



**College Administration**  
***Policies and Administrative Rules***

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## College Administration *Policies and Administrative Rules*

### **Board Policy 2.0:    ADVISORY COUNCILS**

Standing advisory councils have been established to encourage broad input into the discussion of EWC policies and issues. The purpose of each advisory council is to provide the administrator who chairs the particular council with advice on programs, policies, and procedures for which that administrator is responsible. The administrator remains responsible for the final decision and/or recommendation.

*Adopted 8/11/98*

*Revised 11/8/05,*

### **Administrative Rule 2.0.1:    PRESIDENT'S LEADERSHIP TEAM**

**Chairperson:** College President  
**Vice-Chairperson:** Vice President for Learning  
**Membership:** Vice President for Financial Affairs  
Vice President for Institutional Effectiveness  
Dean of Student Services  
Associate Dean of Instruction for Outreach & Learning  
Director of College Relations  
Director of Institutional Development  
Executive Assistant to the President

**Purpose:** Review of, and recommendations on:  
1. Matters of general college development  
2. College policies which relate to the overall operation of the college

*Adopted 8/13/02*

*Revised 11/8/05, 2/5/08, 2/17/09*

### **Administrative Rule 2.0.2:    CURRICULUM AND LEARNING COUNCIL**

**Chairperson:** Vice President for Learning  
**Vice Chairperson:** Associate Dean for Outreach and Learning  
**Membership:** Dean of Student Services  
Division Chairs  
Outcomes Assessment (Division of Arts, Humanities, Social & Behavioral Sciences)  
One faculty representative from the Division of Business & Technology  
One faculty representative from the Division of Sciences  
Director of Library/Media Services  
Representative from ABE/GED/Developmental Studies

**Administrative Rule 2.0.2: CURRICULUM AND LEARNING COUNCIL – continued**

Vice President for Institutional Effectiveness

- Purpose:** Review of, and recommendations on:
1. Existing and proposed courses
  2. Existing and proposed program offerings
  3. Academic standards, grading, withdrawals
  4. Foundations of Excellence integration and maintenance
  5. Graduation requirements
  6. Quality assurance for all learning, including online offerings
  7. General Education, transfer, articulation
  8. Class schedule, catalog, calendar
  9. Assessment of student learning outcomes and select institutional assessments
  10. Petitions and appeals regarding any of the functions of the instructional program
  11. Policies and issues which affect and improve learning
  12. May establish taskforces or subcommittees as needed.

*Adopted 8/11/98*

*Revised 11/8/05, 2/5/08, 2/17/09, 8/11/09*

**Administrative Rule 2.0.3: ADVISORY COUNCIL FOR STUDENT SERVICES**

- Chairperson:** Dean of Student Services  
**Vice-Chairperson:** Director of Counseling and Testing  
**Membership:** Student Services Professional Staff

- Purpose:** Develop, review of, and recommendations on:
1. Policies and procedures relating to Student Services
  2. Student petitions and appeals regarding any of the functions of the Student Services program
  3. Existing and proposed student activities, workshops, and programming

*Adopted 8/11/98*

*Revised 11/8/05, 2/17/09*

**Administrative Rule 2.0.4: PROFESSIONAL DEVELOPMENT COMMITTEE**

- Chairperson:** Vice President for Learning  
**Vice-Chairperson:** Human Resources Director  
**Membership:** Faculty Division Chairs  
Classified Staff Representative  
Professional Staff Representative

- Purpose:** Review of, and recommendations on:
1. Applications for long-term professional development leave (sabbatical leave)

**Administrative Rule 2.0.4: PROFESSIONAL DEVELOPMENT COMMITTEE – continued**

2. Applications requesting funding for short-term professional development leave (funding for conferences, workshops, courses, summer stipends)
3. Professional development activities of faculty applicable toward salary schedule moves

*Adopted 8/11/98  
Revised 11/8/05, 2/17/09*

**Administrative Rule 2.0.5: PERSONNEL ADVISORY COUNCIL**

**Chairperson:** Human Resources Director  
**Vice-Chairperson:** To be elected by Council  
**Membership:** Two faculty representatives (2 year term)  
Two professional staff representatives (2 year term)  
Two classified staff representatives (2 year term)  
Administrator (1 year term)

**Purpose:** Review of, and recommendations on:  
1. Existing and proposed personnel policies and procedures  
2. Proposed personnel activities  
3. Existing and proposed salary schedules

*Adopted 8/11/98  
Revised 11/8/05, 2/17/09*

**Administrative Rule 2.06: STUDENT FEE ALLOCATION COMMITTEE**

**Chairperson:** Student Senate Sponsor  
**Ex-Officio**  
**Chairperson:** Dean of Student Services  
**Membership:** The nine voting members of the Student Fee Allocation Committee will be as follows:

1. Three students appointed from the three instructional divisions
2. President of the Student Senate
3. Treasurer of the Student Senate
4. Student Senate Sponsor
5. Director of Student Activities/Intramurals
6. One student from the Student Activities Committee
7. One member at large from the Student Senate

**Purpose:** Student fees are designed to support student-oriented clubs, organizations, and activities which are recommended by the Student Fee Allocation Committee. The purpose of the Committee will be to make recommendations to the Dean of Student Services and the President about the activities which should receive student fee support and the level of assistance.

