CASPER COLLEGE DISTRICT BOARD  
Work Session/Finance Meeting  
November 17, 2015  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:  Laura Driscoll, Executive Dean, Continuing Education  

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

FINANCE COMMITTEE:  
• President Divine, Vice President Kim Byrd, and Robyn Landen, responded to questions of Trustee Kathy Dolan and Trustee Sue Schilling concerning the pcard statement and the checks written report. The Board suggested having the Policy Committee work on a travel policy.  
• Robyn Landen presented the bills dated October 20, 2015, to the Trustees and presented the Fiscal Report dated October 31, 2015.  
• In the Operating Fund  
  ✓ The 1st quarter retirement contribution reimbursement was received on October 29th in the amount of $98,394.  
  ✓ A tax distribution was received into the mill levy fund from the county in the amount of $54,580.  
  ✓ Motor vehicles fees were received on October 13th in the amount of $90,713.  
  ✓ Total revenues were $19,285,717 or 45.62% of the budget.  
  ✓ Total expenditures were $13,142,113 or 31.04% of the budget.  
• In the Auxiliary Fund  
  ✓ Total revenues were $2,141,121 or 46.75% of the budget.  
  ✓ Total expenditures were $1,369,084 or 34.07% of the budget.  
  ✓ Operating Income was $772,038.  
• In the Operational One-Mill Fund  
  ✓ A tax distribution from the county was received in the amount of $13,645.  
  ✓ Motor vehicle fees were received in the amount of $22,678.  
  ✓ Total revenues were $277,190 or 16.25% of the budget.  
  ✓ Total expenditures were $436,284.  
• Comparison by Function  
  ✓ Salaries were $6,771,204 and benefits were $2,803,795.  
  ✓ Operating Expenses through October 31st were $3,480,518.  
  ✓ Capital outlay was $86,595.  
• Investment Recap  
  ✓ There were no new investments.  
  ✓ The Wyo-Star yield as of Monday was .218%. Last month it was .24%.  
  ✓ The yield on the challenge match fund since inception of the fund in 2004 is at 6.05%.  
• Investment balances as of October 31, 2015  
  ✓ Total Investments were $25,843,226.
COLLEGE PRESIDENT/BOARD MEMBERS:

- President Divine spoke with the Board of Trustees concerning the structure of the work session and the Board meetings. Discussion followed. It was agreed upon to post both the work session agenda and the board meeting agenda on the website when they become available. President Divine also said that the item “New Business” has been added to the 7 p.m. board meeting agenda so that new business can formally be brought forward to the Trustees but not discussed until the next meeting. He also would like to add a public comment item as well. Trustee Kathy Dolan wanted to remind people that any Board member can offer an agenda item to the Board Chair and that the Board Chair and the President design the agenda. Discussion followed. Trustee Kathy Dolan wanted to go on record that she is not in favor of the sit down expense of the board dinners. Further discussion was held.

- Trustee Kathy Dolan and Lynnde Colling spoke concerning a possible increase in tuition for FY17 or the possibility of tuition remaining flat.

OTHER

- Dr. Laura Driscoll discussed the revision to the Investments and Depositories Policy which establishes guidelines to manage effectively the college’s investment funds. Discussion followed. Trustee Kathy Dolan thanked Dr. Driscoll and the Policy Committee for the extensive work that they have been doing for many years.

- Dr. Lesley Travers discussed the proposed Electrical Apprenticeship Certificate Union/Non-Union with the Board of Trustees. She said that the College has the opportunity to provide the Electrical Apprenticeship Students, both Union and Non-Union, with a certificate at the end of their program. Students could continue their education at Casper College and receive an associate’s degree and to then transfer to the University of Wyoming in a Technical Studies Degree if they desire. There is an opportunity to award 60 students a year with a certificate from Casper College and increase our completion rates. Discussion followed.

At 5:32 p.m. a MOTION was made by Trustee Susan Miller to convene into Executive Session to discuss legal issues. The motion was seconded by Trustee Scott Bennion. The motion carried.

At 5:55 p.m. a MOTION was made by Trustee Lauren Griffith to adjourn the Executive Session. The motion was seconded by Trustee Sue Schilling. The motion carried.

At 6 p.m. a MOTION was made by Trustee Scott Bennion to adjourn the meeting. The motion was seconded by Trustee Sue Schilling. The motion carried.

Submitted by,

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Scott D. Bennion, Secretary