



**Business Services**  
***Policies and Administrative Rules***

**Table of Contents**

<b><u>Board Policy</u></b>	<b><u>Page</u></b>
6.0 Purchasing. . . . .	2
6.1 Use of College Facilities. . . . .	9
6.2 Collection of Debts. . . . .	13
6.3 Grant Application Submittal. . . . .	14
6.4 Use of College Resources and Equipment. . . . .	15
6.5 Vehicle Use. . . . .	21
6.6 Credit Card. . . . .	25
6.7 Investment. . . . .	27
6.8 Information Security Program. . . . .	32
6.9 Animals or Pets On Campus. . . . .	36



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.0: PURCHASING POLICY**

Eastern Wyoming College shall procure and provide goods and services at the best prices available, of the proper quality, with the proper support services, in the proper quantity, and at the time and place needed.

It is the intent of the College to maximize competition and to provide all interested and qualified vendors with the opportunity to offer their products or services to the College. Pursuant to W.S. 16-6-105, Wyoming vendors shall be given price preference not to exceed five percent (5%) for products and services of proper quality, with proper support services, in the proper quantity, and at the time and place needed as determined by the College.

All purchases of computer equipment, software, consultants and training must be approved by the College President or appointed representative.

The College will conduct all purchasing in accordance with its own policy and procedures and in compliance with all applicable statutes of the State of Wyoming.

*Adopted 4/11/95  
Revised 11/8/05*

### **Administrative Rule 6.0.1: PURCHASING PROCEDURES**

Most teaching and office supplies may be obtained from the Bookstore and duplicating supplies are available in the Copy Center. All purchases of computer equipment, software, consultants and training must be approved by the College President or appointed representative. All purchases must be processed through the Business Office. The following forms are available in the Business Office: purchase requisitions, vouchers, EWC cash receipts, travel expense and reimbursement forms. Software and hardware request forms are available in the Computer Services Department.

### **Purchasing Procedures When Ordering Goods or Services**

All purchases for computer equipment, software, consulting or training must have approval from the College President or appointed representative. Please refer to the ***Purchasing Computer Equipment, Software, Consulting and Training*** section. All other purchases shall follow the procedures outlined below:

1. Complete the purchase requisition form.
  - A. Use the **correct account number**. If in doubt, check with the appropriate Division Chair or the Business Office.
  - B. Get appropriate signatures from:

**Administrative Rule 6.0.1: PURCHASING PROCEDURES** – continued

1. Instruction: Dean of Instruction, Associate Dean of Instruction, Division Chairs or appropriate Budget Manager.
  2. Student Services: Dean of Student Services, Assistant Dean of Student Services or Budget Manager.
  3. Institutional: Dean, President, Business Officer or Budget Manager.
  4. Plant Operation & Maintenance: President or Superintendent of Buildings and Grounds.
  5. Athletics: Director of Athletics or Budget Manager.
  6. Activity Sponsors: Dean of Student Services.
- C. Once purchase requisition is properly coded and signed, turn in to the Business Office.
2. The Business Office will prepare and mail purchase orders. Special handling of purchase orders such as fax or telephone orders shall be completed by the person requesting the merchandise.
  3. When merchandise/services are received, the purchaser should verify that all merchandise/services are in good order, i.e., no shortages, damages or service is acceptable. Sign packing slip when available and return to Business Office.
    - a. Damages and shortages on orders must be recorded on packing slips and/ or invoices. The purchaser shall deal directly with the vendor regarding damages and shortages. Notify the Business Office regarding the details of the arrangements.
  4. Upon receipt of the invoice, the Business Office will prepare a voucher for payment. The voucher must then be signed and dated by the purchaser certifying that the invoice is correct and all merchandise/service was provided as expected. Return voucher to the Business Office at which time payment will be made.
  5. Shipping items back to the vendor shall be done by the individual through the Bookstore. The Business Office must be duly informed.

**Purchasing Procedures for Charges to EWC Account**

1. Purchases exceeding \$100.00 will require prior written permission from the appropriate Budget Manager.
2. Purchaser shall complete a voucher. If the voucher is not available the purchaser may use an EWC cash receipt. Either form may be presented to the merchant providing merchandise/service and filled out in full with the following information:

**Required Vendor and Purchase Information**

1. All claims for payment or reimbursement must contain the following information:
  - a. Full Vendor name and address
  - b. Description of merchandise/services
  - c. Date of purchase
  - d. Full cost of merchandise/services
  - e. Signature of purchaser
  - f. Proof of delivery

**Administrative Rule 6.0.1: PURCHASING PROCEDURES** – continued

- g. Purchaser must designate department to which this merchandise or service will be charged. Vendor must record the EWC Department on their delivery or sales receipt.

**Please note the voucher contains our tax exempt number. Be sure tax is not charged on sales receipts.**

**Purchaser Reimbursement**

1. Purchaser must fill out a voucher in full, attach a receipt or sales ticket and forward to the Business Office for reimbursement. The sales receipt or completed EWC cash receipt must contain the information specified in the ***Required Vendor and Purchase Information*** section outlined on page 3.

**Travel Expenditures**

1. For travel advance or travel reimbursement, complete a travel expense form and get appropriate signatures.
  - a. Per diem may be used for meals (these rates are fully explained on the form). If per diem is used, receipts are not necessary.
  - b. For other travel expenses and when per diem is not used, a sales receipt from a merchant and/or a completed EWC cash receipt must accompany all requests for reimbursement. Requests must contain information specified in the ***Required Vendor and Purchase Information*** section outlined on page 3.
  - c. Lodging expenses must be accompanied by a detailed receipt.
  - d. **KEEP ALL RECEIPTS** and return with completed voucher.
- EWC is not required to pay State sales tax. The Tax Exempt Number for EWC is on the EWC cash receipt, purchase order, and voucher.

**Budget Shortage Procedures**

1. When a request for payment over expends a budget, the purchaser will be notified to correct their request or reallocate the budget.
2. In the case of an over-expenditure, discuss the situation with the appropriate Budget Manager to reallocate budgets within a Department.
3. Budget Managers may need to consult with the appropriate Dean to reallocate budgets among Departments.
4. The Dean may need to consult with the President and Business Officer to reallocate budgets.

**Bidding Procedures**

Competitive bidding and comparative quotations may not be necessary when direct negotiations may best serve the needs of the College. The College may elect direct negotiations and enter into an open contract when deemed appropriate and at its discretion, and such contract shall not exceed three years. When such proposed purchasing is being recommended, and the amount is \$30,000 or more, the purchase shall be made only after specific Board approval.

## **Administrative Rule 6.0.1: PURCHASING PROCEDURES** – continued

When the amount is less than \$30,000, purchases must have written approval of the Business Officer or President. In regard to both types of purchases, the election of direct negotiations must be made prior to bids being solicited.

### **Bidding**

When bids are solicited, solicitations shall be based on written specifications.

The College reserves the right to reject any or all bids or to waive any irregularities and informalities in the bidding process. Items for which bids must be obtained shall be described in the published call for bids by stating general requirements, and making detailed specifications available to prospective bidders at the college Business Office.

The Business Officer has the discretionary authority to approve expenditures that are less than \$1,000 except computer related equipment, software and services (see section on ***Purchasing Computer Equipment, Software, Consulting or Training***). If the expenditure exceeds this limit, additional procedures must be followed:

- a. **Purchases over \$1,000, but less than \$10,000**  
A single purchase involving the expenditure of more than \$1,000, but less than \$10,000 shall be made after the Business Officer or appointed representative has requested three oral or written bids. If fewer than three bids are received, the purchase may be made without bids, but at the best obtainable price and best serves the needs of the College. In certain cases, the purchasing department may decide to advertise.
- b. **Purchases \$10,000 or greater, but less than \$30,000**  
A single purchase involving the expenditure of more than \$10,000, but less than \$30,000 shall be made after the Business Officer has requested three written bids. If fewer than three bids are received, the purchase may be made without bids, but at the best obtainable price and best serves the needs of the College. In certain cases, the purchasing department may decide to advertise.
- c. **Purchases \$30,000 or greater**  
Single purchases exceeding \$30,000 shall be made only after a call for competitive bids.

