PRESIDING: Roy Cohee

PRESENT: Kathy Dolan, Lauren Griffith, Matthew Loucks, Susan Miller, Sue Schilling

ABSENT: Scott Bennion

GUESTS: Erin Taylor, WACCT Executive Director
Cara Rodriguez, Director of Learning Communities and English Instructor
Jessi Sawdon, Communications major
Justin Smith, Elementary Education major
Gretchen Wheeler, Center for Learning Through Service Director
Renee Griffith, Education Instructor

FIRST ITEM OF BUSINESS: Approve Minutes:
• A MOTION was made by Trustee Kathy Dolan to accept the minutes of the August 13, 2015 Special Board Meeting and the August 18, 2015 Board meeting. The motion was seconded by Trustee Sue Schilling. The motion carried.

SECOND ITEM OF BUSINESS: Finance Committee:
• A MOTION was made by Trustee Matthew Loucks to approve the financial reports from the work session. The motion was seconded by Trustee Susan Miller. The motion carried.

THIRD ITEM OF BUSINESS: Board President and Casper College President:
• President Darren Divine recognized Pete Van Houten and his team in the Public Relations office for their work on the new Casper College website which went live today.
• President Darren Divine introduced Erin Taylor, WACCT Executive Director, who is in the process of meeting with all of the Boards of Trustees from the community colleges. She thanked the Trustees and President Divine for the opportunity to meet all of them and to speak before the Board. In her new position, she will be working closely with the Boards, the Presidents, and the Wyoming Community College Commission to make sure that all their voices are heard. She is working to make sure that the Community Colleges have adequate representation in Cheyenne and across the State in working with our policy makers. She stated that she has a long history with working the legislature and understanding the fiscal matters of the State as stable funding is discussed with the legislature. She is working on putting together a handout to have on hand during the months leading up to the legislative session next February. Updates will be made to the WACCT website. A top priority will be working with the Trustees to get formal policies in place. Another issue that she has been following is with the Digital Information Task Force and how to deal with devices, data, and privacy. Along with that is the issue of commercial access to students from National companies, and financial institutions and how they are able to get into the students data. She will be attending the ACCT Conference in San Diego as well as preparing for the WACCT Conference in Cheyenne on February 18th at the Little America.
President Darren Divine introduced Cara Rodriguez, Director of Learning Communities and English Instructor at Casper College, who visited with the Board of Trustees about Learning Communities as to what they are and how they presently look at the College. She stated that Learning Communities are groupings and pairings of classes that vary in their levels of integration and collaboration, and that research shows that learning communities increase retention, completion, and often times GPA. She then spoke about the four different forms of learning communities currently in place at the college.

- The first and most intense learning community format is the TBird Success Academy which was put together for the purpose of increasing developmental retention which focuses on English 850 and Math 900 the first semester. Students also take an Oncourse class and a political science course to get them into their college courses. They are also required to have two study/counseling sessions each week and two sessions of math lab every week. They are given a $1,000 scholarship for books over the course of the year and they also receive a Google Chromebook to keep if they maintain passing grades and go to their classes for two semesters. The following semester they take English 1010, an interpersonal communication course, a psychology lecture with other students, and then move forward in a math course, along with a course inside of their major.

- The next level is integrations which is when two faculty get together and see a connection between two classes that they teach and they make sure the students see those connections. All of the same students are in both courses and the instructors work together to create assignments across those curriculums so that students can see the connections. There is a scholarship for books for the two courses that are being taught.

- The next level is collaboration. Collaborations do not require that the same students are in the classes together. Two groups of students in two different classes will work together on a project. They each bring their own strengths in order to complete a project.

- The most recent learning community started this year is the Food Project, which is similar to a collaboration only much bigger and campus wide. All instructors from across campus have been asked to bring food into their curriculum in some way, shape, or form hoping that if the college continues in this, and continues to talk about one theme, then students are going to start hearing about that one theme in different classes across the campus and they will be able to see how different perspectives work toward a whole understanding. A final Food Project presentation which will be open to the public will be held at the end of the semester on December 7th in the Music Lobby. There will be food, dance, a presentation and a public proposal for a way to get the college involved in ongoing community work. Plans are to continue working on the Food Project every semester for at least three years.