*Adopted 5/10/05, Revised 11/8/05, 2/17/09*

**Administrative Rule 2.0.7: FACILITIES PLANNING ADVISORY COMMITTEE**

**Chairperson:** Physical Plant Director  
**Vice Chairperson:** Vice President for Financial Affairs  
**Membership:** Vice President for Institutional Effectiveness (permanent)  
Associate Dean for Outreach & Learning (permanent)  
IT/Telephone Staff Member (permanent)  
Resident Life Director (permanent)  
Professional Staff Member (2-year term)  
Transfer Faculty Member (2-year term)  
Technical Faculty Member (2-year term)  
Classified Staff Member (2-year term)  
On-campus Student Representative (1-year term)  
Outreach Student Representative (1-year term)  
Purchasing Coordinator (ex-officio)

**Purpose:** Develop, review of, and recommendations on:  
1. College's Strategic Plan goals and objectives related to facilities  
2. Vision of promoting safe, adequate, well-maintained facilities  
3. Identify appropriate new facilities for campus expansion

*Adopted 2/17/09*

**Administrative Rule 2.0.8: TECHNOLOGY ADVISORY COMMITTEE**

**Chairperson:** Vice President for Institutional Effectiveness  
**Vice Chairperson:** Elected from Membership  
**Membership:** Dean of Student Services (permanent)  
Instructional Technologist (permanent)  
Administrative Assistant for Institutional Effectiveness (permanent)  
College Relations Director (permanent)  
Web Master (permanent)  
IT/Telephone Staff Member (permanent)  
Library Representative (2-year term)  
Computer Services (2-year term)  
Registrar Representative (2-year term)  
Outreach Representative (2-year term)  
Classified Staff Member (2-year term)  
Business & Technology Division Member (2-year term)  
Arts, Humanities, Social, & Behavioral Sciences Division (2-year term)  
Science Division (2-year term)  
College President (ex-officio)

**Purpose:** Research, evaluate, review, and recommend:  
1. Appropriate technology for existing and emerging technologies throughout the College

**Administrative Rule 2.0.8: TECHNOLOGY ADVISORY COMMITTEE – continued**

2. Appropriate training activities for users of the various technologies
3. Strategic action plans as appropriate

*Adopted 2/17/09*

**Administrative Rule 2.0.8: AD HOC COMMITTEES**

Committees for special purposes will be formed and utilized as necessary.

*Adopted 8/11/98  
Revised 11/8/05, 2/17/09*



**College Administration**  
**Policies and Administrative Rules**

**Board Policy 2.1:    DIVISION CHAIRPERSONS**

The instructional areas at Eastern Wyoming College are divided into four divisions, specifically Sciences Division, Arts, Humanities, Social and Behavioral Sciences Division, Business and Technology Division and Human Development. Activities within the Human Development Division are coordinated by the Associate Dean of Instruction. Activities within each of the other Divisions are coordinated by a Division Chairperson.

The academic areas within each Division are outlined in associated Administrative Rule 2.1.1. Division Chairpersons are selected according to associated Administrative Rule 2.1.2.

*Adopted 5/8/01; Revised 11/8/05*

**Administrative Rule 2.1.1:    DIVISION STRUCTURE**

<u>DIVISION</u>	<u>DEPARTMENTS</u>	
<b>ARTS, HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES</b>	Anthropology Art Comm. & Mass Media Criminal Justice Dev. Studies-Reading Early Childhood Studies Education-EDCI Education-EDFD Education-EDEX English French Geog. & Recreation History	Humanities Instructional Tech-Educ. Library Science-Educ. Music Philosophy Political Science Psychology Religion Social Work Sociology Spanish Speech Path. & Audio.
<b>BUSINESS &amp; TECHNOLOGY</b>	Accounting-Business Agricultural Econ. Agriculture Agric. Technology Animal Science-Agric. Business Adm. Business Office Technology Computer Applications Computer Science Cosmetology Crop Science-Agric. Economics Education-Bus. Educ.	Equine Studies Library Technology Machine Tool Tech. Management-Business Office Systems Range Mgmt-Agric. Refrig. & AC Tech. Safety Soil Science-Agric. Statistics Technology Transport Refrigeration Welding Technology

**Administrative Rule 2.1.1: DIVISION STRUCTURE** – continued

**SCIENCES**

Biology	Molecular Biology
Botany	PE Activity
Chemistry	PE Athletics
Dev. Studies-Math	PE Professional
Family & Consumer Sci.	Pre-Professional
Geology	Physics
Health Educ.-PE	Wildlife Cons & Mgmt
Health Technology	Veterinary Technology
Mathematics	Zoology

**HUMAN DEVELOPMENT**

Human Development

*Adopted 5/8/01; Revised 11/8/05*

**Administrative Rule 2.1.2: SELECTION OF DIVISION CHAIRS**

1. Faculty are eligible to be candidates for the division chair position if they are tenured EWC faculty and a member of the division for which they apply.
2. Elections will be scheduled to occur during spring semester, with the position to be actually assumed fall semester. In the event of a resignation, an election will be scheduled within 30 days to select a chair to complete the unfinished term of appointment.
3. The Dean of Instruction will notify division members of the dates for the division election.