No contract shall be divided for the purpose of avoiding these provisions.

A "Request for Bids" advertisement shall be authorized by the Business Officer before publication. The advertisement shall be published at least one time in a newspaper of general circulation in the district. The date, time, and the location for the public opening of sealed bids shall be specified in the advertisement. The date of the bid opening shall be set to fall no sooner than five working days following the date of last publication.

Following the time specified for opening bids, a determination will be made by the President, Business Officer, and purchasing department to the best qualified bid which meets specifications. All bids, along with the President's and Business Officer's determination of the best qualified bidder, shall be presented to the Board at the next regularly scheduled meeting. The purchase shall be made only after specific Board approval.

The College President will only make emergency expenditures after obtaining board approval.

## Administrative Rule 6.0.1: PURCHASING PROCEDURES – continued

### Purchasing Computer Equipment, Software, Consulting or Training

The Computer Services Department shall determine uniform standards for the economical, efficient and coordinated utilizations of computer equipment and software for general college use which best serves the needs of the College. Competitive bidding and comparative quotations may not be necessary when direct negotiations have already been established for a period not to exceed three (3) years.

All purchases for computer equipment, software, consulting or training require approval from the College President or appointed representative and shall be coordinated by the Computer Services Department using the procedures outlined below:

1. Complete the hardware or software request form and obtain the required signatures.
2. The Computer Services Department will develop the written specifications and request bids for all purchases which require competitive bidding and comparative quotations according to the ***Bidding Procedures*** outlined above.
3. The Computer Services Department will select the vendor who best serves the needs of the College and fits within the scope of the purchasing procedures outlined in this policy.
4. Purchase requisitions for all computer equipment, software, consulting or training shall be signed by the College President or appointed representative.
5. The Computer Services Department will verify that all merchandise/services are in good order, sign packing slips when available, return the packing slips to the Business Office, handle damages and shortages with the vendor, and sign and date vouchers.

### Purchasing Insurance

Eastern Wyoming College will accept sealed proposals for the purchase of insurance coverage. This is done to assure that the College is providing the insurance coverage needed at the lowest possible price. The bidding process will be coordinated through the Business Office.

1. Premiums are to be quoted for an Annual Period, but the policy may be written for a three year period, and shall be re-rated according to exposures annually, with College approval.
2. An actual copy of the policy shall accompany each proposal with such exclusions, endorsements and standard conditions as are necessary to meet the requirement of these specifications with respect to required coverage.
3. All proposals are to be valid for a period of forty-five (45) days from the date the bids are opened.
4. A complete description of coverage desired will be provided.
5. With respect to the liability coverage, it is understood that the "Insured" shall include:
  - A. Members of the Board of Trustees;
  - B. Trustees serving on any other boards;
  - C. Any appointed official;
  - D. Any employee or authorized volunteer worker;
6. If Wyoming State Insurance Laws change, appropriate adjustments would be required of the successful company.

**Administrative Rule 6.0.1: PURCHASING PROCEDURES** – continued

7. The College reserves the right to purchase insurance coverage that will be most satisfactory to the College. The Board of Trustees also reserves the right to reject any and all proposals and to waive informalities and irregularities in proposals received.

*Adopted 10/13/98  
Revised 11/8/05, 3/8/11*

**Administrative Rule 6.0.2: PURCHASING BANKING SERVICES**

**Purchasing Banking Services** – Restricted and Operations Accounts

The Business Office will accept bids for purchasing banking services. This is to provide the college with the best possible checking accounts at the lowest service charge and/or the highest earned interest. The bidding process will be conducted in the Business Office. The accounts involved in this process are:

- A. Restricted
  - B. Operations
1. The bidding process will be conducted on a four year rotating process with only one account being put out for bid in each even numbered fiscal year. This will start with account A. Restricted, followed by account B. Operations.
  2. Costs and interest rates will be quoted on an annual basis.
  3. A complete description of services desired for each account will be provided.
  4. The college reserves the right to reject or refuse any bid that is so deemed inappropriate or inadequate. The Board of Trustees also reserves the right to reject any and all proposals and to waive informalities and irregularities in proposals received.
  5. A complete summary of each account will be provided with each bid to all banks in the town of Torrington.

**Purchasing Banking Services** – Credit Card Checking and Payroll Accounts

1. These banking services are exempt from rotation due to the electronic connections required to establish and maintain the accounts.
2. The college reserves the right to rotate these accounts at any time deemed necessary.

*Adopted 10/13/98  
Revised 11/8/05  
Revised 10/9/07*

**Administrative Rule 6.0.3: GUIDELINES FOR ESTABLISHING LONG-TERM PROFESSIONAL RELATIONSHIPS**

Eastern Wyoming College may enter into a contract for professional services for a specified task (e.g. annual accountant audit) by the bidding process. However, it is acknowledged that it may not

**Administrative Rule 6.0.3: GUIDELINES FOR ESTABLISHING LONG-TERM PROFESSIONAL RELATIONSHIPS – continued**

be in the best interests of Eastern Wyoming College or otherwise feasible to request "bids" for the performance of routine professional services that may be required from day to day at the College.

Accordingly, Eastern Wyoming College may enter into long-term professional relationships with various professions when the Board of Trustees determines that it is in the best interests of the College to enter into such relationships.

When entering into such relationships the Professional shall clearly set forth the hourly rate at which professional services shall be performed. Such hourly rate shall *not* be increased without the express written consent of Eastern Wyoming College.

Eastern Wyoming College shall receive a specific account of all services performed and the time spent by the professional performing such hourly services *before* professional fees are paid.

When the Board of Trustees decides to enter into long-term relationships with professionals, such continued relationship shall be subject to the sole discretion of the Board of Trustees after consultation with the College President.

*Adopted 2/10/98  
Revised 11/8/05*



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.1: USE OF COLLEGE FACILITIES**

Eastern Wyoming College encourages the use of its facilities to the fullest extent possible by organizations and individuals outside of college daily activities. However, recognizing the responsibility to the taxpayers that these facilities are intended primarily for educational purposes, and to insure that the facilities are used and enjoyed in such a manner as to prolong the life of college property, this policy will be administered according to the associated administrative rules.

*Adopted 10/14/97  
Revised 11/8/05*

### **Administrative Rule 6.1.1: USE OF COLLEGE FACILITIES**

The following guidelines are intended for the smoothest and most efficient operation possible of Eastern Wyoming College's facilities. Community use of the facilities is authorized on a "space-available" basis.

### **BUILDINGS, CLASSROOMS, AND GYMNASIUM**

1. Facility reservations are made through the College Receptionist. All individuals and/or organizations making reservations will sign a contract, agreeing to the rules and charges applicable for the use of Eastern Wyoming College facilities. The college has two types of charges: rental fees (for the facility) and use fees (for the support personnel required). Special reservation guidelines are used with the gymnasium.
2. Alcoholic beverages are prohibited on Eastern Wyoming College property. Smoking is prohibited in all Eastern Wyoming College buildings.
3. Any and all damages will be repaired by the College at the expense of the user.
4. Commercial organizations will be assessed a rental fee at the current rate for use of college facilities. Commercial organizations will be defined as profit-making organizations and will also include nonprofit organizations which charge fees or collect donations for the activity.
5. Appropriate custodial, security, technical and/or use fees will be charged.
6. Use fees will be assessed by the hour per support person. The custodial fee for example, may need to be assessed for the entire time of the event as well as the time required for set up and clean up.
7. All rental and custodial fees will be used for part-time maintenance salaries, repair and replacement. Technical support fees will be used to reimburse the appropriate budget.

