CASPER COLLEGE DISTRICT BOARD  
Work Session/Finance Meeting  
December 17, 2015  4:00 p.m.  
GW 312

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

ABSENT: Scott Bennion, Matthew Loucks

GUESTS: Laura Driscoll, Executive Dean, Continuing Education  
Joni Kumor, Lenhart, Mason & Associates  
Shannon Shegall, Lenhart, Mason & Associates  
Shawn Powell, Interim Vice President for Academic Affairs  
Heath Hornecker, Chair, Faculty Senate

Board Treasurer Matthew Loucks called the meeting to order at 4:08 p.m.

FINANCE COMMITTEE:
• Robyn Landen presented the bills dated December 10, 2015 to the Trustees and presented the Fiscal Report dated November 30, 2015. President Divine and Robyn Landen responded to questions of Trustee Kathy Dolan and Trustee Roy Cohee concerning the pcard statement and the checks written report.
• In the Operating Fund
  ✓ The 1st quarter health reimbursement was received on November 5th of just over $1,060,861.
  ✓ A tax distribution was received on November 16th in the amount of $366,404.
  ✓ Motor vehicles fees of $89,816 were received.
  ✓ Total revenues were $20,837,631.
  ✓ Total expenditures were $16,355,444.
• In the Auxiliary Fund
  ✓ Total revenues were $2,184,187 or 47.69% of the budget.
  ✓ Total expenditures were $1,631,925 or 40.61% of the budget.
  ✓ Operating Income was $552,262.
• In the Operational One-Mill Fund
  ✓ A tax distribution was received in the amount of $91,601.
  ✓ Motor vehicles fees of $22,454 were received.
  ✓ Total revenues were $391,526 or 22.96% of the budget.
  ✓ Total expenditures were $511,344 or 32.18% of the budget.
• Comparison by Function
  ✓ Salaries were $8,383,251 and benefits were $3,548,569.
  ✓ Operating Expenses were $3,997,199.
  ✓ Capital outlay was $426,425.
  ✓ Total expenditures were $16,355,444
• Investment Recap
  ✓ There were no new investments for the month of November.
  ✓ The Wyo-Star yield through November 30th was .179%.
• Investment balances
  ✓ Total Investments through November 30, 2015 were $25,847,071.

COLLEGE PRESIDENT/BOARD MEMBERS:
• The Trustees discussed the elections of officers for the upcoming year and suggested everyone keep their same office for one more year.
Trustee Kathy Dolan discussed the upcoming workshop call “The Governance Institute of Student Success” sponsoring by ACCT which is for the trustees and the presidents from all of the Wyoming community colleges. The day and a half workshop would promote decision making, collaboration, and self-reflection. It would be held at the end of May after graduation. It would be a commitment of $8,000 from WACCT and $3,000 from each community college.

**OTHER**

- Dr. Laura Driscoll discussed the proposed Equal Opportunity and Non-Discrimination Policy with the Board of Trustees. She noted that information about accommodations in the proposed policy was removed and will be put in its own separate policy on accommodations. Also, the proposed policy includes an expansion of the groups that we do not discriminate against in order to comply with current legislation. Discussion followed.

- Dr. Laura Driscoll discussed the proposed Purchasing Policy with the Board of Trustees. She stated that the local vendor purchase order (LVPO) was removed as a way to purchase items. Also, currently items estimated to cost $5,000 to $10,000 require an informal bid and under the proposed policy, the end amount would be increased to $25,000. The requirement for ITBs (invitation to bid) and RFPs (request for purchase) would be increased from over $10,000 to over $25,000 as a reflection of higher costs. The policy was last reviewed in 1994. Discussion followed.

- Dr. Shawn Powell brought forward recommendations for emeritus status for retired Casper College employees. Those recommendations included Tom Clifford, Biology; Jeanette Murrell, Librarian; and Todd Wykert, Director of Media Services. Discussion followed.

- Heath Hornecker stated that Faculty Senate met on Monday, December 14th, and approved sabbatical applications for two faculty members, Dave Zoby and Will Robinson. Both applicants went through the application process and were scored by Faculty Senate members and both were found to meet the criteria. Mr. Zoby is going to use his sabbatical in Spring of 2017 to work on the honors program and to research honors programs at other institutions. He will report back on ways to improve the Casper College honors program. Mr. Zoby will also take time to write and get some works published. Dr. Will Robinson will travel back to Thailand in Fall of 2016 and continue his research on bees with our sister college. Discussion followed.

- Joni Kumor reviewed the audit and the financial statements of the Casper Community College District for the year ended June 30, 2015 prepared by Lenhart, Mason and Associates. She stated that the College was issued an unmodified report so the financial statements have been fairly stated in all material respects which is the kind of report the College would want to get. Discussion followed. Joni Kumor reiterated the discussion last year regarding purchase cards and how purchase cards continue to be a sensitive area in educational institutions and governmental entities. She commended the finance department as they have implemented an audit process to where they are reviewing more receipts and transactions.

- Vice President Lynnde Colling discussed the memo to Casper College District Board dated December 4, 2015 listing the employees who have applied for the early retirement incentive. A total of 279 years of service is represented by fourteen applicants listed on the memo. The Trustees then held discussion on trying to keep the cost next year the same as it is this year. They requested to have Lynnde Colling put together additional information. Dr. Divine stated that Lynnde Colling could get them the information they were asking for and said that areas of the budget could be trimmed if necessary to meet the costs of the ERI. Further discussion was held.

- It was decided that the board members will remain the same on the BOCES Board as well as the Foundation Board for the upcoming year.

At 6:12 p.m. A motion was made by Trustee Susan Miller to convene into Executive Session regarding a personnel, legal or real estate matters. The motion was seconded by Trustee Lauren Griffith. The motion carried.
At 6:22 p.m. a motion was made by Trustee Kathy Dolan to adjourn the Executive Session. The motion was seconded by Trustee Susan Miller. The motion carried.

At 6:23 p.m. a motion was made by Trustee Lauren Griffith to adjourn the meeting. The motion was seconded by Trustee Kathy Dolan. The motion carried.

Submitted by,

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Scott D. Bennion, Secretary