyball Championship, to Angel Sharman who was honored as Coach of the Year, and Agata Dawidowicz who was named Region IX Player of the Year!
- Kudos to Wesley Bertagnole and Joanne Theobald who received awards from the Wyoming Counseling Association, and Kim Byrd who was recognized at the state GED training for having a model test center.
- Students' outreach activities/community service included: Tom Parker and Rodeo Team members who assisted with the Chris LeDoux Rodeo and fundraiser, during Literacy Week the volleyball and basketball players worked with the Boys and Girls Club and YMCA, and the volleyball team presented a \$100 check to the American Cancer Society for Breast Cancer Awareness.

SIXTH ITEM OF BUSINESS: Administrative Services: Randy Stutheit

- A Surplus Property sale was conducted in the form of a silent auction; gross sales were just over \$2,000.
- A campus wide request is out to solicit needs for campus needs and modifications.
- The Administrative Services Council has had two meetings since the funding formula was adopted, and they have developed a tentative list of issues to be submitted to the Presidents' Council for feedback.

SEVENTH ITEM OF BUSINESS: Faculty Senate: Joe Simon

- Faculty Senate approved a request by Vice President Joanna Anderson to move the drop date in the class schedule back two weeks.
- Faculty Senate is working on representation issues for faculty who are currently members of the division of Educational Resources and Continuing Education.
- A survey, from Karla Volpi, was distributed to faculty regarding plans for the Casper College portal.
- December 3 is the deadline for faculty sabbatical applications.
- Faculty Senate is also working on an Intellectual Property Policy and evaluations for distance education courses

EIGHTH ITEM OF BUSINESS: Staff Alliance: Wes Bertagnole

- Employee of the Month for November 2007 is Deanna Dyer, Academic Assistant, Division of Fine Arts.

NINTH ITEM OF BUSINESS: Administrative Alliance: Mike Sawyer

- Darry Voigt and Karla Volpi will represent Administrative Alliance on the Policy Review Committee
- Administrative Alliance is reviewing their by-laws.

TENTH ITEM OF BUSINESS: UW/CC Center: Brent Pickett

- Dr. Pickett said he would be happy to talk with Laurie Becker, CAEDA executive director, about the Center for Training and Development.

ELEVENTH ITEM OF BUSINESS: Student Senate: No Report

TWELFTH ITEM OF BUSINESS: Action Items:

- MOTION by Trustee Jane Sullivan to approve payment of current bills as presented. Seconded by Trustee Kathy Dolan. Motion carried.
- MOTION by Trustee Jane Sullivan to accept the June 30, 2007 Audit Report as presented and submitted. Seconded by Trustee Susan Miller. Motion carried.
- MOTION by Trustee Kathy Dolan to donate obsolete laptop computers to the Casper Re-Entry Center. Seconded by Trustee Jane Sullivan. Vice President Stutheit said he received a request from the ABE/GED Center which has some obsolete laptops (purchased through TANF funds and cannot be upgraded to Windows XP or Vista) and they have received written authorization from TANF to donate these laptops to the Casper Re-Entry Center. Motion carried.

The next meeting will be December 18, 2007

The meeting adjourned at 8:13 p.m.

Submitted by,

Kathy Dolan, Secretary