Activity

Timeline

- |    |  |           |
|----|--|-----------|
| a. | Notice of election   | starts    |
| b. | Date for applications to be submitted to dean  | two weeks |
| c. | Dates for faculty to review applications   | one week  |
| d. | Division faculty will vote (secret ballot)   | two days  |
| e. | Ballots will be tallied by the dean and two ineligible faculty. Names of the two candidates receiving the most votes from the division will be presented to the Dean of Instruction for consideration. | two days  |
4. The Dean of Instruction will make the final selection of the candidate who is to be the Division Chair. This selection will be made from the names submitted. The dean will announce the selection within three working days after counting the votes.
  5. The Chair will serve for a three-year term\* and is eligible to run for additional terms. Upon completion of the Chair assignment, the faculty member will be assigned to a full-time faculty position within the division.

\* EXCEPTION: The chairs and the dean believe that it is in the best interest of the college and the divisions to have rotating terms rather than have all the terms on the same schedule. During the spring 1997 elections, therefore, one chair will be elected for a one-year term, one chair will be elected for a two-year term, and one chair will be elected for the full three-year term. This will stagger the terms for the future so that continuity will be provided for instructional administration at the college.

*Adopted 4/8/97; Revised 11/8/05*



**College Administration**  
***Policies and Administrative Rules***

**Board Policy 2.2:    **CAMPUS CRIME AND SECURITY****

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act of 1990;  
and

WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of the Act;

NOW THEREFORE; the Board of Trustees hereby directs the administration to prepare, publish and distribute policy statements that comply with the letter and spirit of the Crime Awareness and Campus Security Act of 1990. Policy statements shall be issued covering the following areas:

- (1) Procedures for students to report criminal activities;
- (2) Security at campus facilities;
- (3) Availability and authority of campus law enforcement;
- (4) Programs available to inform students about security and the prevention of crime;
- (5) Recording of crime through local police agencies;
- (6) Possession, use and sale of alcohol and drugs.

FURTHER, administration shall prepare, publish and distribute statistical reports that identify the occurrence of campus crimes and the number of campus arrests for crimes specified in the Crime Awareness and Campus Security Act of 1990.

These policy statements and statistical reports should be published in publications or mailings that are available to students and employees, as well as prospective students and the higher education community, upon request.

**POLICY ON PROCEDURES AND FACILITIES FOR STUDENTS  
AND EMPLOYEES TO REPORT CRIMINAL ACTS AND  
OTHER EMERGENCIES ON CAMPUS AND THE COLLEGE'S  
RESPONSE TO THOSE REPORTS**

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;  
and

WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. The Student Services Office (SSO) shall be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act.
  - 1. The SSO will develop rules and regulations to implement these policies and to carry out its duties and responsibilities.
  - 2. The SSO shall from time to time, file reports with the Board of Trustees as to compliance with the Crime Awareness and Campus Security Act, problems that have arisen in its enforcement and the costs of carrying out its responsibility.
- B. The SSO shall develop procedures and methods to respond to reports of crime and other emergencies on campus.
  - 1. The SSO shall investigate the occurrence of on-campus murder, criminal sexual assault, criminal sexual abuse, robbery, aggravated assault, aggravated battery, burglary, motor theft and liquor law violations, drug abuse violations, weapons possessions and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. (These definitions will vary as those crimes are defined by state law.)
  - 2. The reports of these occurrences shall be reviewed to determine the information gathered can assist the College in its security program.
  - 3. Timely reports shall be made to students and employees after such occurrences. The type and nature of the report shall be determined by the SSO. Notice of occurrences shall be placed on bulletin boards, in campus newspapers and other informational dissemination methods designed to inform students and employees of criminal occurrences on the campus.
  - 4. The SSO and other campus organizations shall provide reasonable support services and resources to crime victims and the victim's family.
- C. In the event a perpetrator of a violent crime is subject to discipline by the College, the victim of the crime shall, at the discretion of the Dean of Student Services, be permitted to obtain the results of that disciplinary proceeding.
- D. Definition of students and employees.
  - 1. "Student" is defined as any person enrolled in one or more courses of study for academic credit.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** – continued: *Individual Policy No. 1*

2. "Employee" is defined as a part-time or full-time person with scheduled hours of employment on campus under the direction and control of the institution and its agents.

