CASPER COLLEGE DISTRICT BOARD  
November 17, 2015  
Gateway Building, Room 312  
7 p.m.

PRESIDING: Roy Cohee

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

ABSENT:

GUESTS: Angel Sharman, Athletic Director  
Valerie Innella Maiers, Art History Instructor  
Mollie Piron, Student, Museum Studies Program

FIRST ITEM OF BUSINESS: Approve Minutes:
• A MOTION was made by Trustee Scott Bennion to accept the Casper College District Board minutes of October 20, 2015. The motion was seconded by Trustee Susan Miller. The motion carried.

SECOND ITEM OF BUSINESS: Finance Committee:
• A MOTION was made by Trustee Matthew Loucks to approve payment of the current bills as presented based on vouchers and other supporting documents and expenses as presented. The motion was seconded by Trustee Sue Schilling. The motion carried.

THIRD ITEM OF BUSINESS: Board President and Casper College President:
• The next Casper College Foundation Board is November 19th, 2015.
• President Darren Divine reported on two Casper College students who recently were involved in an automobile accident.
• Gary Fretwell, Senior Vice President with Ruffalo Noel Levitz, gave a seminar on Strategic Enrollment Planning. A team from the college attended.
• A Strategic Plan Committee is in place and Dr. Trevor Mahlum will be leading that project over the next several months.
• Grant Wilson will be guiding a team which is working on a comprehensive plan for the ranch and all associated projects.

Other:
• Dr Valerie Innella Maiers, Instructor of Art History and Museum Studies, along with Casper College student, Molly Piron, gave an overview of the Casper College museum studies program. Casper College offers an associates of arts degree in museum gallery studies which is the only one of its kind in the state. Museum studies students learn about museology and theory, but in practice as well by visiting museums, working with artifacts and working with different institutions. Student Mollie Piron was hired at the Nicolaysen Art Museum to do a paid internship through a grant project to take care of the Conrad Schwiering Collection and she later became the collections manager. The museum studies program is for new students but also for students who may already have a bachelor’s degree or for students who may have a graduate degree but want to know more about museology. Discussion followed.
• Angel Sharman, Athletic Director, spoke to and answered questions concerning athletic eligibility stating that Casper College falls under the regulations of the NJCAA (National Junior Athletic Association.) Graduation rates and GPA’s were also discussed.
FOURTH ITEM OF BUSINESS: Academic Services: Shawn Powell

- Dr. Powell expressed appreciation to Mary Kubichek, Amanda Nelson, Crystal Sosolla, and Brandon Kosine for their work on the recent ABA site visit. The paralegal program was recommended for reapproval.
- There will be a new Memo of Understanding with the school district in response to changes in the faculty credential requirements with HLC. The outcome will be fewer concurrent enrollment classes offered at the high school because there will be fewer high school faculty who will have the required credentials.
- The speech and debate and debate team recently competed at Northwest College. The team took 2nd place overall. Colby Ross took 1st in impromptu speaking, Bailey Patterson took 1st in Poetry, and Lucas Davis took first in persuasive speaking.

FIFTH ITEM OF BUSINESS: Student Services: Kim Byrd

- Lynn Fletcher recently sent out current enrollment numbers for the current semester to see how many students that we have potentially lost. It was found that Casper College is doing much better than in the last several years and are retaining students at a higher rate.
- Spring applications are up by 70 from this point last year.
- From Enrollment Services
  - A visit day was held in November. There were approximately 40 high school students in attendance.
  - Enrollment Services attended the Future Business Leaders of America and the Wyoming Apprentice Training Center for presentations and gave out information about Casper College.
  - Kyla Foltz has been doing radio spots with Brian Scott in the morning.
  - Tori Misak has been hired as the new recruiter and will start December 1st.
  - Lisa Goss and others in the financial aid area sponsored an event where they talked to high school counselors about Casper College which was done on campus and also via Google hangout. There were 66 counselors attending who learned about Casper College as well as changes in financial aid and Hathaway.
  - Financial aid recently held a KW night and NC night on campus to talk about financial aid. They have also gone to Midwest and will be going to Glenrock.
  - The Veterans Day celebration went well and was well attended.
  - TranscriptPlus will be in place shortly in which students can get online, request their transcript and get them sent out immediately.
  - Kim Byrd handed out and discussed information on retention rates.