**Administrative Rule 6.1.1: USE OF COLLEGE FACILITIES** – continued

8. Affiliated organizations will be allowed free use of facilities, but may be charged appropriate use fees (custodian, etc.):
  - a. Goshen County Public Schools
  - b. Goshen County Businesses and NonProfit Organizations (as long as no fees or donations are involved for the activity)
  - c. University of Wyoming and Wyoming Community Colleges
9. Goshen County community groups are encouraged to use the college facilities for their regular meetings on a "space-available" basis. Such groups will not be charged rent for the use of the facilities but may be charged appropriate custodial, security, technical, and/or use fees if such services are necessary in the opinion of the College.
10. Rental and use fees will be charged for all groups for specialty areas such as computer labs.
11. When the College President determines that extenuating circumstances exist, the President may use his discretion to waive all or part of the rental charge or fees.
12. Gymnasium use guidelines are as follows:

Priorities to determine gymnasium usage:

1. Academic classes
2. Reserved functions
  - a. Intercollegiate athletic practice and/or contests
  - b. Interscholastic athletic practice and/or contests
  - c. Community and/or public events
3. Intramural activities
4. Open gymnasium use
5. Reservations by individuals and/or groups.

Reservations must be made with the college receptionist, with the approval of the athletic director.

Normally, the gymnasium is open for use anytime it is free during college operations. Normal working hours are 7:00 a.m. to 7:00 p.m. Monday through Friday. Times and days will vary during college closure days and summer.

Open Gymnasium activities, which have EWC staff supervision in the immediate area, are scheduled after normal hours and/or days.

Individuals and/or groups may use the gymnasium during other times and days. Advance approval and reservations are required. Direct staff supervision in the immediate area at all times is required.

Normally, the gymnasium will be closed from 10:00 p.m. to 7:00 a.m.

EWC reserves the right to close the gymnasium any time for repairs and maintenance.

## **EQUIPMENT**

1. College owned equipment including computers, audiovisual and sound and lighting controls are to be operated only by properly trained personnel who are authorized by the College. Users requiring the use of College equipment shall request these services when reserving the facilities. If available, an authorized person will accommodate the user and appropriate charges will be made for services rendered. If an authorized person is unavailable, the use of this equipment will be denied.
2. All College equipment is intended for official use only and is not to be loaned to or used by individuals for personal use. Exceptions to the "no loan" policy may be made for nonprofit organizations, but only with approval of the college president.
3. Charges for equipment use will be based upon the extent of use and nature of activity for which equipment is being used.
4. Any and all damages will be repaired or replaced by the College at the expense of the user.

## **COLLEGE BUS**

In keeping with the college's stated goal of providing services to the community, the college bus will be available to community groups and organizations, public institutions and other agencies for use in college coordinated activities. The bus is subject to scheduling procedures which give priority to athletics, community service and instructional programs of the College.

### Scheduling

Use of the bus will be scheduled through the office of the Director of Athletics under the supervision of the Associate Dean of Instruction. In determining priority, consideration will be given to the number of participants, distance to be traveled, time away from campus, driver availability, and comparative costs of the respective trips.

### Drivers

The Director of Athletics and the Associate Dean of Instruction will establish a list of approved drivers and only those whose names are on the list will be deemed satisfactory.

### Charges

Charges for the use of the bus will be determined by the Director of Athletics and/or the Associate Dean of Instruction and will be based upon the nature and the scope of the activity. Charges will be based upon operation, maintenance and depreciation costs.

Adopted 01/25/00

## **Administrative Rule 6.1.2: SMOKING RULE**

Smoking is not allowed within buildings located on the campuses in Torrington and Douglas, Wyoming including classrooms, lobbies, hallways, cafeterias, recreation areas, restrooms, college vehicles, residence hall, or living facility.

Adopted 7/21/04; Revised 11/8/05

### **Administrative Rule 6.1.3: ATHLETIC CONTEST ADMISSION**

The following procedure will be used for admission to all athletic contests:

1. Passes are for all regular session contests and are provided to:
  - EWC Board of Trustees, spouses and family
  - EWC faculty, staff, spouses and family
  - EWC athletes' parents
  - EWC Emeritus Faculty and spouse
  - EWC Honored Retiree and spouse
  - EWC students admitted with student I.D.
  - Superintendent of Goshen County Schools, GCSD #1 given 4 passes to distribute
  - Head Coach in GCSD #1, in sport only
  - Little Lancers admitted with tee shirt
2. Adult Booster Passes. Two Adult passes in the same family will admit full family. Admission to all regular season contests.
3. General Admission prices will be posted at the gate.

*Adopted 5/10/05  
Revised 11/8/05*



## **Business Services**

### ***Policies and Administrative Rules***

#### **Board Policy 6.2:    **COLLECTION OF DEBTS****

The Board of Trustees recognizes the need for and requires the collection of all debts due and owing Eastern Wyoming College. The Board further recognizes that a formalized collection procedure assures the collection of each debt has been pursued to the fullest extent and when a debt is certified uncollectible, formal procedures shall be established to discharge the debt as an account receivable or asset of the College.

The Board directs and delegates to the President the responsibility of developing and implementing a collection procedure for debts due Eastern Wyoming College.

*Adopted 11/09/93*

*Revised 11/8/05*



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.3: GRANT APPLICATION SUBMITTAL POLICY**

Approval of the Board prior to the submittal of a grant application shall be sought by the College President when in the judgment of the President one or more of the following three conditions exists:

1. A significant amount of dollars will be coming to the College if the grant application is approved by the grantor.
2. A significant financial obligation by the College is required as a match for the grant.
3. The grant requirements or application forms require that a motion or resolution has been adopted by the governing board authorizing the submittal of the application.

*Adopted 5/9/95  
Revised 11/8/05*

### **Administrative Rule 6.3.1: GRANT APPLICATION SUBMITTAL**

#### **INTERNAL PATHWAY FOR THE GRANT APPLICATION PROCESS**

##### **Purpose**

The purpose of this administrative rule is to outline the internal pathway to be followed in preparing a grant application at EWC.

##### **Steps**

The following steps shall be followed in the order stated:

1. An employee desiring to prepare a grant application seeks the approval of their immediate supervisor. An information copy of the request goes to the Perkins Grant Coordinator and the Development Officer. The supervisor approves or disapproves. If the supervisor disapproves, the process stops.
2. If the employee's immediate supervisor approves the request then the request moves up through the appropriate administrative ranks to the Vice President. Approval or disapproval is given at each level. Disapproval at any level stops the process. Approval at a particular level lets the process proceed to the next level.
3. If approved, the Vice President presents the request to the President's Advisory Council.
4. If approved by the President's Advisory Council, the request goes to the College President.
5. If approved by the College President, the College President presents the application to the Board either as an action item or as an information item pursuant to the Board Policy entitled ***Grant Application Submittal Policy***. If not approved by the College President, the process stops.

*Adopted 5/9/95  
Revised 11/8/05*



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.4:    USE OF COLLEGE RESOURCES AND EQUIPMENT**

Resources such as college supplies, software, vehicles, postage, long distance telephone usage, xeroxing and all equipment purchased by the college is intended to support the educational mission of the college. Other use may occasionally be authorized by the president or an authorized designee provided that the activity does not disrupt the activities of the college, college policies and procedures are followed, and the college is reimbursed for any direct costs associated with the activity.