**INDIVIDUAL POLICY NO. 2**

**POLICY ON SECURITY AND ACCESS TO CAMPUS FACILITIES  
(INCLUDING CAMPUS RESIDENT FACILITIES) AND SECURITY  
CONSIDERATIONS IN MAINTAINING CAMPUS FACILITIES**

and WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;

and WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act;

and WHEREAS, the Board of Trustees seek to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities. However, the policy of promoting openness must be balanced by controls on access to campus facilities.

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. The Student Services Office (SSO) will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and sign-in procedures.
- B. The SSO shall inspect the lighting, landscaping and the College's physical plant (doors, locks, etc.) to determine what improvements if any need to be made for security on the campus.
- C. The SSO will examine or cause to have examined all campus facilities to determine if any security concerns exist in those facilities.
- D. Definitions
  1. "Campus" is defined as any building or property owned or controlled by the College within a reasonably contiguous geographic area and used by the College in direct support of or related to its educational purposes, or any building or property owned or controlled by student organizations recognized by the College.
  2. Campus shall also include any building or property utilized by the College such as satellite facilities.

**INDIVIDUAL POLICY NO. 3**

**POLICY CONCERNING ENFORCEMENT AUTHORITY OF THE DEPARTMENT  
OF PUBLIC SAFETY AND THE ENCOURAGEMENT TO STUDENTS AND  
EMPLOYEES TO REPORT CRIMES TO THE STUDENT SERVICES  
OFFICE AND APPROPRIATE POLICE AGENCIES**

and WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;

and WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** – continued: *Individual Policy No. 3*

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. Eastern Wyoming College will work with local, state and federal law enforcement agencies and will seek to protect life and property, to prevent anti-social conduct and to preserve a secure campus environment.
  - 1. The Student Services Office is located in the Student Success Center at Eastern Wyoming College, telephone number is 532-8232. The emergency number is 532-8200.
  - 2. The local police department is the Torrington Police Department, 2042 East A.
- B. The SSO shall develop procedures and methods to encourage students and employees to report criminal actions and other emergencies occurring on campus.
- C. The Student Services Office shall report all crimes occurring on campus to appropriate police agencies and will pursue cooperative relationships with municipal, county, state and federal law enforcement agencies and when requested shall aid in any investigations or apprehensions on the campus.
- D. Student employees shall be encouraged to report crime on campus to the Student Services Office and Appropriate Police Agencies.
  - 1. The SSO shall periodically distribute appropriate written material to explain the importance of crime reporting and how it is to be done.
  - 2. Period public information displays shall be prepared by the SSO.
  - 3. The SSO shall make crime prevention presentations to student and employee groups at least one semester.

***INDIVIDUAL POLICY NO. 4***

**POLICY ON INFORMING STUDENTS AND EMPLOYEES ABOUT  
CAMPUS SECURITY PROCEDURES AND PRACTICES TO  
ENCOURAGE STUDENTS AND EMPLOYEES TO BE  
RESPONSIBLE FOR THEIR OWN SECURITY  
AND THE SECURITY OF OTHERS**

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;  
and

WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. The Student Services Office (SSO) shall inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.
  - 1. The SSO shall develop programs and distribute appropriate materials about campus security procedures to students and employees. Security

**Board Policy 2.2: CAMPUS CRIME AND SECURITY – continued: Individual Policy No. 4**

presentations will be conducted at appropriate times, including pre-enrollment and orientation visits.

2. The SSO will develop appropriate publications about security topics, programs, procedures and personnel.
- B. Students and employees shall be educated as to their personal responsibility for security and for the security of others.
1. Education shall be through appropriate programs and educational booklets.
  2. The campus community will also be informed about security matters via campus media.

***INDIVIDUAL POLICY NO. 5***

**POLICY ON PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

and WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;

WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. The Student Services Office (SSO) shall develop programs to inform students and employees about the prevention of crimes.
1. The SSO shall work with the College Administration and Student Services and appropriate employee organizations in the development of these programs.
  2. The SSO shall also work with local law enforcement officials in securing appropriate written material, presenting programs and developing regulations to implement this responsibility.

***INDIVIDUAL POLICY NO. 6***

**POLICY ON MONITORING AND RECORDING CRIMINAL ACTIVITY OCCURRING AT OFF-CAMPUS RECOGNIZED STUDENT ORGANIZATIONS ATTENDED BY COLLEGE STUDENTS**

and WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;

and WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act;

and WHEREAS, the Board of Trustees recognizes its responsibility to employ reasonable measures to monitor the behavior of students in recognized off-campus student organizations which maintain off-campus facilities or conduct activities away from campus.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** – continued: *Individual Policy No. 6*

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. The College will monitor students activities in off-campus student organizations attended by its students.
  - 1. The College will maintain a system of student organization recognition and accreditation for an off-campus student organization.
  - 2. The College through the Student Services Office (SSO) will cooperate with local police agencies in monitoring any criminal activity occurring, or reported, involving recognized off-campus student organizations activity attended by its students.
- B. If any problems occur as to off-campus criminal activity in off-campus student organizations, SSO will prepare a report with suggestions as to resolving those problems.