President Darren Divine introduced two students, Justin Smith, Elementary Education Major, and Jessi Sawdon, Communication major, who both spoke to the group about the Help Yourself Academy (HYA).

- Justin stated that the Help Yourself Academy is an afterschool program for 65-70 at-risk students to give them an opportunity to practice their science and math skills.
The experience benefitted him as an education major because it allowed him to practice his leadership skills and collaborate and network with his peers, the professors who ran the program, the mentor teachers from the Natrona County School District, and the parents of the students. He stated that he supervised students in an active environment similar to an actual classroom. He received constructive feedback from the mentors and practiced classroom management. All students in HYA are recommended by their teacher or their parents can call privately and ask for their student to be part of the program. Gretchen Wheeler stated that the children are all screened for two characteristics plus they have to be nominated. The first characteristic is they are bright and have a lot of potential, and the second characteristic is that they are all at risk of not going to college. They are nominated by the principals at their schools and every school receives invitation. Renee Griffith stated that John Wold provided the funding for the Help Yourself Academy and modeled it from a program at a college on the east coast that created an academy much like the HYA which is exciting for parents, as well as the students, to be able to come to our college campus and physically be here. She added that the parents feel like their students are already a step ahead just being on our campus. The students are transported by their parents or through the bus system through the Natrona County School District.

✓ Jessi Sawdon, Communication major, stated that she has had the opportunity to mentor for two semesters, and spoke to how she applied her studies and what she took away from the program. The first semester she was able to observe the award winning teachers through the NCSD, saw how they organized their class period, and how they engaged with the children. She noticed the importance of the structure and presentation of the classes. It was valuable to her not only in public speaking but in other areas of her life. The second semester she was able to apply her communication theory class, focusing on interpersonal communication plus she was able to use relationship building skills with the mentees.

FOURTH ITEM OF BUSINESS: Academic Services: Shawn Powell
• September 29th is the kickoff for the Help Yourself Academy for the parents, youth and teachers who are part of Help Yourself Academy.
• Several employees including Linda Nix, Paulann Doane, Ann Dalton, and Mike McLemore have been very much involved with the TBird Trek which will happen for the first time this Sunday on campus.
• “The Gertie at Thirty” is a PBS Documentary that the Theatre Department has worked on which will be shown on Wyoming PBS on Friday, October 23rd. The Gertrude Krampert Theatre will turn “30” this year.

FIFTH ITEM OF BUSINESS: Student Services: Kim Byrd
• The residence halls are currently at 94% occupancy. There are a couple more students that have yet to move in.
• There were 690 students who participated in the face to face orientation which went well.
Enrollment is slightly up in FTEs. Full time student numbers are up slightly and part time student numbers are down.

Applications throughout the summer were up. There were more applications received this year than last year. They will be conducting a survey to find out why the students didn’t matriculate to Casper College.

There were 51 McMurry scholarships awarded this semester. Thirty-nine single parents took advantage of the book / loan program.

The Early Childhood Learning Center continues to be full with a waiting list.

There were 614 students awarded Hathaway Scholarships this semester.

There were 163 veterans, service members or their families who are using benefits.

SIXTH ITEM OF BUSINESS: Administrative Services: Lynnde Colling

Vice President Lynnde Colling shared with the Board a preliminary timeline for the planning of the Visual Arts Building. Casper College was awarded the planning funds.

- The statement of qualifications for architects and engineers has been advertised and are due back to the State by September 29th.
- A committee on campus will help evaluate those responses.
- The College will determine the project delivery method.
- The contract will be reviewed by the Attorney General’s office around the end of October and once complete, the College will begin meeting with the architects and engineers.

- Level 2 planning can be completed after discussion as to whether the building will be new construction or a combination renovation/new construction which may take until the end of February.
- Once construction funding is approved by the State legislature, construction plans will be finalized to Level 3. The plan finish date would be late fall of 2016 or early 2017 for a start date of summer 2017. If construction plans are not approved, the Level 2 plan sets on the shelf and will be submitted again at some point for construction.

The expected price tag on the Visual Arts building was put in at just over $11M. When the state puts in their request for funding, they put in about half, or $5.5M and they put in a contingency amount which appears to be 10% of the total project cost, plus funding for administrative costs for an approximate total of $12M.