Use of the copy center for personal or non-college use is allowed only if the person requesting the services pays for copies at prices to be established by the business officer. Personal copying is to be made and verified through the copy services manager and is not to be charged to any college budget. The postage meter is to be used only for college business.

Unauthorized use of college monies may result in suspension of the employee until an investigation can be completed and resolved and the employee will be subject to the penalties of W.S. 9-4-829. When deemed equipment, software, or other resources are no longer usable, the division chair, director, supervisor, or dean will request approval from the president to sell or discard items by normal legal means.

*Adopted 8/12/97  
Revised 11/8/05*

### **Administrative Rule 6.4.1:    COMPUTER USE PROCEDURES**

#### **Goals and Philosophy:**

Eastern Wyoming College is committed to providing a high quality education for its students. Therefore, the College strives to provide up-to-date equipment and software, as well as access to the Internet. But the student has a responsibility in the use of these resources. Access to the Internet is a privilege, not a right. Abuses of this privilege, as well as to computer hardware and software, will not be tolerated. Below are guidelines for proper use of College computing and a clarification of what constitutes misuse. Penalties for misuse may include disciplinary action by the College and/or prosecution under state or federal law.

#### **User Rights and Responsibilities:**

Eastern Wyoming College provides all students and staff members with many shared computing resources including full access to the Internet. The State of Wyoming has designated the EWC internet and email lines for academic, administrative, and research use only. Information sent/received/stored on state equipment is the property of the college, and may be reviewed for appropriate use and compliance with these designations. To ensure the integrity of these computer resources certain guidelines must be followed.

Computer Services will provide all computer users with a network account and initial password. This account is to be considered private, and account owners are responsible for all activity on their accounts. The network account will allow access access to required computing resources including

### **Administrative Rule 6.4.1: COMPUTER USE PROCEDURES** – continued

Application Software, Research Software, Printing, E-Mail, and Internet Access. An account will not be issued until the appropriate form has been signed.

This account is a privilege and should be treated properly. You are expected to keep your passwords confidential and change them on a periodic basis to insure the integrity of the account. Any activity considered to be damaging to the institution or to other users may result in the ***account being disabled and/or disciplinary/legal action being taken by the college***. Such activity may include, but is not limited to, the following:

- ⇒ Sharing of accounts.
- ⇒ Access or attempted access to other accounts.
- ⇒ Attempted access to System Accounts.
- ⇒ Attempted unauthorized access to other computer systems.
- ⇒ Access or attempted access to system files or other users' files.
- ⇒ Violation of copyright laws.
- ⇒ Installation of unauthorized software.
- ⇒ The deliberate or careless installation of any program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, viruses, Trojan horses, worms, and multi-player games.
- ⇒ Malicious deletion or alteration of institutional data/programs.
- ⇒ Harassment of any type involving Local network or Internet resources.
- ⇒ Use of college resources for commercial gain.

All Eastern Wyoming College computer users are prohibited from transmitting any material or data which is in violation of any United States or Wyoming State laws or statutes. This includes, but is not limited to, copyrighted materials, threatening and/or obscene materials, materials protected by trade secret, or materials protected by national security laws.

#### **Commercial Use:**

Eastern Wyoming College is not authorized to provide use of computers, computer equipment or electronic equipment for any commercial or money-making activities such as a personal business, raffles, football pools, or private business interests. Use for product advertisement or political lobbying also is prohibited.

Eastern Wyoming College does allow the use of this equipment for fund-raising activities of the college foundation, for student clubs and for operations of the college.

#### **Community Use:**

Licensing agreements restrict the use of much of the software installed on Eastern Wyoming College computer systems. Eastern Wyoming College can grant accounts only to :

- ⇒ those enrolled in an Eastern Wyoming College non-activity credit course

## **Administrative Rule 6.4.1: COMPUTER USE PROCEDURES** – continued

- ⇒ those enrolled in Eastern Wyoming College non-credit courses which require computer access.
- ⇒ those employed by Eastern Wyoming College
- ⇒ those enrolled in courses offered by other colleges and universities which have agreements with Eastern Wyoming College.

Exceptions may be made on a case-by-case basis by the president or an authorized designee.

Computers may not be used as a babysitting tool by students or employees.

### **Personal Use:**

Computer equipment at EWC is intended to support the educational activities of the college and is not intended for non-college related work. Students and staff may be allowed access for non-college work if there is no disruption of college activities, the work is non-profit, and the college is reimbursed for direct expenses (paper, etc.). Individuals are personally responsible for reimbursing the college. Payment is to be made in the Business Office in accordance with the current fee schedule.

### **Warranties:**

Eastern Wyoming College makes no warranties of any kind, whether expressed or implied, for the computer services it provides. Eastern Wyoming College will not take any responsibility for any damages a user suffers, whether to person and/or materials. Eastern Wyoming College is not responsible for warranties of any vendors used by the college.

### **Penalties:**

Any user or users violating the rules, applicable state and federal laws, and/or posted classroom and district rules is subject to loss of network privileges and any other appropriate disciplinary options. Users violating rules of Eastern Wyoming College may also be subject to criminal prosecution.

### **Vandalism:**

The malicious harm, modification, or destruction of data or hardware associated with computers belonging to Eastern Wyoming College or under the supervision of the Computer Services Department could lead to disciplinary action and/or criminal prosecution. This includes, but is not limited to, the uploading of computer viruses.

### **Harassment:**

The persistent annoyance of another user or the interference with another user's work will not be tolerated. The sending of obscene, profane or unwanted materials via Eastern Wyoming College computers systems could lead to disciplinary action and/or criminal prosecution.

### **Wasting Resources:**

Every effort should be made to avoid excessive use of computer-related resources. Such resources include but are not be limited to these:

- ⇒ computer paper and printer ribbons (multiple copies of a document should be made on a copier)
- ⇒ disk space
- ⇒ computer time (academic use of equipment has priority over recreational use)

## **Administrative Rule 6.4.1: COMPUTER USE PROCEDURES** – continued

### **Hardware and Software:**

Campus Computer Systems have been configured to work properly with the wide variety of resources made available by the Local and Wide Area Networks. Changing the system configurations will be considered a violation of the Computer Use Procedure and appropriate action will be taken.

To insure compatibility of equipment and availability of support all computer-related hardware and software acquisition will be pre-approved by Computer Services. The purchase of all computer equipment, software, consulting and training will be in accordance with the college Purchasing Policy 6.0 and Administrative Rule 6.0.1.

### **Copyright:**

Copying copyrighted material without permission is illegal and punishable by law. Such material includes, but is not limited to, software and information (including that obtainable on the Internet). Only the owner of material may grant permission to copy or duplicate.

### **Ethics:**

Users should be aware that how they use computer labs, classrooms and resources may have an impact on other users. This makes it imperative that they use common sense as to what constitutes proper use and behavior. Inappropriate behavior will result in removal from the classroom or lab, and revocation of computer privileges.

**WARNING:** *Eastern Wyoming College has no control over material that may appear on a computer screen and that could be considered by some to be offensive. Discretion is advised, especially where children are concerned.*

### **Library Computers:**

Community members may use library computers for the purpose of doing research. This policy applies to community patrons and a notice to this effect will be posted. A copy of this policy may be obtained from the library staff or the computer services staff.