***INDIVIDUAL POLICY NO. 7***

**POLICY ON POSSESSION, USE AND SALE  
OF ALCOHOLIC BEVERAGES AND ILLEGAL  
DRUGS AND DRUG ABUSE EDUCATION PROGRAMS**

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;  
and

WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act.

WHEREAS, the Board of Trustees recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal law governing possession, use and sale of alcoholic beverages and illegal drugs including but not limited to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during a College activity.
- B. The Student Services Office (SSO) shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession and sale of alcohol and illegal drugs on and off campus at College activities and prepare educational programs on alcohol or drug abuse.
- C. Students who violate state or federal law of the College alcohol or drug policy on campus or at College activities off campus are subject to prosecution by local, state and federal officials and are subject to discipline under the Student Discipline Code and where appropriate reference to counseling.
- D. Employees who violate state or federal law or the College alcohol or drug policy on campus or at College activities off campus are subject to prosecution by local, state or federal officials and are subject to discipline under collective bargaining agreements, campus policies, and where appropriate reference to counseling.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** – continued: *Individual Policy No. 7*

- E. The Student Services Office shall develop a program to provide counseling and assistance program for students and employees with alcohol and drug problems.
- F. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients must notify the College within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting college business or activities. The College shall within ten days after receiving such notice inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employee or students. Employee or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

**STATISTICAL REPORT POLICY**

**POLICY ON GATHERING CRIME STATISTICS  
CONCERNING CRIME ON THE CAMPUS**

WHEREAS, Congress has enacted the Crime Awareness and Campus Security Act;  
and

WHEREAS, the Board of Trustees of Eastern Wyoming College intends to comply with the requirements of that Act.

NOW THEREFORE, the Board of Trustees adopts the following policy:

- A. The Student Services Office (SSO) shall be responsible for gathering of statistics concerning the occurrence of crime on campus which has been reported to campus security authorities or local police agencies.
- B. Definitions
  - 1. "Reported" is defined as an official designation by a police officer, public safety officials or persons possessing authority to determine if a crime has occurred.
  - 2. An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.
- C. Statistics shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation and the modification in such definitions made by the Hate Crimes Statistics Act.
- D. The following crimes and occurrences will be collected and reported: (These definitions will vary as those crimes are defined in state law.)
  - 1. Murder: the willful (non-negligent) killing of one human being by another;
  - 2. Criminal sexual assault: sexual penetration by the use of force, or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** – continued: Statistical Report Policy

3. Criminal sexual abuse: an act of sexual conduct by the use of force or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.
  4. Aggravated assaults: engaging in conduct which places another in reasonable apprehension of receiving a battery and involves any of the following; use of a deadly weapon; so acting while hooded, robed or masked to conceal identity; knowledge by the offender that the victim is a peace officer, correctional officer or fire fighter acting in execution of official duties; knowledge by the offender that the victim is a teacher or school employee on or adjacent to school grounds; knowledge that the victim is an employee of the State of Wyoming, municipal corporation or political subdivision engaged in authorized duties; conduct on or about a public way, public property or place of public accommodation or amusement.
  5. Aggravated battery: knowledge or intentionally causing great bodily harm, permanent disability, or disfigurement. Or committing a battery under the circumstances described above.
  6. Burglary (breaking or entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window - included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.
  7. Motor vehicle theft: the theft or attempted theft of a motor vehicle.
- E. Statistics concerning the number of arrests for the crimes shall also be reported:
1. Liquor law violation: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence").
  2. Drug abuse violations: violations or laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
  3. Weapons violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- F. Statistics will be gathered by the SSO for the period beginning August 1, 1991 through July 31, 1992, and any two preceding years for which data is available and shall be annually published by the SSO in a document entitled "Report On Crime On The Campus."
1. The report shall contain summary descriptions of all policies on crime awareness and campus security and statistics concerning the crimes reported to the campus security authorities and local policy agencies.
  2. The report shall be disseminated to students, employees and other interested persons.
  3. The report shall be published in the College newspaper and a notification of its availability shall be published in newspapers of general circulation in the territory served by the College.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** – continued: Statistical Report Policy

4. The annual report shall be available at the Student Services Office for distribution to persons who inquire about that report in person or by mail or telephone. The annual report shall be submitted upon request to the United States Secretary of Education.
5. The first annual report shall be prepared by September 1, 1992. It shall be distributed to current students and employees, and thereafter distributed to new students and new employees by publishing same in the College Handbook.

**MODEL LETTER REQUESTING CRIME STATISTICS**

March 23, 1993

Dear :

As you know, the College is required under 20 U.S.C. 1092, "the Student Right to Know and Campus Security Act," to collect crime statistics on occurrences on its campus from police agencies with jurisdiction over the campus. Campus means building owned or controlled by the College used for educational purposes or a building owned or controlled by a recognized student organization. An occurrence is reportable when it is written up or investigated by your agency regardless of the ultimate outcome.

