PRESIDING: Roy Cohee

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

ABSENT: Scott Bennion, Matthew Loucks

GUESTS: Joni Kumor, Lenhart, Mason and Associates

FIRST ITEM OF BUSINESS: Approve Minutes:
• A MOTION was made by Trustee Sue Schilling to accept the minutes of November 17, 2015. The motion was seconded by Trustee Lauren Griffith. The motion carried.

SECOND ITEM OF BUSINESS: Election of Officers
• A MOTION was made by Trustee Susan Miller to accept the following officers for the upcoming year:
  Roy Cohee, Chair
  Lauren Griffith, Vice Chair
  Scott Bennion, Secretary
  Matthew Loucks, Treasurer
  The motion was seconded by Trustee Sue Schilling. The motion carried.

THIRD ITEM OF BUSINESS: Finance Committee:
• A MOTION was made by Trustee Kathy Dolan 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 Lauren Griffith. The motion carried.

FOURTH ITEM OF BUSINESS: Board President and Casper College President:
• Board President Roy Cohee thanked Dr. Divine for speaking at the Rotary Club meeting held at Casper College last Monday.
• President Darren Divine recognized Joni Kumor who gave a brief overview of the Casper College June 30, 2015 audit report at the 4 p.m. work session.
• President Darren Divine stated that the Strategic Plan committee, chaired by Trevor Mahlum, has met and are breaking up into subgroups. There is a broad group of about 30 people on the committee.
• A draft proposal was received from Ruffalo Noel Levitz, a group that will begin the process of strategic enrollment planning.
• President Roy Cohee stated that discussion was held at the work session concerning the early retirement incentive and the applicants who have applied for the early retirement incentive. The Board will continue to receive information over the next several weeks with a decision to be made on at the next Board meeting on January 26th.

FIFTH ITEM OF BUSINESS: Academic Services: Shawn Powell
• Dr. Powell thanked the students, faculty, and staff for working to readjust finals due to the closure of the college on December 15th due to weather.
• Kim Talbott, a Psychology Instructor, and Melissa Neff, Occupational Therapy Assistant instructor, will be advanced for tenure under the previous tenure policy.
• Dr. Thomas Clifford, Jeannette Murrell, and Todd Wykert have been recommended for emeritus status.
• Three names were brought forward for the Rosenthal award. Those names will be released for public comment shortly.
• Faculty Senate approved moving the minimum number of degree hours from 64 to 60. Five of the seven community colleges already done so. Work will be done with the curriculum committee to move the minimum degree requirements to 60 for those programs and departments that decide to do so.
• An open house was held this past weekend at the Tate Museum. Over 300 people were in attendance.

SIXTH ITEM OF BUSINESS: Student Services: Kim Byrd
• Seven students were nominated for the WACCT award to be given out in February. A committee selected Jordan Gill, Student Senate President.
• The first registration for spring semester was held December 4th for new students. There were 115 appointments scheduled, 114 people who showed up who were on the list, and there were 8 walk-ins. There were 18 other appointments where students met with faculty. Applications continue to be up.
• Recruiters have visited schools in Montana, Wheatland, along with Kelly Walsh, and NC this last month. There were also a couple of recruiters at the high school volleyball tournament.
• The Early Childhood Learning Center was recently licensed through DFS in addition to already being an accredited agency. Every employee will be required to take a minimum number of CEUs every year.
• GearUp finished their biennial report which they will turn in in March. They have already met or exceeded their goals.
• Kim Byrd stated that Leanne Loya was nominated as the professional employee for the WACCT award.

SEVENTH ITEM OF BUSINESS: Administrative Services: Lynnde Colling
• An RFP was issued for the Joesendal Drive reconstruction project. Prices coming in look favorable.
• Sheldon Flom from Western Wyoming Community College put together a cost allocation spreadsheet in an attempt to answer questions that have been posed by the Joint Appropriations Committee, specifically concerning the costs of online education and concurrent enrollment. All of the community colleges have agreed to use this model. It could be used potentially for the tuition price study as a means of evaluation.

EIGHTH ITEM OF BUSINESS: Faculty Senate: Leanne Loya
• Leanne Loya reported in Heath Hornecker’s absence.
• Sabbatical applications were approved for Dave Zoby and Will Robinson.
• Laurie Weaver is the WACCT faculty nominee.
• The Senate approved that departments/specific programs can set their credit limit at 60 if they wish.

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

TENTH ITEM OF BUSINESS: Administrative Alliance: Leanne Loya
• Administrative Alliance would like to do a better job of recognizing administrative staff across campus and are looking at the possibility of recognizing an administrator at least quarterly and using those nominations for the outstanding administrator at the end of the year. A committee has been formed and will begin working on the process.
• Administrative Alliance formed a committee to establish criteria for how their alliance dues are going to be spent, specifically looking at donations and when to give to certain things.

ELEVENTH ITEM OF BUSINESS: University of Wyoming at Casper: Scott Seville
• The onsite interviews with candidates for the University of Wyoming at Casper Director position were completed. The Search Committee will meet to develop a recommendation to forward to the Dean of the Outreach School.
• The process was completed for selecting a candidate for the University of Wyoming at Casper Manager position. A recommendation has been forwarded to the executive council at the University along with a recommendation to move forward with an offer.
• Enrollments numbers for spring are close to numbers from last spring.
• The funding for the sustaining the continuation of the Counselor of Ed Master program is back in the legislatures court. There are a large number of people and professional organizations who are going to be lobbying on behalf of that as there has been a lot of interest from across the state in the program.

TWELFTH ITEM OF BUSINESS: Student Senate: Jordan Gill
• No report.

THIRTEENTH ITEM OF BUSINESS: BOCES: Lauren Griffith
• BOCES meet yesterday and reviewed a grant application.
• BOCES board members from the NCSD and the college will remain the same for next year.

FOURTEENTH ITEM OF BUSINESS: WACCT: Kathy Dolan
• WACCT would like to have a trustee inservice with all of the community college boards and their presidents called the Governance Institute for Student Success sponsored by ACCT.

FIFTEENTH ITEM OF BUSINESS: New Business
• None

SIXTEENTH ITEM OF BUSINESS: Action Items:
• A MOTION was made by Trustee Kathy Dolan to accept Dr. Thomas Clifford, Jeannette Murrell, and Todd Wykert for Emeritus Status. The motion was seconded by Trustee Lauren Griffith. The motion carried.
• A MOTION was made by Trustee Susan Miller to accept the June 30, 2015 audit report as submitted and presented at the work session. The motion was seconded by Trustee Kathy Dolan. The motion carried.
• A MOTION was made by Trustee Sue Schilling to accept the Equal Opportunity and Non-Discrimination Policy. The motion was seconded by Trustee Susan Miller. The motion carried.
• A MOTION was made by Trustee Sue Schilling to accept the Purchasing Policy. The motion was seconded by Trustee Kathy Dolan. The motion carried.
• A MOTION was made by Trustee Lauren Griffith to accept the sabbatical requests for Dave Zoby and Will Robinson for 2016/17. The motion was seconded by Trustee Kathy Dolan. The motion carried.
• A MOTION was made by Trustee Kathy Dolan that the Board support WACCT’s intention to bring the Governance Institute for Student Success, trustee education experience to Wyoming at an approximate cost of $3,000 to Casper College. The motion was seconded by Trustee Lauren Griffith. The motion carried.
The next meeting will be January 26, 2016.

The meeting adjourned at 7:30 p.m.

Submitted by,

__________________________
Scott Bennion, Secretary