CASPER COLLEGE DISTRICT BOARD  
Work Session/Finance Meeting  
October 20, 2015  4:00 p.m.  
GW 312

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

ABSENT:  Roy Cohee, Lauren Griffith

GUESTS:  Darry Voigt, Executive Director of Enrollment Services

Board Treasurer Matthew Loucks called the meeting to order at 4:02 p.m.

FINANCE COMMITTEE:

• Robyn Landen presented the bills dated September 18, 2015, to the Trustees and presented the Fiscal Report dated September 30, 2015. Robyn Landon, Lynnde Colling, Darry Voigt and Heath Hornecker responded to questions on the pcard statement and checks written reports.

• In the Operating Fund
  ✓ The second quarter state appropriation was received on September 16th in the amount of $5,859,511 and the second quarter state aid course completion funds were received in the amount of $462,553.
  ✓ Funds were received for the salary and benefits for one nursing faculty from the Wyoming Investment in Nursing program.
  ✓ A tax distribution was received in the mill levy in the amount of $109,302.
  ✓ Motor vehicle fees in the amount of $781,868 were received on September 15th.
  ✓ Total revenues were $18,853,270.
  ✓ Total expenditures were $9,934,346.

• In the Auxiliary Fund
  ✓ Total revenues were $2,078,042.
  ✓ Total expenditures were $621,184. It was noted that at this time last year, the revenue bond principal and interest payment of $440,457 had been paid. This year that payment in the amount of $434,281 was made on October 9th and will be recorded next month.

• In the Operational One-Mill Fund
  ✓ A tax distribution was received in the amount of $27,325 and motor vehicle fees were received in the amount of $195,467.
  ✓ Total revenues were $240,551.
  ✓ Total expenditures were $348,349.

• Comparison by Function
  ✓ Salaries were just over $4.9M and benefits were just over $2.0M.
  ✓ Operating Expenses were $2,897,151.
  ✓ Capital outlay was $78,046.

• Investment Recap
  ✓ There were no new investments.
  ✓ The Wyo-Star yield is .24%.

• Investment balances
  ✓ Total Investments through September 30, 2015 were $25,780,197.

COLLEGE PRESIDENT/BOARD MEMBERS:

• Trustee Kathy Dolan reported on topics that were discussed at the WACCT meeting that was held yesterday.
✓ WACCT upgraded some of their policies and bylaws. There is a new WACCT policy that states that the only people that speak officially for the Wyoming Association of Community College Trustees are Erin Taylor, the Executive Director, and Walt Wragge, the President of the Association.

✓ George Eckman, the President of the Board of Trustees from Western Wyoming College, was voted the Vice President of WACCT to finish Jim Vogt’s term.

✓ There will be a survey going out on what to do for trustee education at the February 18th meeting in Cheyenne.

✓ Conversation was held about the community college summit in the fall and they need to see where people want to go with that.

✓ Complete College Wyoming met with the Governor in the fall and his only request was to engage more with K12.

✓ Jillian Ballow’s priority is to upgrade technical education in the high schools.

✓ WACCT put out a brochure that is online as well which can be used to talk with legislators about the community college’s legislative priorities.

• Trustee Kathy Dolan reported on a workshop that she attended as part of the ACCT Leadership Congress held recently. She stated that there was a workshop on decisions that colleges make about the basic students that are in and out of remedial education. There was also talk about accessing non-cognitive skills, their social support system, their ability to do team-work, their study skills, their response to stress, their ability to set goals, and self-advocacy which are predictors of student success. Vice President Kim Byrd stated that there is a GRIT survey that the College had considered using, especially with students who were border line getting into the next level class. She also reported that they are looking at replacing COMPASS with Accuplacer and will be looking at different non-cognitive assessments as well.

• Trustee Kathy Dolan also went to a workshop on Community College baccalaureates stating that the community colleges that do give bachelors are bachelors of applied science degrees. Janet de Vries stated that it depends on the field and the UW does have a bachelor of applied science which many of our students have taken advantage of which was originally designed for students who have received an associate of applied science who want to continue their education in a vocational field. She said that UW offers two tracks, one is a business track related and the other is more community track related. President Darren Divine stated generally bachelor of applied science degrees are in health related areas and students generally do not go on to another level program and that students are getting those degrees because the job needs a bachelors degree. He also stated that bachelor of applied science degrees are typically in areas that are applied and that universities in the area have no interest in teaching because it is applied or the number of students in the programs is low. Discussion followed.

• Trustee Kathy Dolan also reported on a workshop concerning the College Scorecard that evaluates all of the different community colleges and universities which is posted on a website which may contain inaccurate information and mostly contains data based on students who get financial aid. President Darren Divine stated that the numbers that are on the scorecard and the percentage of the student population doesn’t represent the general populous.

• Trustee Sue Schilling had also attended the ACCT Leadership Congress and discussed a session that she attended which talked about looking in your community at what the needs are when you are looking at programs and looking at what employers need. Discussion followed. Trustee Sue Schilling suggested getting with your junior high and high schools and doing pipeline programs between the high schools and possibly hiring a coordinator to bridge kids from high school to college to look at what programs they might like to go in that are offered. She said the session at the conference also talked about what they called “best in class” stating that Trustees could take one called “Excellence in Trusteeship.” They had a streamlined processes for reviewing the Presidents, what they are doing, and reviewing what the board is doing.
Trustee Kathy Dolan referenced an article out of the October 11th newspaper wherein the Wyoming Department of Education recently created the Wyoming Career Readiness Council. The Wyoming Career Readiness Council is working with community businesses and colleges to create a strategic plan to improve career readiness support in Wyoming’s schools up through higher education.

Trustee Sue Miller asked if there had been any planning for the legislators to come to campus before the legislative session. President Darren Divine said he would take direction from the Board of Trustees and would set it up if that is what they decided.

Trustee Kathy Dolan stated that Complete College Wyoming had their annual convening in Denver and that there are so many great things that everybody on every college campus is doing to facilitate student success. She said that Complete College America is very impressed with what Complete College Wyoming is doing and that the agenda for the completion workshop was mailed to people at the national CCA office.

**OTHER**

- Darry Voigt discussed the newly proposed Information Technology Asset Management & Disposal Policy which establishes guidelines for recording, protecting, and disposing of information technology assets owned by the college. IT will track all information technology devices with a value of $200 or greater so that they can be monitored, checked out, and replaced when needed. The policy also increases the limit to request approval from the Board of Trustees to sell or dispose of assets from $500 to $2,500.

- Vice President Lynnde Colling discussed with the Board of Trustees the Resolution which would authorize Lynnde Colling as a signor to establish a custodial agency account at Southwest National Bank in Kansas on behalf of the Community College District in order to receive proceeds from a trust that was left to Casper College.

- Trustee Kathy Dolan reported on the discussion that was held at the Wyoming Community College Commission concerning a potential tuition increase and brought up that the Board may want to discuss it further at a future board meeting as to whether or not they would be in favor of a tuition increase. Discussion followed. Trustee Kathy Dolan also suggested having an inservice for the Board of Trustees on all of the new regulations surrounding default loans. She stated that she would like to see what our students are learning about financial literacy and to see what the College can do to give them more information. Vice President Kim Byrd stated that the College is consulting with Higher Edge to help with our loan default rate. Discussion followed.

- Discussion ensued concerning a letter in the packet.

At 5:27 p.m. a MOTION was made by Trustee Sue Schilling to adjourn the meeting. The motion was seconded by Trustee Susan Miller. The motion carried.

Submitted by,

Scott D. Bennion, Secretary