The definitions will vary as those crimes are defined by state law.

The following occurrences must be included in these statistics:

Murder: the willful (non-negligent) killing of one human being by another;

Criminal sexual assault: sexual penetration by the use of force, or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.

Criminal sexual abuse: an act of sexual conduct by the use of force or threat of force, or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent.

Aggravated assaults: engaging in conduct which places another in reasonable apprehension of receiving a battery and involves any of the following; use of a deadly weapon; so acting while hooded, robed or masked to conceal identity; knowledge by the offender that the victim is a peace officer, correctional officer or fire fighter acting in execution of official duties; knowledge by the offender that the victim is a teacher or school employee on or adjacent to school grounds; knowledge that the victim is an employee of the State of Wyoming, municipal corporation or political subdivision engaged in authorized duties; conduct on or about a public way, public property or place of public accommodation or amusement.

Aggravated battery: knowledge or intentionally causing great bodily harm, permanent disability, or disfigurement. Or committing a battery under the circumstances described above.

Burglary (breaking or entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window - included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Motor vehicle theft: the theft or attempted theft of a motor vehicle.

**Board Policy 2.2: CAMPUS CRIME AND SECURITY** –continued: Model Letter Requesting Crime Statistics

Liquor law violation: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence").

Drug abuse violations: violations or laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

Weapons violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

These statistics are to be compiled in accordance with the uniform reporting system of the Department of Justice following the format required for data under the Uniform Crime Reports and Hate Crime Statistics Act.

An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

Please also keep this information for each calendar year thereafter.

I greatly appreciate your assistance. If you have any questions, you may call our school attorney John Walker at 1- (307) 634-1525 or the Student Services Office at the College at 532-8257.

Very truly yours,

Jack L. Bottenfield

*Adopted 3/9/93  
Revised 11/8/05*



## College Administration *Policies and Administrative Rules*

### **Board Policy 2.3: CRISIS MANAGEMENT POLICY**

Eastern Wyoming College, by its nature and mission, cares for its employees and students. The Eastern Wyoming College Crisis Management Plan details the responsibilities of EWC that when properly implemented, will help the college respond to a crisis.

A crisis can cover two types of events:

**Emergencies** - any situation that may involve or threaten to cause loss of life or injury to employees or students or damage to property (e.g., fires, explosions, accidents, vehicular mishaps or severe weather events.)

**Non-emergencies** - any situation that threatens the reputation or stature of the college, poses legal ramifications, but does not pose a direct physical threat to students, employees, or property.

In such a crisis, at the determination of the College President or his designee, the Eastern Wyoming College Crisis Management Plan and Crisis Communication Plan will be implemented. The plans will be reviewed and updated annually.

*Adopted 1/14/03  
Revised 11/8/05*



## College Administration Policies and Administrative Rules

### **Board Policy 2.4:   SERIOUS INFECTIOUS ILLNESS**

The Board of Trustees of Eastern Wyoming College is responsible for overall development, implementation and maintenance of college-wide policy on serious infectious illnesses as they affect College employees and students.

The Board of Trustees is responsible for the ongoing maintenance of this policy, with appropriate input and participation of technical experts, including but not limited to safety, confidentiality, employment, testing, education, benefits, etc.

The purpose of this policy is to inform employees of serious infectious illness, including but not limited to tuberculosis, hepatitis A, bloodborne diseases such as Hepatitis B and HIV infection, and how this organization is responding to these health issues.

This policy covers serious infectious illnesses, including but not limited to tuberculosis, Hepatitis A, and bloodborne diseases such as Hepatitis B and HIV infection.

*Adopted 12/14/93  
Revised 11/8/05*

### **Administrative Rule 2.4.1:   SERIOUS INFECTIOUS ILLNESS**

The following Administrative Rule has been developed to implement the Infectious Illness Policy.

1.     Workplace Safety
  - a.     Eastern Wyoming College as an employer shall provide a safe work environment for all employees based on standards set by OSHA and the State Department of Health.
  - b.     The College shall make first aid kits readily available in work areas. Infection control procedures shall be posted near first aid kits, restrooms and rest areas.
  - c.     The College shall provide a source of water, soap, disinfectant solution, and disposable paper towels close to the workplace.
  - d.     Blood spill decontamination kits will be readily available in areas identified as having a high risk of blood spills. These areas include but are not limited to: Health Services, Maintenance and Custodial Services, Fitness Center, Gymnasium, Welding/Refrigeration and Diesel Building, and Vet Tech building.
  - e.     Employees who knowingly disregard infection control procedures may be counseled and/or disciplined accordingly.
  
