CASPER COLLEGE DISTRICT BOARD
Work Session/Finance Meeting
February 16, 2016  4:00 p.m.
GW 312

PRESENT: Scott Bennion, Roy Cohee, Lynnde Colling, Kathy Dolan, Lauren Griffith, Robyn Landen, Matthew Loucks, Susan Miller, Sue Schilling, Darren Divine

ABSENT:

GUESTS: Darry Voigt, Executive Director of Enrollment Services

Board Treasurer Matthew Loucks called the meeting to order at 4:04 p.m.

FINANCE COMMITTEE:
• Robyn Landen presented the bills dated January 20, 2016 to the Trustees and presented the Fiscal Report dated January 31, 2016. President Divine, Vice President Lynnde Colling and Robyn Landen responded to questions concerning the pcard statement and the checks written report.
• In the Operating Fund
  ✓ The 2nd quarter increased retirement contribution reimbursement was received on January 28th in the amount of $96,914.
  ✓ A tax distribution was received on January 13th from the county in the amount of $730,905.
  ✓ Motor vehicles fees were received on January 13th in the amount of $91,254.
  ✓ Total revenues were $31,334,444 or 74.11% of the budget.
  ✓ Total expenditures were $23,548,691 or 55.61% of the budget.
• In the Auxiliary Fund
  ✓ Total revenues were $3,680,118.
  ✓ Total expenditures were $2,144,413.
  ✓ Operating Income was $1,535,705.
• In the Optional One-Mill Fund
  ✓ A tax distribution was received on January 13th in the amount of $182,726.
  ✓ Motor vehicles fees were received January 13th in the amount of $22,813.
  ✓ Total revenues were $1,188,820.
  ✓ Total expenditures were $756,023.
• Comparison by Function
  ✓ Salaries were just over $12.1M and benefits were $5.1M.
  ✓ Operating Expenses were $5,783,891.
  ✓ Capital outlay was just over $497,000.
• Investment Recap
  ✓ There were no new investments.
  ✓ The Wyo-Star yield as of January 31st was .356%.
• Investment balances as of January 31, 2016.
  ✓ Total Investments were $25,992,020.

COLLEGE PRESIDENT/BOARD MEMBERS:
• Trustee Matthew Loucks gave an overview of the National Legislative Summit which he recently attended in Washington, D.C. and he highlighted some of the topics that were discussed at the summit. Discussion followed.
• Trustee Kathy Dolan said that the information recently sent to the Trustees via email concerning Complete College Wyoming, the Newsletter, and the Dashboard will be distributed to the commissioners at the Wyoming Community College Commission meeting.
• Trustee Dolan and Trustee Schilling will be attending the WACCT meeting at 4 p.m. in Cheyenne. Discussion was held as to whether or not the Trustees should join the WACCT Executive Committee in supporting the efforts of Governor Mead to bring Medicaid expansion to the citizens of the State of Wyoming along with several of the other community college district boards.

OTHER
• Darry Voigt reviewed the proposed Intellectual Property Policy with the Board of Trustees. Discussion followed. It was recommended to make the following changes:
  ✓ Under 5.2 **Substantial use of College Resources** reference college time in the definition.
  ✓ Under 4.4.1
    1. The work is the result of the author’s initiative, not requested by the college. Without **significant** substantial use of college resources.
    2. Reference the definition of substantial use which is defined under 5.2 **Substantial use of College Resources**.
• Darry Voigt reviewed the Using Protected Copyright Works Policy with the Board of Trustees which establishes guidelines for the permissible use of copyrighted works.
• Darry Voigt discussed the recommendation to delete the Information Technology Services Policy and the Student WWW Home Page Accounts document as they are statements of operation rather than policy.
• Lynnde Colling discussed the memo to the Board of Trustees concerning the FY 2017 Room and Board Rates and Apartment Rents. The recommendation is to increase the residence hall rates 5%, the apartments 4%, and the board increase would be 2% of the amount of which is being passed on to the College. The proposed increase is 3.59% for room and board for double occupancy with a 19 meal plan. Discussion followed.
• Lynnde Colling discussed the request to approve the skid mounted cabin and the restored 1950 red panel van as surplus. President Divine stated that the van has cost a lot of money and that there is no place to store it and the automotive department would like it out of their shop. The plan was to drive it in the parades but faculty and staff members couldn’t drive the vehicle because of the size of the engine. Tentative plans are to sell the vehicle and put the proceeds towards the automotive program.

At 6:05 p.m. a motion was made by Trustee Roy Cohee to adjourn the meeting. The motion was seconded by Trustee Lauren Griffith. The motion carried.

Submitted by,

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Scott D. Bennion, Secretary