Board Treasurer Matthew Loucks called the meeting to order at 4:07 p.m.

FINANCE COMMITTEE:

- Robyn Landen presented the bills dated February 18, 2016, to the Trustees and presented the Fiscal Report dated February 29th, 2016. Robyn Landen, President Divine, Vice President Lynnde Colling, and Interim Vice President Shawn Powell responded to questions concerning the pcard statement and the checks written report.
- In the Operating Fund
  - The 2nd quarter health reimbursement was received on February 2nd in the amount of $1,089,202.
  - A tax distribution was received on February 10th in the amount of $79,584.
  - No motor vehicle fees were received this month.
  - Total revenues were $32,662,049 or 77.25% of the budget.
  - Total expenditures were $26,826,078 or 63.35% of the budget.
- In the Auxiliary Fund
  - Total revenues were $3,748,978.
  - Total expenditures were $2,431,995.
  - Operating Income was $1,316,984.
- In the Optional One-Mill Fund
  - A tax distribution was received on February 10th in the amount of $19,896.
  - Total revenues were $1,209,176.
  - Total expenditures were $839,785.
- Comparison by Function
  - Salaries were just over $14.1M and benefits were $5.9M.
  - Operating Expenses were just over $6.2M.
  - Capital outlay was $500,789.
- Investment Recap
  - There were no new investments.
  - The current Wyo-Star rate for February was .474% compared to .356% last month.
- Investment balances
  - Total Investments through February 29th were $26,016,293.

COLLEGE PRESIDENT/BOARD MEMBERS:

- After some discussion, President Divine proposed that the College will prepare a 3-4 year housing occupancy summary for the Board of Trustees for their review.
- Discussion was held on the subject of campus safety and if money should be budgeted towards security for the upcoming year. Discussion followed.
OTHER

- Dr. Trevor Mahlum reviewed the background of the Higher Learning Accreditation process which was outlined in a handout. The last time Casper College was reaccredited was in 2008/09 and the upcoming reaccreditation will take place in 2018/19. During the last accreditation there was a creation of a large multipage book and numerous files. The evidence file collected for the upcoming accreditation 2018/19 will be digital and updates will be made on a continual basis. The goal is not to minimize the process but to make it more efficient and effective for the reviewers who will be able to access the evidence collected before they arrive on campus. Dr. Mahlum stated that the HLC steering committee for all of the HLC elements meets monthly. He will continue to send out briefs describing what they are working on, where they are going next, and how to become involved. Discussion followed.

- Dr. Laura Driscoll discussed the proposed Alcohol and Drug Free College Policy with the Board of Trustees. The policy will give the President authority to approve alcohol at certain events. Discussion followed. Recommended changes to the draft policy in the packet include:
  - Add the ranch manager’s residence along with the president’s residence as being exempt from the alcohol portion of the policy.
  - Notify the director of security when approval is received to serve alcohol at an event.

The effective date of the policy is July 1, 2016.

- Dr. Driscoll discussed the proposed Intellectual Property Policy that was previously been discussed with the Board of Trustees. Recommended changes were incorporated into the proposed policy including:
  - changing the word significant to substantial throughout the document
  - under 5.2 the words college time were added
  - under 5.3 college time was defined.

- Vice President Lynnde Colling discussed the proposed $5 per credit hour tuition increase for FY17 under the recommendation of the Executive Director of the Wyoming Community College Commission to be effective July 1, 2016 and outlined in her memo to the Board dated March 9, 2016. A conference call will be held on March 21, 2015 for the WCCC’s consideration of the proposed increase. The community colleges are required to adopt what the commission approves for tuition. She also discussed the recommendation to increase the mandatory per credit fees from $27 per credit hour to $29 per credit hour. The additional $2 per credit hour would be directed towards technology. The other change in fees is a reallocation of $2, taking $1 from student publications, $1 from the records fee, and allocating that towards staffing in the health service area.

At 5:52 p.m. a motion was made by Trustee Susan Miller to adjourn the meeting. The motion was seconded by Trustee Scott Bennion. The motion carried.

Submitted by,

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Scott D. Bennion, Secretary