*Adopted 8/12/97*

*Revised 11/8/05*

## **Administrative Rule 6.4.2: AUDIO VISUAL EQUIPMENT CHECK-OUT PROCEDURES**

1. Audio Visual equipment will be checked out on a first-come, first-serve basis with EWC personnel first, community patrons second.
2. All patrons of the Media Center are advised to make arrangements for equipment as far in advance as possible (at least 1 to 2 days in advance of use date). This assures equipment availability and allows us to make special arrangements when conflicts arise.
3. To check out equipment, Instructors may come to the Media Center to reserve equipment or notify the center staff to reserve equipment for classroom use. Notices for reservations will be placed on the center board. This will be considered the only official reservation notice. A piece of equipment is not considered reserved unless it is on the board.
4. Equipment which has been reserved will have a reservation note attached to it noting the date of use, time, room number, and name of person using the

**Administrative Rule 6.4.2: AUDIO VISUAL EQUIPMENT CHECK-OUT PROCEDURES –**  
continued

equipment. This equipment is not to be removed from the Media Center except by the authorized person unless other arrangements have been made by the Media Center staff.

5. Normally, the Media Center staff does not provide delivery of equipment. Instructors are asked to pick up equipment immediately preceding use and return equipment immediately following use unless other arrangements have been made.
6. Instructors who require equipment on an on-going basis may make special arrangements for keeping some types of equipment for extended periods of time. However, should needs dictate, instructors may request purchasing equipment for their own areas. Such requests will be made through the Support Services Advisory Committee.
7. Overhead projectors have been placed in nearly all classrooms in the Tebbet building. Instructors are asked to notify the Media Center of any problems with these projectors. If an instructor needs an overhead in a room without an overhead, please notify the Media Center and attempts will be made to provide one.
8. Television monitors and VCR's will be placed one in each main wing of the Tebbet classroom building. These television monitors and VCR's are not to be moved from the wing areas. Do not remove these from the rooms they are in unless you have reserved them in the Media Center. None of the TV's or VCR's will be checked out for extended periods of time.
9. A modest rental fee will be charged to community patrons and will be used to offset the cost of maintenance and repairs to the equipment.
10. College personnel should write down any equipment taken out of the Media Center when it is after hours or during college breaks, and to return the equipment when finished.
11. If TV monitors and VCR's are to be used anywhere on campus that requires lifting (e.g. lifting up or down stairs) the user is expected to be available to assist the Media Center staff in moving the equipment.
12. Television and VCR's will not be available for off-campus check-out.
13. The equipment listed below is designated as college production and will not be available for check-out.
  - a) Camcorder
  - b) Video Editing Units
  - c) JVC Studio Camera
  - d) Other TV Production Equipment
  - e) Audio Production Equipment
  - f) Photographic Equipment

### **Administrative Rule 6.4.3: AUDIO VISUAL SOFTWARE CHECK-OUT PROCEDURE**

AV software includes cassettes, filmstrips, slides, films, phonograph records, video tapes, and compact discs.

1. AV software will be checked out on a first-come, first-serve basis.
2. AV software is catalogued in the card catalogue and stored in the Media Center.
3. Instructors are asked that you take the entire part of the kit when using software. This allows the Media Center staff to maintain accurate records and lessens the chance of losing portions of a kit.
4. All requests for preview, rental, or purchase of AV software must come through the Media Center. This will help up to maintain accurate records and provides consistency in ordering procedures.
  - a) All orders for purchase of AV software should be submitted to the Media Center. The Media Center will submit your purchase request to the Support Services Advisory Committee for consideration.
  - b) Criteria used for consideration of purchases will be: (1) Cost of software relative to the amount of expected use, and (2) Benefit of software to other areas of instruction.
5. The Media Center maintains a file of university catalogs for rental of 16mm films and video tapes; vendor catalogs for purchase of films, videos, and kits; mailings of specific software items for rental or purchase.
6. Under current U.S. copyright laws, EWC can record TV programs off-air and use these for a maximum of 45 days from the date of the original broadcast. After the 45 days free use, we are required to erase these tapes. Instructors who feel that certain programs are worth keeping should request the Support Services Advisory Committee to purchase rights to the program. The Media Center can no longer house video tapes which are a violation of U.S. copyright laws. These tapes will be removed from our circulation lists.

*Adopted 8/12/97  
Revised 11/8/05*

### **Administrative Rule 6.4.4: USE OF ELECTRONIC MARQUEE SIGN**

The Eastern Wyoming College Marketing and Public Relations office is the authorized designee for the management of the **electronic** marquee sign. Reservations for use can be made through the **Marketing and Public Relations Office or the** Information Center.

- A time limit **may** be imposed when there are additional requests for using the **electronic** marquee.
- EWC events have absolute priority. If there are **numerous** EWC events to display, a compromise will be reached.
- EWC will control the content.

*Adopted 10/14/03  
Revised 11/8/05  
Revised 10/9/08*



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.5:    VEHICLE USE POLICY**

Eastern Wyoming College is committed to providing transportation for participants in college activities and educational programs. All employees, students, and program sponsors using college vehicles are expected to adhere to the Vehicle Use policy and administrative rules.

1. College owned vehicles and rental cars are only to be used for college business as provided for in this policy. Drivers must obey all traffic laws.
2. Personal use of college vehicles is prohibited, other than incidental use while out of town on college business.
3. If employees are including personal business while traveling on college business, they must take their personal vehicle. Employees must maintain liability insurance coverage and understand that their personal vehicle liability insurance is primary coverage.
4. Transportation of passengers is allowed.
5. All drivers must be reported to the college's insurance carrier. Students 18 years of age and older may drive college vehicles when a college employee or program sponsor is in the vehicle or in the caravan.
6. Students 18 years and older may drive college vehicles within 40 miles of educational center without a college employee or program sponsor only when performing duties associated with a college activity or program, and under the supervision of a college employee.
7. Regardless of state law under which the college vehicle is operated, all passengers and the driver shall wear safety/seat belts at all times. College bus passengers are exempt, since passenger seating on the bus is not equipped with safety/seat belts.
8. Where the college provides transportation for activities or programs, students choosing to travel in their own or another student's personal vehicle shall travel at their own risk.

*Adopted 01/08/02  
Revised 11/8/05*

### **Administrative Rule 6.5.1:    VEHICLE USE PROCEDURES**

1. Pre-approved use of personal vehicles for college business will be generally reimbursed at 48 cents per mile if no appropriate college vehicles are available. If an appropriate college vehicle is available and the traveler still chooses to take a personal vehicle, the reimbursement rate shall be 28 cents per mile. It shall be the responsibility of the traveler's supervisor to determine the availability of a college vehicle at the time that the trip is being

**Administrative Rule 6.5.1: VEHICLE USE PROCEDURES** – continued

planned. However, this rule shall not apply to the college President or Board of Trustee members, who shall be reimbursed at 48 cents per mile, regardless.

2. Departmental budgets will be charged 48 or 28 cents per mile, as applicable under number 1, for all departmental travel in a personal vehicle. Departmental budgets will be charged 20 cents per mile based on actual mileage as reported on the vehicle checkout form for college-owned, light passenger vehicles. Separate mileage rates will be established for buses and motorcoaches.
3. Mileage for non-recurring trips less than 20 miles will not be charged to departmental budgets.
4. Employees, students, and program sponsors must complete an insurance information form and turn it in with a copy of their current driver's license to the Business Office, prior to using a college vehicle.
5. All students participating in a college-sponsored activity or program, where transportation is provided by the college free of charge, are required to sign a liability release, shown attached as "Eastern Wyoming College Waiver, Consent and Release Form," to acknowledge that they will not be covered by college insurance should an injury accident occur. However, see number 9 below.
6. Students opting not to take advantage of free transportation offered by the college for college-sponsored activities or programs must sign another, separate liability release, shown attached as "Eastern Wyoming College Student Request and Release Concerning the Use of a Private Vehicle."
7. A parent or guardian must also sign the liability release(s) in the case of students under 18 years of age.
8. The activity or program sponsor shall be responsible for completing and collecting the release of liability forms for all activity or program participants. All forms shall be turned into the EWC Student Records Office or appropriate outreach office.
9. Certain organized academic and vocational fields of study or other college segments—such as Welding and Joining Technology, Veterinary Technology, Physical Education, intercollegiate athletics, and cheerleading—use a blanket release of liability form that is valid over a prescribed length of time for all associated activities or programs of said academic and vocational fields of study or other college segments. These blanket releases are valid, in lieu of the liability releases described under number 5 as long as the activity or program in question is specifically related to the academic and vocational fields of study or other college segments that require a blanket release of the student as a prerequisite for participation. If the activity or program is not specifically related, then the liability release under number 5 would have to be obtained from the student. The provisions under number 6 would still apply, nonetheless.
10. For activities or programs that do not involve the use of college-provided transportation at no charge to the student, the use of liability releases to protect the college against injury claims shall be determined administratively on a case-by-case basis.

