PRESIDING:  Kathy Dolan

PRESENT: Charles Chapin, Roy Cohee, Bill Hambrick, Susan Miller

ABSENT: Scott Bennion, Charles Robertson

FIRST ITEM OF BUSINESS: Approve Minutes:
• A MOTION was made by Trustee Charles Chapin to accept the minutes of January 17, 2012. The motion was seconded by Trustee Bill Hambrick. The motion carried.

SECOND ITEM OF BUSINESS: Finance Committee:
• A MOTION was made by Trustee Charles Chapin to approve payment of the current bills as presented. The motion was seconded by Trustee Bill Hambrick. The motion carried.
• Board President Kathy Dolan said she just returned from the National Legislative Summit in Washington, DC. She said it was a very productive meeting, and our delegation is extremely supportive of the community colleges.

THIRD ITEM OF BUSINESS: Casper College President:
• Casper College President Walt Nolte turned the floor over to Interim Vice President Dave Cherry who introduced Kathleen Thatcher, the College’s director of Assessment. Mrs. Thatcher gave an update on the institution’s General Education effort. She explained in the Higher Learning Commission (HLC) visit report from 2009 the accreditors asked CC to focus on assessing the institution’s Gen Ed program. They listed three charges, the first of which has been completed. She said their second and third requests, of establishing and assessing outcomes, will take time and a lot of additional valuable conversations. She then gave an update of where the institution is in the process and ended by saying a progress report in General Ed is owed to the HLC by June 30, 2012.

• Casper College President Walter Nolte highlighted the following board packet informational items:
  ✅ An update from Barbara Mueller on International Education.
  ✅ The results from the Health Professions Career Fair.
  ✅ A thank you letter for all the help with the Jazz Festival.
  ✅ A publication of Will Robinson’s in www.ibra.org “Observations on the behavior of a repeatedly absconding Apis andreniformis colony in northern Thailand.”

Other:
• On February 22, the Wyoming Community College Commission is meeting in Cheyenne. On their agenda related to Casper College is a Capital Construction authorization for remodel work in Liesinger Hall.
• On February 23, the Wyoming Association of Community College Trustees Conference, Legislative Reception, and awards banquet is being held in Cheyenne.
• The week of February 27 through March 2 is President Nolte’s legislative coverage in Cheyenne.
• On March 15, a joint CC & NCSD trustee meeting will be held at 4 p.m., in the Gateway Building, Room 312. A reception at President Nolte’s house for attendees will follow at 6:30 p.m.
• On March 19, groundbreaking ceremonies are being planned for the Music building, and the Student Union & UW/CC Center Buildings.
FOURTH ITEM OF BUSINESS: Academic Services: Dave Cherry
- Interim Vice President Dave Cherry applauded the Forensics and Livestock Judging Teams for having an exceptionally good year.
- On February 25, the Tate Museum is holding a “Follow the Fossil Trail” fundraising event.
- An ambulance simulator lab area for the Paramedic Program was set up in Liesinger Hall, Room 188.
- The 27th Annual Humanities Festival and Demorest Lecture is scheduled for February 21-24.

FIFTH ITEM OF BUSINESS: Student Services: Joanna Anderson
- In Enrollment Services, 143 December graduates were awarded diplomas, 246 degree evaluations were completed, and they are currently in the process of gearing up for summer and fall enrollment.
- The Federal Supplemental Educational Opportunity Grant (SEOG) might get an additional $10,000 this coming year; this state grant is for first time applicants that have a high need. There is also a chance that there might be a slight increase in federal work-study dollars next year.
- As the scholarship priority deadline is March 1, Casper College Enrollment Services will be hosting a FAFSA Filing Frenzy on Thursday, February 23, from 4-7 p.m., in the Doornbos Student Lounge, Liesinger Hall. A FAFSA Filing Frenzy is a free event to help students and families complete the federal financial aid application.
- The Office of Student Life has hired a new housing area coordinator; Crysy Nelson will be starting her duties on February 27th. Crysy brings 11 years of housing experience with her.
- This spring semester there is an 84 percent occupancy rate in the Residence Hall complex.
- In Athletics, the Women’s basketball team is ranked 6th in the nation. Tomorrow night both the men’s and women’s teams play at home against Gillette, and on Saturday they play against Sheridan. If the women’s team wins both games Casper College will host the Region IX Tournament.
- A few individuals are working with Kent Brooks on the Technology Committee.

