CASPER COLLEGE DISTRICT BOARD
Work Session/Finance Meeting
June 16, 2015  GW 312
3:00 p.m.

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

ABSENT:  

GUESTS:  Laura Driscoll, Executive Dean, Continuing Education
Chauncy Johnson, Director of Human Resources

Board Treasurer Matthew Loucks called the meeting to order at 3:14 p.m.

Trustee Kathy Dolan asked the Board to share any concerns or any issues that could be discussed at a retreat that perhaps Dr. Divine may need to address going forward, stating that she has a concern about enrollment and recruitment as that is the only funding source that we have any control over. Trustee Susan Miller added that she has also thought about tracking and thought it would be good to visit with Dr. Divine about to see what tracking methods he is familiar with. She stated that it is important to work to make sure students register the next year for retention, and if that is all that we did that would probably be helpful if we could figure out some method to do intervention earlier or figure out why students are having problems or whatever the case may be. Trustee Kathy Dolan stated that retention figures have been consistent at 65%-68% from Fall to Spring and course completion rates have been consistent as well. Vice President Kim Byrd stated that the Student Success Center is moving to what is considered a coaching model and that they are doing a better job as far as staying in contact with prospective students. Prospective students are being contacted by the different schools from either a student, a faculty member or one of the deans. Prospective students also receive phone calls from Enrollment Services, asking the question, what can we do to help you get here? They receive phone calls from the College even if we don’t know for sure that they are going to attend. She stated that they are planning to do a better job in keeping in contact with students after they have registered to help them figure out if they have been picked for verification for financial aid, how to get their books, where their classes are, and other things that they needed to know. She stated that the Student Success Center has developed a coaching proposal to take care of students after they have registered and the students will get a welcome postcard describing the Student Success Counselor and their respective contact information. Vice President Byrd also stated that financial aid may be an obstacle as in the past, there were perhaps 25% of the students who received verification letters and that percentage is on the rise. If students don’t respond to the verification letter, their financial aid may not be available to them when they arrive. By contacting students early, they are hoping to alleviate some of those problems. A cross section of students have been asked about the advising process as well as to what were they getting out of it, did they think they were getting enough, what more did they need, and what was gathered was they wouldn’t go to their advisor for certain things if they were in academic trouble, having any kind of personal issues, basically they were strictly going to their advisors for course scheduling. The advising role needs to be in the academic
house, but if they are having any academic issues that do revolve around any kind of course scheduling or things that the advisors really do know about, the Student Success Center will make sure that they do get to their advisor. The Student Success Center is here to help with any other issues that maybe are not resolved by advisors or that they are not comfortable going to their advisor for. The Board also discussed the discrepancy in the number of advisees that advisors have and the possibility of evaluations for advisors. Vice President Tim Wright stated that students expect a little more direction now and if we want to keep them in school, whether we agree with them philosophically or developmentally or not, that is what you have to do. Your average academic advisor, what direction they give students and what sort of relationships they have with them are going to be minimal and very formal, in some cases, and very personal and extensive in other cases. Generally academic advisors see their role primarily as giving academic advise about their discipline and their program and only secondarily because they are not trained in it and many are uncomfortable lending personal advise and life advise and that is where student services comes in. Trustee Kathy Dolan asked the question as to what are we doing to get kids interested, what are we doing in the high schools, because we need to be talking to juniors and seniors and that we can’t wait until they say they are interested stating that we need to be building those relationships long before they say they are interested. Trustee Sue Schilling mentioned that we should be looking at having upper classmen be mentors to the incoming students. Trustee Kathy Dolan stated that if we don’t have enrollment, we don’t have income and that the Wyoming Community College Commission is going to be considering freezing tuition at where it is when somebody comes in which will impacts income from one year to the next.

Trustee Susan Miller would also like to hold further discussion in retreat about looking at and becoming more involved in the budget for next year. Discussion followed. Trustee Sue Schilling would like to look at how to get our legislators on board with what we are doing and how do we become better friends with them and them with us. Trustee Lauren Griffith wanted to look to see if there was a want and a need for diversity programs on campus and partnering with CAPS and the school district and making sure that we continue to strengthen our relationship with them. The possibility of targeting students from certain programs in the various high school in the state was also discussed. It was decided to hold a public meeting on Thursday, August 13th, from noon-3 p.m. to discuss some of the topics mentioned.