(See forms on the following pages)

*Adopted 1/8/02, Revised 11/8/05, Revised 10/9/07*

**Administrative Rule 6.5.1: VEHICLE USE PROCEDURES – continued**

**EASTERN WYOMING COLLEGE  
Waiver, Consent and Release Form**

I, \_\_\_\_\_, am a student attending Eastern Wyoming Community College (hereinafter referred to as "EWC"). I desire to participate in \_\_\_\_\_, an activity or program that is administered by EWC.

I hereby, acknowledge that in such endeavor, there are inherent risks, including travel, and that I could be injured and could even be killed. Accordingly, I, in behalf of myself and my heirs, hereby release EWC, its Board of Trustees, employees, administrators, and agents from any and all liability of every kind and description which may result from my travel to and from and my participation in the above-mentioned activity or program. I understand that this waiver, consent and release shall be in full force and effect at all times that I am traveling to and from and/or am participating in the above-mentioned activity or program.

This Waiver, Consent and Release Form is voluntarily signed by myself and I am under no undue influence and am competent to sign this document. I knowingly and willingly sign this document and fully understand the consequences of my signing this document.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Parent or Guardian Signature  
(If student is under 18 years of age)

**EASTERN WYOMING COLLEGE**

**Student Request and Release Concerning the Use of a Private Vehicle**

(This form must be completed and filed with the appropriate administrator 1 week prior to travel)

I, \_\_\_\_\_, was born on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_

I request to drive my own vehicle for the following activity or event: \_\_\_\_\_

A copy of my driver license and proof of insurance is attached.

I, in behalf of myself and my heirs, do release Eastern Wyoming College (EWC), its Board of Trustees, employees, administrators, and agents from any and all liability of every kind and description which may result from my travel in my own vehicle. I understand and agree that I am wholly responsible for any other person riding with me while I am driving in relation to the above-mentioned college function. Further, I release EWC from and shall indemnify EWC against any and all responsibility and liability for any passengers, which I invite or accept to ride with me.

I certify that the vehicle, which I am using on this trip, is mine or has been legally provided to me and that it is insured so as to meet the minimum auto insurance requirements of the State of Wyoming (as shown by the attached proof of insurance card).

Dated this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

\_\_\_\_\_  
Signature

**ENDORSEMENT FOR MINORS**

As a parent and/or guardian of the above named minor (i.e. under age of 18 years), I have read the above release, and I hereby agree to all the provisions thereof. In witness whereof, I have hereunder set my signature on this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

\_\_\_\_\_  
Parent/Guardian



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.6: CREDIT CARD POLICY**

Eastern Wyoming College assigns widely accepted, general-purpose credit cards to trustees, faculty, and staff members who travel frequently. The credit cards are made available primarily to facilitate travel by providing an easy method of paying expenses while trustees, faculty, or staff are traveling on college business.

Credit cards may be utilized by college employees and trustees mentioned above, under the following circumstances:

1. For travel expenses when such expenses directly concern and relate to college business. Such expenses include, but are not limited to, meals, transportation, registration fees, and lodging costs.
  - a. A college credit card shall never be used for the purchase of alcoholic beverages, even if it is to be reimbursed later.
  - b. A college credit card shall never be used for cash advances or motel/hotel movies, mini bar, or personal valet services.
  
2. College supplies or services may be purchased with a college credit card if the use of a voucher is not possible or highly impractical (i.e., a vendor will not accept a college purchase order AND the goods or services offered by the vendor are not available at a demonstrated better price from another vendor), and the employee has secured the required supervisor authority prior to such purchase.
  - a. Purchases of supplies or services with a college credit card are subject to all applicable college purchasing policies and procedures.
  - b. Required supervisor authority is defined under the related administrative rule.

The President's Advisory Council shall authorize employee positions to hold a college credit card, which will be reviewed periodically. A cardholder may authorize other employees to use his/her assigned card. The Board of Trustees may authorize the use of credit cards by trustees for travel purposes. Requests to temporarily raise the credit limit for a particular assigned card shall be made to the Vice President for Financial Affairs and shall not be requested through direct contact with the credit card company. The President's Advisory Council must approve employee requests for a permanent credit limit increase.

A lost or stolen college credit card shall be reported immediately to the credit card company, the President, and the Vice President for Financial Affairs. The same applies if an unauthorized party has been using the credit card. The Business Office Coordinator shall be notified if the Dean is not on campus or otherwise available.

## **Board Policy 6.6: CREDIT CARD POLICY – continued**

Credit cards shall be revoked at the discretion of the President's Advisory Council, if an employee consistently fails to follow Board policy and procedures regarding credit card use.

This policy does not apply to the gasoline credit cards that are checked out with motor pool vehicles.

*Adopted 7/17/02; Revised 11/8/05; Revised 12/11/07*

### **Administrative Rule 6.6.1: CREDIT CARD PROCEDURES**

Itemized receipts must be attached to the credit card charge slip. This includes detailed motel/hotel bills and gas receipts. Meals may be charged to a motel/hotel bill. Likewise, when purchasing supplies or services with a college credit card, an itemized receipt from the vendor must be obtained. The receipt should provide detailed information showing full description and cost of each item.

1. If an alcoholic beverage is purchased during a meal, the employee or trustee shall pay for such alcoholic beverage with cash, a personal check, or a personal credit card, under a separate ticket. **Under no circumstances shall a college employee or trustee be allowed to purchase alcoholic beverages with college funds.**
2. Expenses for meals can only be authorized if the college employee or trustee attaches an itemized statement/ticket/receipt. A tip, not to exceed fifteen percent (15%), may be added to the bill by the meal provider (restaurants in certain geographic locales automatically add tips to the bill, which may exceed the 15% limit).
3. Itemized receipts and related credit charge slips shall be turned into the Business Office, attached to the monthly statement that reports the charges. In order to avoid financing charges, this should be done as soon as possible after receipt of the monthly statement to allow time for the Business Office to process the payment. All charges on the monthly statement shall be coded to a proper, general ledger budget number.
4. For employees, a single purchase of non-travel related items (supplies or services) over \$500, but less than \$1,000, requires the approval of an immediate supervisor.
  - A. For employees, a single purchase of non-travel related items (supplies or services) of \$1,000 or more requires the approval of both the immediate supervisor and the supervisor's supervisor.
5. When placing an order by telephone or telefax, an assigned order number shall be immediately acquired from the vendor, as well as a telefaxed copy of the invoice that shows cost information. When placing an order through the Internet, an assigned order number shall be acquired, as well as either a printed on-line invoice or an e-mailed invoice. The invoice must contain cost information.
6. College employees or trustees shall ensure receipt of goods, services, and/or materials and shall follow-up with the vendor to resolve any delivery problems, discrepancies, and/or damaged goods. All supplies or materials shall be immediately inspected upon receipt. If there is a problem with the order, the merchant shall be contacted and notes on problems and their resolution should be kept, including names, dates and conversation results.