SIXTH ITEM OF BUSINESS: Administrative Services: Lynnde Colling
- Vice President Lynnde Colling reported the employees listed below have applied for the Voluntary Early Retirement Incentive Plan. As per policy, applications are subject to Board approval. The individuals requesting early retirement are: Margo Bell, Linda Borden, David Cherry, Linda Davis, Judith Kirk, Gale Lara, Thomas Lewallen, Alison McNulty, Robert Nelson, Don Robinson, Jim Sears, and Garth Shanklin. A total of 268 years of service is represented by the twelve applicants, (average of 24 years per person) which attests to the fact that Casper College is a great place to work.
- In the area of Human Resources, Chauncy Johnson is moving forward with the implementation of the HR module. Mr. Johnson was also instrumental in implementing on-line applications, which is now operational.
- With the renovation of Liesinger Hall, the majority of space will be turned into instructional areas as opposed to the former utilization of space for mostly administration.
- The permit and fees for the UU Building have just been paid, and a groundbreaking is set for March. In addition, Phase One of the Campus Plaza is underway.
- A list of campus major maintenance projects will be available soon.

SEVENTH ITEM OF BUSINESS: Faculty Senate: Cammy Rowley
- Faculty Senate met last Monday. Kathleen Thatcher was their guest and she went over background information and answered specific questions about Gen Ed. They also approved the revised dean evaluation tool.
- Pete Van Houten and Dr. Rowley will be traveling to Cheyenne on Thursday for the State Faculty Alliance meeting.
EIGHTH ITEM OF BUSINESS: Staff Alliance: No Report

NINTH ITEM OF BUSINESS: Administrative Alliance: Robyn Landen
- Mrs. Landen said she will be attending the Wyoming Association of Community College Trustees (WACCT) conference on February 23 along with Alison McNulty who was Casper College’s Professional Employee of the Year Award nominee.
- In conjunction with the Humanities Festival, this month’s Diversity Dinner on Thursday evening, February 23, is titled “Sinful Delights.”
- The Leadership Institute program for the 2012-2013 will get underway in September 2012 and conclude in April 2013. Nominations will be accepted through March 16.
- The deadline for nominations for the Outstanding Administrator Award is February 29.
- The date for this year’s annual Retirement and Recognition Dinner is May 4, 2012, at the Best Western Ramkota; dinner will be served at 7 p.m.

TENTH ITEM OF BUSINESS: UW/CC Center: Brent Pickett- No report

ELEVENTH ITEM OF BUSINESS: Student Senate: No Report

TWELFTH ITEM OF BUSINESS: BOCES: Susan Miller
- A BOCES meeting is scheduled for tomorrow February 22; they will be reviewing grants.

THIRTEENTH ITEM OF BUSINESS: WACCT: Kathy Dolan
- WACCT activities are being held in Cheyenne this week. Board Chair Kathy Dolan said she is looking forward to visiting with legislators and recognizing outstanding community college faculty and staff.

FOURTEENTH ITEM OF BUSINESS: Action Items:
- A MOTION was made by Trustee Bill Hambrick to approve the following applicants for early retirement as per policy: Margo Bell, Linda Borden, Linda Davis, Dave Cherry, Judith Kirk, Gale Lara, Thomas Lewallen, Alison McNulty, Robert “Bobby” Nelson, Donald Robinson, Garth Shanklin, and Jim Sears. The motion was seconded by Trustee Charles Chapin. The motion carried.

- A MOTION was made by Trustee Susan Miller to accept the recommended changes in residence hall and changes in apartment rental rates for the FY 2013 academic year as recommended to the Board. The motion was seconded by Trustee Charles Chapin. The motion carried.

- A MOTION was made by Trustee Charles Chapin to accept the per credit fee and course fee assessments for the FY 2013 academic year as recommended to the Board. The motion was seconded by Trustee Susan Miller. The motion carried.
Casper College President Walter Nolte reported that one month ago a Request for Proposal was issued for the update and refresh of the Campus Master Plan Phases Two and Three, as well as help to repurpose buildings for the future. Five proposals were received. As a result, the CMP Executive Committee reviewed the proposals and opted to interview one firm. The CMP Executive Committee recommended the college retain Slatterpaull Architects in partnership with Amundsen Associates, Groathouse Construction for cost estimating and Bob Lower and his engineering firm for engineering work, at the price listed in their proposal. A MOTION was made by Trustee Bill Hambrick to negotiate a contract for the refresh of the Campus Master Plan with Slatterpaull Architects for the amount listed in their proposal. The motion was seconded by Trustee Charles Chapin. The motion carried.

The next meeting will be a joint trustee meeting with the NCSD #1 on March 15, at 4 p.m., and the regularly scheduled District Board meeting is scheduled for March 20, 2012.

The meeting adjourned at 7:35p.m.

Submitted by,

Bill Hambrick, Secretary