- September 4th was the payment deadline. The Accounting and Financial Management Office processed 339 receipts that day. Staff will continue to work with those students who need to get their payments in and set up payment plans.
- The Purchasing area is continuing to roll out the pcard pilot program. Approvals for purchases are being set up to be approved electronically and integrated into the general ledger.
- The second distribution for major maintenance for the 2015/16 biennium was received. Some of the major maintenance funding will be used in the life science building with regard to lighting upgrades in that building along with some classroom updates.
SEVENTH ITEM OF BUSINESS: Faculty Senate: Heath Hornecker
- Faculty Senate met last night for a full first meeting of the year.
  ✓ Discussed faculty load and how faculty are accessed load. They voted on and passed a proposal that they will send towards the Policy Committee. There is no intention to change anyone’s load at this point, but they needed to clarify some of the terms and definitions contained in the policy.
  ✓ They started the process of appointing a committee to look at Gen Eds and how our students are prepared in light of some of changes that have been seen with the University of Wyoming with USB 2015 on some of their degree articulations. This was at the request of Dr. Wright last year in Dean’s Council.
  ✓ Discussion was held concerning issues from some members concerning IT which they plan on discussing with Kent Brooks and President Divine.
  ✓ They have started the process of nominating one of the two Rosenthal winners from last spring to be the Wyoming Association of Community College Trustee Faculty Member of the Year.

EIGHTH ITEM OF BUSINESS: Staff Alliance: Ann Dalton
- Danielle Gallegos is the September Employee of the Month.
- The All Staff meeting is next Wednesday, September 23rd.
- Public Relations has done an outstanding job with the TBird Trek.

NINTH ITEM OF BUSINESS: Administrative Alliance: Leanne Sims
- Administrative Alliance will meet for the first time this semester on September 16th.

TENTH ITEM OF BUSINESS: University of Wyoming at Casper: Scott Seville
- There is an offer pending for a new faculty member in the Medical Laboratory Sciences program.
- The College of Education has approved a search for the first faculty member in the new Masters in Counselors Education Program. There were close to 100 people who seriously inquired about the program.
- The applications received for the open University of Wyoming at Casper Director position. There is an exceptionally large pool which will be narrowed down. Private interviews will be held and a smaller pool will be invited to campus for public interviews.
- There will be an open session for Presidential Search on September 21st from 5 p.m. to 6:30 p.m. in UU 420 hosted by the search firm, Storbeck Pimental. Everyone is welcome to attend and offer their thoughts in what they would like to see in the next University President.

ELEVENTH ITEM OF BUSINESS: Student Senate: Jordan Gill
- The club presidents meet with Student Senate last Wednesday, September 9th.
- Applications are due September 16th for four freshman representatives and two sophomore representatives. Voting will be held September 22nd.
TWELFTH ITEM OF BUSINESS: BOCES: Lauren Griffith
•  No report.

THIRTEENTH ITEM OF BUSINESS: WACCT: Kathy Dolan
•  The next WACCT meeting will be held October 19th, the day before the Wyoming Community College Commission meeting which will be held in Douglas.

FOURTEENTH ITEM OF BUSINESS: Action Items:
•  A MOTION was made by Trustee Sue Schilling to appoint Trustee Kathy Dolan as the voting delegate at the 2015 Association of Community College Trustees Leadership Congress in San Diego, California in October 2015. The motion was seconded by Trustee Susan Miller. The motion carried.

•  A MOTION was made by Trustee Susan Miller to accept the Asset Management and Disposal Policy as presented to the Board of Trustees at the work session. The motion was seconded by Trustee Sue Schilling. The motion carried.

•  A MOTION was made by Trustee Lauren Griffith to accept the Student Account Charges Policy as presented to the Board of Trustees at the work session. The motion was seconded by Trustee Kathy Dolan. The motion carried.

•  A MOTION was made by Trustee Kathy Dolan to accept the Petty Cash and Change Funds Policy as presented to the Board of Trustees at the work session. The motion was seconded by Trustee Matthew Loucks. The motion carried.

•  A MOTION was made by Trustee Kathy Dolan to accept the Cash Handling Policy as presented to the Board of Trustees at the work session. The motion was seconded by Trustee Lauren Griffith. The motion carried.

The next meeting will be October 20, 2015.

The meeting adjourned at 7:52 p.m.

Submitted by,

________________________________________
Scott Bennion, Secretary