2.     Education

It is the policy of Eastern Wyoming College to provide information and education to its employees regarding serious infectious illness that covers:

**Administrative Rule 2.4.1: SERIOUS INFECTIOUS ILLNESS** – continued

- a. Rights in gaining employment, continuing employment and conditions of employment of persons diagnosed as having a serious infectious illness;
- b. Rights and responsibilities of the College as an employer to make reasonable accommodations in the workplace for employees and applicants diagnosed as having a serious infectious illness;
- c. Rights and responsibilities of the College as an employer to maintain the confidentiality of any medical information regarding an employee or prospective employee;
- d. Safety and/or perceived safety of the workplace for co-workers of and employees diagnosed as having a serious infectious illness;
- e. Concerns of applicants/employees regarding their insurability and/or continued insurability as a result of being diagnosed as having a serious infectious illness;
- f. Information and Training: Employees must be provided with information and training in areas including:
  - The Bloodborne Pathogens Standard itself.
  - The epidemiology and symptoms of bloodborne diseases.
  - Transmission of bloodborne diseases.
  - The College's Exposure Control Plan.
  - An explanation of how to recognize tasks that may involve exposure.
  - A review of methods that will prevent or reduce exposure (Universal Precautions).
  - How to select and use personal protective equipment.
  - The use of biohazard labels, signs and container "color-coding".
  - Information on the Hepatitis B vaccine and the College's policy on providing the vaccine for employees identified as "at risk".
  - Actions to take in case of emergencies involving bloodborne pathogens, including the use of Blood Spill Decontamination kits.
  - An explanation of the procedures to follow if an exposure incident occurs, including reporting and medical follow-up.
  - Information on the post-exposure evaluation and follow-up that is provided to employees in case of an exposure incident.
- g. Any other issues, concerns, rights, responsibilities and/or obligations of applicants, employees and the College as an employer as they pertain to serious infectious illness.

Currently one of the principle concerns in the workplace with respect to serious infectious illness(es) is Acquired Immune Deficiency Syndrome (AIDS). Eastern Wyoming College believes that a compelling need exists to provide information and education about AIDS to its employees due to the serious nature of this disease, the protected increasing numbers of diagnosed cases and the fear of exposure both in the workplace and elsewhere.

**3. Employment of Affected Persons**

It is the policy of Eastern Wyoming College to protect the rights of individuals to employment free from unlawful discrimination based on handicap. This includes employment with the College and encompasses non-discriminatory treatment of persons with impairing conditions or diseases capable of being impairing. An impairing condition or disease is one which substantially limits, or is capable of substantially limiting a major life activity. Serious infectious illnesses, such as HIV infection, come within this definition.

**Administrative Rule 2.4.1: SERIOUS INFECTIOUS ILLNESS** – continued

4. Confidentiality

It is the policy of Eastern Wyoming College that rights of confidentiality of an individual's medical history and right to review medical records must be limited, but only to benefit the patients. For example, information related to an HIV test, the results of that test, or the identification of the subject of the test is confidential except as required by law or rule or as authorized by the individual whose blood is tested. Persons who comply with these confidentiality provisions are protected from an action for civil damages.

Information of a personal nature such as, but not limited to, that kept in a personnel, medical or similar file, if public disclosure would constitute an unreasonable invasion of privacy, is exempt from disclosure. Persons seeking disclosure have the burden of showing that public disclosure would not constitute an unreasonable invasion of privacy.

Medical records of College employees are protected from disclosure. The College as an employer has a duty to protect employees with a serious infectious illness from the harassment or potentially discriminatory treatment which may result from the information being made available. Continued employment for an employee with a serious infectious illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee's life. Often a breach of confidentiality may well prevent persons with a serious infectious illness from seeking medical attention or voluntarily identifying themselves to management when it seems in the best interest of the workforce to do so.

Eastern Wyoming College recognizes the serious infectious illness may pose significant and delicate issues for employees in the workplace. Accordingly, the following Guidelines should be followed:

1. Medical records of College employees are protected from public disclosure.
2. Self-disclosure or serious infectious condition is voluntary and shall not result in harassment or disparate treatment, consistent with State civil rights law.
3. Persons with serious infectious illnesses are protected as handicapped under State civil rights laws. Management or employee and who breach confidentiality or otherwise cause harassment or disparate treatment shall be disciplined as for other unacceptable practices or infractions.

5. Antibody Testing

According to Wyoming law, no individual may be tested for infection with the AIDS virus without the informed consent of the individual. Eastern Wyoming College shall strictly observe this provision of the law. There shall be no routine or mandatory antibody testing of College employees.

6. Employee Benefits

The College administers benefits for employees with serious infectious disease in the same way as for employees with other life-threatening illnesses.

When employees get sick, employee health benefits are designed to provide care for them. This applies whether the disease is catastrophic, controversial, or epidemic.

**Administrative Rule 2.4.1: SERIOUS INFECTIOUS ILLNESS** – continued

Hepatitis B Vaccination Plan - As required by OSHA, the hepatitis B vaccination series shall be made available to all employees deemed "at risk" by the College. Those College employees deemed "at risk" by OSHA include employees working in Health Services. Those employees deemed "at risk" by the College include custodial and maintenance staff, coaching staff, food service, fitness center, and dorm personnel, veterinary technology, welding, refrigeration, cosmetology, and laboratory instructors. The College shall assure that employees who decline to accept hepatitis B vaccination offered by the College sign a statement to this effect. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the College shall make available hepatitis B vaccination at that time. The vaccination series must be offered within 10 days of initial assignment to a job where exposure to blood or other potentially infectious materials can be reasonably anticipated.

