

COLLEGE COUNCIL

AD 198A

March 25, 2008

PRESIDING: Walter Nolte

PRESENT: Joanna Anderson, Evert Brown, Melissa Connely, Lisa Icenogle, Gale Lara, Bill Mixer, Mike Sawyer, Joe Simon, Carmen Simone, Randy Stutheit, Sarah Sulzen, Eric Unruh, Andrew Young

ABSENT: Amber Hazen

- I. The meeting was called to order at 7:30 a.m.
- II. The minutes from February 26, 2008, were approved as written.

III. Reports

A. President

President Nolte announced Susan Anderson has been hired to help with the funding and public relations for the Campus Master Plan.

B. Alliances

- Joe Simon reported Faculty Senate met last week and at the request of Katie McMillan dealt with the creation of an Institutional Review Board for research being done on campus and any federally funded programs. Katie McMillan will head the Institutional Review Committee and Vice President Simone will represent administration, Shawn Powell's name has been recommended, and a request has been sent to the Health and Life Science Divisions asking for names of individuals who might be interested in serving on this panel. Additionally, Faculty Senate will be undertaking faculty evaluations to come up with an improved system, as several faculty were concerned the system that was recommended did not allow for enough comments. Also, at their meeting last Monday Sarah Sulzen and Linda Nichols gave a report on the classified staff compensation.
- Sarah Sulzen reported Staff Alliance met and had a long discussion on the Classified Staff Compensation Policy and the Campus Master Plan. She said there is question as to where the dorms fall in the Campus Master Plan process, they also had a good discussion on policy review, and an All Staff Meeting is scheduled for the end of April. Dr. Nolte replied in relation to the Campus Master Plan the dorms are number two.

IV. Old Business

A. Faculty Handbook

- Joe Simon said the Faculty Handbook is in the final formatting stages, and corrections that were made were recommendations by Sarah Sulzen and the academic assistants, sections were added from Alison McNulty on "Things You Need to Know to Help Your Students," and a section from Melissa Connelly regarding the Tate Museum and other facilities. The revised Faculty Handbook will be brought back to College Council for endorsement.

B. Classified Staff Compensation

- Sarah Sulzen distributed handouts addressing classified staff reassignment to a lower grade. She said new wording was created and some deleted on how employees were placed on the new salary schedule, Human Resources recommended deleting the rows in the table, on page two, referencing 25, 27, 32, and 35 hours per week as they are no

longer relevant. Sarah pointed out the proposed rewording is in red on page 2 of the handout. She said the new policy is to put guidelines in place for Human Resources and administration when an employee is moved to a lower position, but she said they most likely will be on a case by case basis. Vice President Simone responded that she has concern about the minimum 2.5 percent decrease and explained there will be cases when the 2.5 percent is not given depending on movement on the schedule. Sarah replied it is addressed in the wording "The reassignment would be subject to placement not less than step one in the new grade." Melissa Connelly responded she noticed the appeal process was deleted and asked if there is an appeal process. Sarah explained the appeal process cited was relevant to the initial placement of employees after the Nash survey and said there was an open window that was well publicized to file appeals and many took advantage of the process. President Nolte added there is also the Review and Placement Committee that is composed of the three vice presidents described later in the paragraph. A motion was made by Bill Mixer to accept the Classified Staff Compensation Policy. The motion was seconded by Joe Simon. Motion carried. The revised Classified Staff Compensation Policy will be forwarded to Trustees.

C. 2006-07 Survey of Graduates

- President Nolte distributed a copy of the WCCC 2006-07 Casper College Survey of Graduates.

D. Strategic Plan

- President Nolte said he has not received any feedback on the Strategic Plan. Joe Simone reported a concern he received on the Introduction was that there was too much emphasis on the community and not enough on how important students are. He said Barbara Mueller also brought up, that in her efforts to bring a Fulbright Scholar to campus, there is the need for available housing. It was also mentioned on page four of the Introduction that the paragraph regarding funding projects should be updated to reflect the decision made by the state legislature. There was also confusion about the numbered points on page five and what they were referencing, it was determined they are referencing the table on page two. Sarah Sulzen said she agreed and comments from her division; specifically from the Biology Department meeting, said the summary doesn't provide specifics on how to address concerns. Evert Brown said comments and concerns he heard were in relation to the longevity or sustainability of the plan. President Nolte said his intention is to update the plan every 18 months. It was suggested to list this in the Introduction. Sarah Sulzen said the plan might be easier to embrace if there was an overview listing the goals. President Nolte asked how to address the first comment regarding the community and students. There were no suggestions.

President Nolte said there will be two readings on each section of the Strategic Plan.

- First reading - College-Wide Specific Objectives
 - √ Objective 2 add *review* of the plan
 - √ Objective 2 add *campus master* plan
 - √ Objectives 3b move to student services
 - √ Objective 3c add *technical* programs and move to Academic Affairs
 - √ Objective 3d move to Academic Affairs
 - √ Objective 3e move to Academic Affairs
 - √ Objective 3f move to Academic Affairs
 - √ Objective 5 delete *coordinate* add *Foster* professional development opportunities

- First reading - Foundation
 - √ Number objectives
 - √ Delete first College Goal 3,7,9,10,11 entirely
 - √ Objective 2 Vice President Stutheit will reword
 - √ Move Objective #7 to the number #1 College Goal
 - √ Objective # 5 add *Campus Master Plan*
- V. Eric Unruh said division chairs struggle with prioritizing capital construction requests and asked if the Foundation could assist. President Nolte said the Foundation does help; they generally support a quarter-three quarters million annually and requests must be sent to Vice President Simone by April 1. Further he said, the Foundation has been asked to focus on the Campus Master Plan but will fund equipment if he submits a request and makes a case. Discussion ensued about institutional priorities and resources. President Nolte went over the four major Campus Master Plan projects:
1. Campus Commons/Center for Training and Development - related to that is remodeling of the Administration Building for instructional space
 2. Residence Halls
 3. UW/Student Union Building
 4. Music Building

The meeting adjourned at 9 a.m.

Next meeting April 8, 2008, 7:30 a.m.

Submitted by,

Gale Lara
Executive Secretary to the President and Board of Trustees