*Adopted 7/17/02; Revised 11/8/05*



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.7: INVESTMENT POLICY**

Eastern Wyoming College shall invest its cash so as to maximize the return within established parameters of fiscal prudence, liquidity, fairness to vendors, and safety of principal. The College shall conduct all investing activities in accordance with its own policy and administrative rules, and in compliance with all applicable statutes of the State of Wyoming.

*Adopted 6/10/03  
Revised 11/8/05*

### **Administrative Rule 6.7.1: INVESTMENT PROCEDURES**

Eastern Wyoming College (EWC) has adopted an investment policy that provides management with flexibility to enhance revenue through short-term, local investment opportunities. Investment earnings generated by the investment of excess cash resources are a vital revenue component to EWC. A minimum threshold level of earnings must be maintained in order to fully fund existing programs for the budget year. Earnings that are greater than the established minimum are available to enhance operating budgets, upon approval by the EWC Board of Trustees. Therefore, a successful investment program is important, as it benefits not only sustainability, but growth.

Wyoming taxpayers expect cash, not otherwise employed, to be managed efficiently by the College rather than being wasted by setting idle.

Eastern Wyoming College may only purchase those investments that comply with Wyoming Statutes. Further, the EWC Board of Trustees must pre-approve each investment type (except for certificates of deposits/time deposits, which have already been approved) and financial entity employed in the investment of College funds.

Eastern Wyoming College may only invest in those investment types that are listed in current Wyoming Statutes and have been approved by the EWC Board of Trustees. As of November 8, 2002, approved investment types are:

1. United States treasury bills, notes or bonds, including stripped principal or interest obligations of such issuances, or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal and interest by the United States.
2. Bonds, notes, debentures, or any other obligations or securities issued by or guaranteed by any federal government agency or instrumentality, including but not limited to the following to the extent that they remain federal government agencies or instrumentalities: Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal agencies or instrumentalities.

**Administrative Rule 6.7.1: INVESTMENT PROCEDURES** – continued

3. Repurchase agreements involving securities which are authorized investments under (1.) and (2.) above. The securities may be held in a custodial arrangement with a member bank of the Federal Reserve System or in a segregated account at a Federal Reserve System bank. The repurchase agreement must provide for daily valuation and have a minimum excess market price reserve of one hundred two percent (102%) of the investment.
4. Mortgage-backed securities that are obligations of or guaranteed or insured issues of the United States, its agencies, instrumentalities, or organizations created by an act of congress, excluding those defined as high risk. High risk mortgage-backed securities are defined as any security which meets either of the following criteria:
  - A. Is rated V-6 or higher by Fitch Investors Service or at an equivalent rating by another nationally recognized rating service; or,
  - B. Is defined as a high risk mortgage security under Section III of the Supervisory Policy Concerning Selection of Securities Dealers and Unsuitable Investment Practices, as amended by the Federal Financial Institutions Examination Council, as created under 12 U.S.C. 3301, et seq., or its successor.
5. Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
6. Guaranteed investment contracts, if issued and guaranteed by a United States commercial bank or a United States insurance company. The credit quality of the issuer and guarantor shall be the highest category of A.M. Best, Moody's, or Standard and Poor's rating service. The contract shall provide the governmental entity a non-penalized right of withdrawal of the investment if the credit quality of the investment is downgraded.
7. A commingled fund of eligible securities listed herein, if the securities are held through a trust department of a bank authorized to do business in Wyoming or through a trust company authorized to do business in Wyoming with total capital of at least ten million dollars (\$10,000,000.00) or which has an unconditional guarantee with respect to those securities from an entity with total capital of at least one hundred million dollars (\$100,000,000.00).
8. Certificates of deposit of a savings and loan association or a federal savings bank authorized to do business in this state to the extent that they are fully insured by the Federal Deposit Insurance Corporation (FDIC) or secured by a pledge of assets, and are otherwise authorized as a depository by the EWC Board of Trustees, as prescribed by law.
9. Certificates of deposit of a bank authorized to do business in Wyoming to the extent that they are fully insured by the FDIC or secured by a pledge of assets, and are otherwise authorized as a depository by the EWC Board of Trustees, as prescribed by law.

**Administrative Rule 6.7.1: INVESTMENT PROCEDURES** – continued

10. As authorized by W.S. 37-5-206, bonds of the Wyoming natural gas pipeline authority.
11. Investments in shares of a diversified money market fund are authorized except that no entity of Wyoming government shall at any time own more than ten percent (10%) of the fund's net assets or shares outstanding. Investments under this subsection are limited to a diversified money market fund which seeks to maintain a stable share value of one dollar (\$1.00), is registered under the Securities Act of 1933 and Investment Company Act of 1940, as amended, and has qualified under state registration requirements, if any, to sell shares in Wyoming and which:
  - A. Invests its assets—
    - i. Solely in securities issued by the United States treasury, obligations, or securities issued by or guaranteed by any federal government agency or instrumentality, and repurchase agreements collateralized by such instruments at not less than the repurchase price including accrued interest;
    - ii. Solely in securities issued by the United States treasury, obligations, or securities issued by or guaranteed by any federal government agency or instrumentality, and repurchase agreements collateralized by such instruments at not less than the repurchase price including accrued interest;
    - iii. So that an average dollar weighted maturity of ninety (90) days or less is maintained at all times; and,
    - iv. Under limitations such that the fund may borrow funds for temporary purposes only by entering into repurchase agreements and only to the extent permitted by federal law.
  - B. Does not impose a sales charge.
  - C. Maintains the highest quality rating from at least one (1) of the nationally recognized rating organizations, such as Standard & Poor's Corporation or Moody's Investor Services.
  - D. Has an operating history of not less than five (5) consecutive years.
  - E. Requires submission of sixty (60) days advance notice of any investment policy change, in the case where such policy changes may be approved without approval of the fund's shareholders or requires approval by shareholders entitled to vote a majority, as the term is defined under the Investment Company Act of 1940, as amended, of the fund's shares.
  - F. Is purchased from a person licensed to sell securities in Wyoming through or for an account with an entity which, at the time the investment is made by the state or local government:

**Administrative Rule 6.7.1: INVESTMENT PROCEDURES** – continued

- i. Has been continuously engaged in the business of selling securities in Wyoming for the preceding two (2) years or a financial institution authorized to do business in Wyoming and qualified by law to act as a depository of public funds in this state; and,
  - ii. Currently, and during the preceding two (2) years, continuously had at least one (1) established place of business in this state. As used in this subparagraph, "established place of business" means a place in this state which is actually occupied either continuously or at regular periods by employees or agents of the entity who are licensed to sell securities in this state and where a large share of the entity's business in this state is actually conducted.
- 12. Commercial paper of corporations organized and existing under the laws of any state of the United States, provided that at the time of purchase, the commercial paper shall:
  - A. Have a maturity of not more than two hundred seventy (270) days; and,
  - B. Be rated by Moody's as P-1 or by Standard & Poor's as A-1+ or equivalent ratings indicating that the commercial paper issued by a corporation is of the highest quality rating.

Any company or person (other than EWC employees or Trustees) that executes investment transactions on behalf of or offers investment advice to Eastern Wyoming College must sign the following Securities Dealer Certification Form that indicates the company or person has read EWC's investment policy and accompanying administrative rules, and agrees to abide by Wyoming state law with respect to investment advice given and transactions completed. For the purpose of purchasing certificates of deposits or time deposits under (8.) and (9.) above, the Securities Dealer

Certification Form is not required of banks that have been approved as a depository of EWC public funds.

Competitive bidding among participating authorized depositories offering time deposits for the highest possible yield under substantially equal risk levels is encouraged and shall be used when management can reasonably commit excess cash resources to an investment program for a predetermined length of time. However, the length of time should not generally exceed 120 days. It is allowable to roll the investment over for an additional 30 days without re-bidding.