Post Exposure Evaluation and Follow-up: Following a report of an exposure incident, the College shall make immediately available to the exposed employee a confidential medical evaluation and follow-up. If the health-care professional's written opinion includes recommendation for hepatitis B prophylaxis vaccination, the College shall provide this treatment. All post-exposure procedures shall adhere to OSHA rules.

No illness is excluded by Eastern Wyoming College from the College health insurance plan solely on the basis of its derivation of the human behavior.

7. Employee Refusal to Work

When the employee's refusal to work with an affected co-worker is not based upon a reasonable risk of exposure, the employee will be counseled as to current medical information. A continued unreasonable neglect of duty may be subject to disciplinary action.

*Adopted 12/14/93  
Revised 11/8/05*



## College Administration *Policies and Administrative Rules*

### **Board Policy 2.5: FUNDRAISING GUIDELINES**

It is expected that employees, students, and student organizations that wish to solicit gifts do so in order to enhance current programs or to undertake new projects. Every effort should be made to secure college funding prior to considering private gift solicitation.

The policy and associated administrative rule to guide campus solicitations of private gifts is not intended to discourage individual initiative. The many programs and activities sponsored by faculty, staff, and students are vital elements of EWC's character and greatly valued as complements to its programs. It is important to understand that Eastern Wyoming College may have more worthy causes than private gifts in the area can support.

*Adopted 1/14/03  
Revised 11/8/05*

### **Administrative Rule 2.5.1: GUIDELINES FOR FUNDRAISING**

As Eastern Wyoming College launches major efforts to generate funding for its many and continuing projects, it is especially important for the college to present to the funding community a well coordinated and unified effort.

To maximize Eastern Wyoming College's fundraising efforts, the following policies and procedures for all fundraising activities conducted on behalf of or in the name of any entity associated with Eastern Wyoming College shall be followed.

1. Prior written approval for any fundraising activities to be conducted off campus within Goshen County must be obtained from the Director of Development.
2. Prior written approval for any fundraising activities involving both on-campus and off-campus solicitation within Goshen County must be obtained from the Director of Development.
3. Any fundraising activities conducted exclusively on campus by a student organization must have prior written approval by the Dean of Students. Any fundraising activities conducted exclusively on campus by any other group must be preapproved in writing by the Director of Development.

*Adopted 1/14/03  
Revised 11/8/05*



**College Administration**  
***Policies and Administrative Rules***

**Board Policy 2.6:    **ACCEPTANCE OF GIFTS BY EASTERN WYOMING COLLEGE  
AND EWC FOUNDATION****

**General**

Cash, stocks, bonds, or other negotiable instruments, real property, gifts-in-kind and personal property, such as equipment, supplies, professional services, furniture, books, art, etc., annuities and life insurance may be considered for acceptance.

The EWC Director of Development is authorized by the President to accept gifts on behalf of Eastern Wyoming College or Foundation subject to review and confirmation by the President and subject to the following conditions:

1.     Only the Board may accept a gift if Board acceptance is a condition set by the donor.
2.     Only the College President and Board of Trustees may accept gifts of real property or any permanent interest in real property, and title must be conferred in the name of Eastern Wyoming College or the Eastern Wyoming College Foundation for the use and benefit of the College.
3.     Gifts with conditions that ultimately will require consideration by the Board of Trustees must be approved by the President prior to acceptance (e.g., gifts to support the initiation of a new academic program or capital improvement project).
4.     The President or the Board of Trustees reserve the right to reject any gift deemed not to be in the best interest of Eastern Wyoming College.
5.     Gifts of property subject to indebtedness must be approved by the President prior to acceptance by the Board.
6.     The valuation and substantiation of charitable gifts is a matter between donor/taxpayer and the taxing agency. Therefore, the Foundation or College, as donee of such gifts, will not estimate to the donor the value of non-cash gifts. The Foundation or College will cooperate fully with the donor in the gift substantiation process required by the taxing agency.
7.     The Office of Development will develop and manage the recognition of donors for Eastern Wyoming College and the Foundation.

**Reports to the Board of Trustees**

At the next regular meeting of the Board of Trustees and Foundation Board following acceptance of any gift not requiring Board acceptance, a summary report of such gifts shall be submitted to the Board by the Director of Development.

**Board Policy 2.6: ACCEPTANCE OF GIFTS BY EASTERN WYOMING COLLEGE  
AND EWC FOUNDATION – continued**

**Implementing Guidelines**

The Director of Development is authorized to establish management guidelines consistent with this policy for purposes of implementing this policy statement.

**Naming Opportunities**

Naming opportunities are available for appropriate gifts, and have been predetermined by the Board of Trustees.

*Adopted 2/6/07*