

CASPER COLLEGE DISTRICT BOARD
December 18, 2007
CE 217

PRESIDING: Bill Hambrick

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

FIRST ITEM OF BUSINESS: Approve Minutes: MOTION by Trustee Scott Bennion to accept the minutes of November 20, 2007. Second by Trustee C. Chapin. Motion carried.

SECOND ITEM OF BUSINESS: Finance Committee:

MOTION by Trustee Jane Sullivan to approve payment of current bills as presented. Seconded by Trustee Kathy Dolan. Motion carried.

THIRD ITEM OF BUSINESS: Casper College President: Walter Nolte

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

- A thank-you letter from a student about the positive experience he had with the Admissions Office and Kyla Foltz's part in it.
- Articles in *Community College Times*:
 - √ A partnership between Dixon Brothers, Inc., Cummins Factory & Cummins Rocky Mountain LLC resulted in the donation of a Cummins ISX Signature Series training engine to the Diesel Power Technology program
 - √ "A third of students lose Hathaway scholarships"

Other announcements:

- Casper College paid 610 individuals in the month of November.
- President Nolte distributed a copy of the CAEDA Annual Report which included a description of the Business Incubator partnership between CAEDA, the Economic Joint Powers Board, and Casper College.
- President Nolte made mention of a full-color catalog, that was included in the Board packets, the "Dorothy Marie Dolph" exhibition. The exhibition, which was curated by students in the Casper College ART 1300 Museum Studies class, taught by Dr. Valerie Innella, is the result of an innovation grant as well as a Service Learning project.
- College President Nolte distributed an example of another Service Learning project; an early conceptual design from Jason Eggemeyer's drafting class. Instructor Eggemeyer's students worked with staff from the Early Childhood Learning Center on designs for a new building and presented those designs to College administrators this week. Next semester the class will be receiving feedback and narrowing down their designs.
- College President Nolte distributed a thank-you note from AACC that recognizes the institution's renewal of membership.
- Gary Donnelly's *International Business Practice Firm* submission received an honorable mention in the 2007 Exemplary Initiatives Competition from the National Council of Instructional Administrators.
- The Wyoming Community College Commission increased tuition rates by \$3 per credit hour.
- There will be a Governor's Conference on campus January 10 & 11 on land use planning and growth. President Nolte commented this conference, along with the return week schedule, puts a huge demand on our facilities.
- On January 16, the community colleges' will present their budget to the Joint Appropriations Committee.

- The institution's United Way Campaign, under the new direction of Laurie Lye, raised \$11,500 which exceeded their goal.

FOURTH ITEM OF BUSINESS: Academic Services: Carmen Simone

- The opportunity to reevaluate distance education presented a chance to change the content management system, so both Web CT and Moodle will be available for use.
- At the beginning of December, a group from the College attended a HLC assessment workshop, and as a result is well on track with assessment efforts using a new tool called WEAVEonline.
- This week the third interview was held for a position in robotics, which is being funded by the Excellence in Higher Education Endowment.
- The College is currently in the middle of finals week.
- On January 10, of Return Week, Dr. John Gardner will give presentations, in Durham Hall, regarding the first year experience with students.

FIFTH ITEM OF BUSINESS: Student Services: Joanna Anderson

- Vice President Anderson said Dr. Gardner's presentation will bridge Academics and Student Services issues.
- Bill Landen's efforts to overhaul the financials/ticket sales at T-Bird appear to be paying dividends.
- Financial Aid staff conducted Financial Aid Night with over 100 students and parents attending.
- Retention staff attended "Building a Blueprint" a national conference on post-secondary education for foster care youth and are looking at ways to better serve the 21 former foster care students enrolled at CC.
- Vice President Anderson reported the apartment vacancy last month was a result of a cleaning turnaround. Currently 47 individuals are living in the Residence Halls which brings occupancy to 93%.
- A group met on campus this afternoon to begin preparing the concept of new residence halls for the future.

SIXTH ITEM OF BUSINESS: Administrative Services: Randy Stutheit

- The budget process will begin with spring semester, and Vice President Stutheit said he will develop a tentative budget schedule/calendar and share it with the Board at a future Finance Committee meeting.
- Lynnde Colling, with the assistance of the auditors, has negotiated an indirect cost rate with the federal government for support of grants.
- A pre-bid conference was held this afternoon on architect services to help finalize the concept of what residence halls might look like. Vice President Stutheit said there was good response and interest in the project, but before any work is finalized and actual implementation of the plan begins it will be presented to the Board for final approval.
- An RFP is out, with a due date of Jan. 11, for financial services to assist with options on implementing financial needs of the Campus Master Plan.

SEVENTH ITEM OF BUSINESS: Faculty Senate: Melissa Connelly

- Faculty Alliance now has 73 members, more than ever before! Kelsee Miller will be representing the Division of Continuing Education on the Senate, while Beth Floyd will continue to represent the Division of Educational Resources.
- The Senate continues to work closely with Dawn Gallinger on faculty evaluations, as well as distance education evaluations. They are looking for some common attributes for distance education courses

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that will be applicable in all areas, but each division will still have the opportunity to add additional areas customized to meet their needs.

- There are three sabbatical applications being reviewed by the senate at this time and will be ranked at their January meeting.

EIGHTH ITEM OF BUSINESS: Staff Alliance: Linda Nichols

- Staff and Faculty Alliance worked together on a charitable event “Stuff the Van.”
- Employee of the Month for December 2007 is Marilyn Begg, a custodian for Bailey Hall.

NINTH ITEM OF BUSINESS: Administrative Alliance: Mike Sawyer

- Administrative Alliance talked at length about ethics, their committee purpose and goals, and about getting new ideas for Administrative Alliance. Additionally, they are reviewing their by-laws and the campus survey.

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

- Dr. Pickett said the Center for Training and Development has scheduled a presentation to the Chamber of Commerce Board for some time in January.

ELEVENTH ITEM OF BUSINESS: Student Senate: No report

TWELFTH ITEM OF BUSINESS: Action Items:

- MOTION by Trustee Charles Chapin to approve the Board Policy as amended. Seconded by Trustee Scott Bennion. College President Nolte clarified Board Policy Chapter Two. Motion carried.
- MOTION by Trustee Susan Miller that the following existing slate of officers for the year 2008 be reelected: Bill Hambrick, president; Scott Bennion, vice president; Jane Sullivan, treasurer; and Kathy Dolan, secretary. Seconded by Trustee Charles Chapin. Board President Bill Hambrick called for any nominees from the floor, hearing none, the motion carried.

The next meeting will be January 15, 2008.

The meeting adjourned at 7:30 p.m.

Submitted by,

Kathy Dolan, Secretary