FINANCE COMMITTEE:

• Robyn Landen presented the bills dated May 20, 2015, to the Trustees and presented the Fiscal Reports dated May 31, 2015. Trustee Loucks asked if there were guidelines for hotel stay costs, etc., understanding that conferences are at certain locations but asked if there were any checks and balances. Robyn Landen stated that the current travel policy provides strict per diem guidelines of $44 per day for food or receipts can be submitted because currently the College doesn’t align with the IRS on meals or hotels stating that depending on the area that you are going to, a hotel room cost could vary depending on the location. If employees don’t want to take the per diem, then receipts can be submitted because they couldn’t eat on $44 a day. Robyn Landen also stated that employees have to work within their budget and they only have a certain budgeted amount for travel within their budget and they need to be staying within their budget. Discussion followed.
Robyn Landen as of May 31st stated there were no new receipts to the State Appropriation or to the motor vehicle fees.

• In the Operating Fund
  ✓ A tax distribution was received on May 18th in the amount of $145,502.
  ✓ June 11th we received a tax distribution of $1,913,151 which will meet or exceed the budget.
  ✓ Total revenues were $37,516,209 or 91.14% of the budget.
  ✓ Total expenditures were $36,229,990 or 87.3% of the budget.

• In the Auxiliary Fund
  ✓ Total revenues were $4,071,525 or 91.36% of the budget.
  ✓ Total expenditures were $3,959,744 or 89.87% of the budget.
  ✓ Operating Income was $111,751.

• In the Operational One-Mill Fund
  ✓ A tax distribution in the amount of $36,375 was received.
  ✓ On June 11th we received $478,287 which will meet or exceed the budget.
  ✓ Total revenues were $1,229,956 or 74.42% of the budget.
  ✓ Total expenditures were $1,022,794 or 64.76% of the budget.

• Comparison by Function
  ✓ Salaries were $19,818,346 and benefits were $7,909,696.
  ✓ Operating Expenses were $7,861,065.
  ✓ Capital outlay was $640,882.

• Investment Recap
  ✓ There were no new investments for May.
  ✓ The Wyo-Star yield wasn’t updated for May. The yield that is reflected in the report was the April yield which was .628%.
  ✓ The money market is at .04%

• Investment balances as of May 31st
  ✓ Total Investments through May 31st for FY2015 were $27,645,483.

COLLEGE PRESIDENT/BOARD MEMBERS:

• President Walt Nolte introduced retired Vice President of Academic Affairs, Skip Gillum, who spoke to the Board of Trustees on behalf of Casper College employee, Mark Steinle, who was recently diagnosed with a serious health issue and would like to retroactively seek authorization from the Board of Trustees to take early retirement.

OTHER

• Vice President Lynnde Colling discussed the Requested Budget Increase & Changes in Budget Levels to the 2014/2015 Operating Fund which would reallocate funds between functions making sure that according to statute we don’t exceed those functional levels.

• Dr. Driscoll discussed the Compensation for Faculty Employees Policy. She stated that the policy was revised in 2013 and Dr. Wright asked to insert the addition under 7.2.2.1, the second bullet, adding that when faculty are looking for advancement due to additional education, that it must be for a degree that is one level higher than what the employee already has, making it consistent with administrative and classified staff compensation policies. Employees are encouraged to go to the next level for their education. There are times when
if appropriate and beneficial to the College to grant an exception to this and the policy states that the Vice President may grant an exception to the level or to the content.

- Vice President Lynnde Colling spoke to the consideration of the modification of the name of the “Walter H. Nolte Gateway Building.” Discussion followed. Signage for the Grace Werner Agricultural Center, Strausner Hall, and the Swede Erickson Thunderbird Gymnasium was also discussed.

- Vice President Lynnde Colling discussed the recommendation to the Casper College District Board to approve the renewal of the assessment of an additional 1 mill levy on the property of the community college district for a period of two years commencing July 1, 2015. She stated that the Board has the authority by Statute renew the one-mill and the half-mill for BOCES every two years and we are required to have a public hearing which normally is included with the regular meeting but it didn’t get advertised in time and so therefore a special meeting will be held June 24th at noon. The assessed valuation for next year has not been certified yet.

At 5:05 p.m. a motion was made by Trustee Susan Miller to convene into Executive Session regarding personnel and real estate issues. The motion was seconded by Trustee Scott Bennion. The motion carried.

At 6:05 p.m. a motion was made by Trustee Scott Bennion to adjourn the Executive Session. The motion was seconded by Trustee Matt Loucks. The motion carried.

At 6:06 p.m. a motion was made by Trustee Kathy Dolan 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