(See form on following page.)

*Adopted 6/10/03  
Revised 11/8/05*

**Administrative Rule 6.7.1: INVESTMENT PROCEDURES** – continued

SECURITIES DEALER CERTIFICATION FORM

Dealer Information

Name of Dealer \_\_\_\_\_

Address \_\_\_\_\_

Telephone/FAX Numbers \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Statement of Investment Restrictions

Dealer is authorized to invest in only those investments complying with Wyoming Statutes, EWC Investment Policy 6.8, and EWC Investment Procedures—Administrative Rule 6.8.1. Eastern Wyoming College shall provide the dealer with any subsequent changes to Policy 6.8 and Administrative Rule 6.8.1.

Certification

Securities Dealer hereby agrees conduct investment transactions according to the Statement of Investment Restrictions set forth above. Dealer has received a copy of EWC Investment Policy 6.8, and EWC Investment Procedures—Administrative Rule 6.8.1. Dealer certifies under penalty of perjury that its organization and agents are duly licensed, registered, and otherwise qualified to offer investments pursuant to Wyoming Statutes.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_ Date \_\_\_\_\_



## **Business Services** *Policies and Administrative Rules*

### **Board Policy 6.8: INFORMATION SECURITY PROGRAM POLICY**

This policy is adopted pursuant to the comprehensive written information security program (the “Program”) mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). The procedures related to this policy describe the Program elements pursuant to which Eastern Wyoming College intends to:

- (i) ensure the security and confidentiality of covered records, and ;
- (ii) protect against any unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students.

The Program incorporates by reference Eastern Wyoming College’s policy already adopted, as such concern the disclosure of confidential student information found at formal policy number 5.8, Family Educational Rights and Privacy Act (FERPA), as if such was set forth at length herein.

*Adopted 12/09/03; Revised 11/8/05*

### **Administrative Rule 6.8.1: INFORMATION SECURITY PROGRAM PROCEDURES**

**DESIGNATION OF REPRESENTATIVE:** The Dean of Administration is hereby designated as the Program Officer who shall be responsible for coordinating and overseeing the Program. The Program Officer may designate other employees at EWC to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officer.

**SCOPE OF PROGRAM:** The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with EWC, whether in paper, electronic, or other form that is handled or maintained by or on behalf of EWC. For these purposes, the term nonpublic financial information shall mean any information:

- (i) a student or other third party provides in order to obtain a financial service from EWC;
- (ii) about a student or other third party resulting from any transaction with EWC involving a financial service, or;
- (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

### **PROGRAM ELEMENTS:**

1. **RISK IDENTIFICATION AND ASSESSMENT.** EWC intends, as part of the Program, to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the Program, the Program Officer will

**Administrative Rule 6.8.1: INFORMATION SECURITY PROGRAM PROCEDURES** –  
continued

establish procedures for identifying and assessing such risks in each relevant area of EWC's operations, including:

- a. Employee Training and Management: The Program officer will coordinate with representatives of EWC's Human Resources Department, Business Office, and Financial Aid Office to evaluate the effectiveness of EWC's procedures and practices relating to access to and use of student records, including nonpublic financial information. This evaluation will include assessing the effectiveness of EWC's current policies and procedures in this area.
  - b. Information Systems and Information Processing: The Program Officer will coordinate with representatives of EWC's information/computer technicians by and through the Dean of Instruction to assess the risks to nonpublic financial information associated with EWC's information systems. This evaluation will include assessing EWC's current policies and procedures relating to the use of the network and network security. The Program Officer will also coordinate with the Dean of Instruction to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.
  - c. Detecting, Preventing, and Responding to Attacks: The Program Officer will coordinate with EWC's Dean of Instruction to evaluate procedures for and methods of detecting, preventing, and responding to attacks or other system failures, and existing network access responses to network attacks and developing incident response teams and policies. In this regard, the Program Officer may elect to delegate to a representative of the Dean of Instruction that responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by EWC.
  - d. Document Retention, Security, and Disposal: The Program Officer will assess file management practices wherever nonpublic financial information is found to ensure that adequate systems are in place to protect sensitive documents from unauthorized use and provide archive and/or disposal plans for documents and files that are no longer needed.
- 2. DESIGNING AND IMPLEMENTING SAFEGUARDS.** The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper, or other form. The Program Officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards.
- 3. OVERSEEING SERVICE PROVIDERS.** The Program Officer shall coordinate with those responsible for the third-party service procurement activities among the information/computer services and other affected departments to raise

**Administrative Rule 6.8.1: INFORMATION SECURITY PROGRAM PROCEDURES –**  
continued

awareness of, and to institute methods for selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the Program Officer will work with the college attorney to develop and incorporate standard, contractual protections applicable to third party services providers, which will require such providers to implement and maintain appropriate safeguards. Any deviation from these standard provisions will require the approval of the College Board after review by the college attorney.

4. **ADJUSTMENTS TO PROGRAM.** The Program Officer is responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the Program.

*Adopted 12/09/03  
Revised 11/8/05*

**Administrative Rule 6.8.2: IDENTITY THEFT PREVENTION PROGRAM**

Eastern Wyoming College ("College") developed an Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The Program was developed after considering the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities.

The program must contain reasonable policies and procedures to:

- Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
- Detect Red Flags that have been incorporated into the Program;
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from Identity Theft.

**PROGRAM ADMINISTRATION**

**Oversight**

Responsibility for developing, implementing and updating the Program lies with a designated EWC Identity Theft Prevention Committee ("Committee") for the College. The Committee is headed by a Program Administrator who is the Vice President for Financial Affairs or his or her appointee. Three or more individuals from Business Services, Student Services and College Relations appointed by the Program Administrator comprise the remainder of the Committee membership. The Program Administrator will be responsible for ensuring appropriate training of College Staff on the Program, for reviewing any staff reports regarding the detection of Red

Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

### **Staff Training and Reports**

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College staff shall be trained, as necessary, to effectively implement the Program. College employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the College's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, College staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of Identity Theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving Identity Theft and management's response, and recommendations for changes to the Program.

### **Service Provider Arrangements**

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:

1. Require that the service providers have such policies and procedures in place; and
2. Require that service providers review the College's Program and report any Red Flags to the Program Administrator or the College employee with primary oversight of the service provider relationship.

### **Non-disclosure of Specific Practices**

For the effectiveness of this Identity Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to other employees on a need to know basis. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other Eastern Wyoming College employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information on those documents or specific practices which should be maintained in a confidential manner.

### **Program Updates**

The Committee will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Committee will consider the College's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program are warranted.

*Adopted 4/14/09*



**Business Services**  
***Policies and Administrative Rules***

**Board Policy 6.9:    ANIMALS OR PETS ON CAMPUS POLICY**

In order to ensure the safety of students, community members, and employees, and to maintain and promote sanitary conditions, animals or pets, whether on campus grounds or authorized to be in campus buildings, must be appropriately restrained and controlled.

Animals that are specifically authorized to be in campus buildings include:

1.     Service animals assisting people with disabilities.
2.     Animals that are used in EWC instructional programs, e.g. Biology, Veterinary Technology, etc.
3.     Animals or pets that accompany visitors, employees, or students on a short-term, nonrecurring basis.
4.     Pets that are brought to campus for Veterinary Technology activities such as pet washing.
5.     Other exceptions may be considered by the Vice President of Financial Affairs on an as-needed basis.

Liability for animals and other pets lies with the owner and/or possessor of such animals and pets. Other than service animals, animals or pets should not be taken into food service areas. This policy will not restrict College programs that require animals on campus.

*Adopted 2/6/07*