SIXTH ITEM OF BUSINESS: Administrative Services: Lynnde Colling

- Five architectural firms were interviewed for the level 2 planning for the Visual Arts Building. They were interviewed by a committee of five plus a state representative from A&I.
- The capcon model is going to be reviewed and revisited as to how it is currently being utilized.
- The audit will be presented to the Board of Trustees at the December 15th board meeting.
- The Student Fee Committee has met for the second time. There has been good discussion and thoughts on they might put forward as a recommendation. There was discussion of an increase in the technology fee, what it has been used for in the past, and what has been accomplished through using that fee. There will be other areas that will be focused on going forward.
- Purchasing has recently put out an RFP for the repaving of Josendal Drive which is not covered by major maintenance funds. Remaining fund balances from older funds and new major maintenance money could be used to help fund the project.
There has been some initial planning for the FY17 budget on what we are looking at for new positions on campus and if we need to look at reallocating some of our budget for next year.

SEVENTH ITEM OF BUSINESS: Faculty Senate: Heath Hornecker
• Faculty Senate met last week.
  ✓ They are looking at and evaluating and scoring sabbatical applications. Recommendations will be made at the December Faculty Senate meeting and submitted to Dr. Powell and the administration shortly thereafter.
  ✓ Discussion continued about faculty development funds.
  ✓ Dr. Divine presented a brief discussion to Faculty Senate.

EIGHTH ITEM OF BUSINESS: Staff Alliance: Ann Dalton
• No report.

NINTH ITEM OF BUSINESS: Administrative Alliance: Leanne Loya
• A membership drive has increased the number of members.
• Professional development funds were discussed at the last meeting.

TENTH ITEM OF BUSINESS: University of Wyoming at Casper: Scott Seville
• Candidates have been identified for the open Program Manager position.
• Charlie Crews will be joining the faculty in January in the Medical Laboratory Sciences program.
• The developing Counselor Education Master’s Program has received funding for one year. An open house was held and there was a very strong response to the program. They are hopeful that they will be able to receive sustained funding.

ELEVENTH ITEM OF BUSINESS: Student Senate: Jordan Gill
• Student Senate started the “Humans of Casper College” project. They find interesting students, talk to them, and have them tell them a story about themselves and what they want everyone to know. They take a picture of the student and post it on the Casper College Student Senate Facebook page.
• Student Senate is working on an overhaul of their website which should be done by the end of the year. Information on clubs at Casper College will be included as well.

TWELFTH ITEM OF BUSINESS: BOCES: Susan Miller
• BOCES has had grant presentations the last two months. Awarding funds is more limited than in the past because of funding being tight.

THIRTEENTH ITEM OF BUSINESS: WACCT: Kathy Dolan
• The WACCT was well represented at the Joint Appropriation Committee meeting and the Joint Education Committee meeting held in Casper.

FOURTEENTH ITEM OF BUSINESS: Unfinished Business
• Board Policy Consideration President
  Heath Hornecker reiterated that at the last board meeting, he had talked to the Board about how faculty senate had been asked to readdress the early retirement incentive with the Board of Trustees. Ongoing discussions were held throughout the fall in coordination with the Tri-Alliances. At the October board meeting, the Tri-Alliances asked the Board of Trustees for an opportunity to open up the discussion on the early retirement incentive and after getting permission to do that, they began thinking about it again. They, along with Chauncy Johnson in Human Resources, have researched
what some of the other institutions around the state have for early retirement incentive options. Research indicated that none of the institutions that were contacted have a plan that approaches 150% and understood that it was a generous opportunity while it existed. They also found that after 2020 when the early retirement incentive twilights, that Casper College may be the only institution in the state that doesn’t have a form of early retirement for their employees. Tri-Alliance asked to present another option to the Board of Trustees at a future date in which some form of an early retirement could be reinstated for the employees of Casper College. Discussion was held. Chair Roy Cohee asked to have Tri-Alliance bring a proposal to the Board of Trustees at the March meeting which will be after the legislative session is over. Chair Cohee then thanked Heath Hornecker for his diligence.

FOURTEENTH ITEM OF BUSINESS: New Business
• There was no new business to discuss.

FIFTEENTH ITEM OF BUSINESS: Action Items:
• A MOTION was made by Trustee Scott Bennion to accept the Electrical Apprenticeship Certificate as presented. The motion was seconded by Trustee Lauren Griffith. The motion carried.
• A MOTION was made by Trustee Susan Miller to accept the Investments and Depositories Policy as revised and presented at the work session. The motion was seconded by Trustee Sue Schilling. The motion carried.
• A MOTION was made by Trustee Lauren Griffith to move the January 19, 2016 Casper College District Board of Trustees board meeting to January 26, 2016. Trustee Susan Miller stated that the reason they are changing it is that several people who normally attend will be attending the Community College Conference on Legal Issues. The motion carried.

There will be an attempt to put our schedule on the website and make it a little more visible.

The next meeting will be December 15, 2015.

The meeting adjourned at 8:10 p.m.

Submitted by,

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Scott Bennion, Secretary