



Board of Trustees Governance and Operations
Policies and Administrative Rules

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Governance and Operations *Policies and Administrative Rules*

Board Policy 1.0: COLLEGE MISSION AND STRATEGIC DIRECTIONS

Eastern Wyoming College is a student-centered, comprehensive community college that responds to the educational, cultural, social, and economic needs of its communities with quality, affordable educational opportunities for dynamic lifelong learning.

Adopted 7/21/99

Revised 11/8/05

Revised 6/10/08

STRATEGIC DIRECTIONS

Strategic Direction #1 – Thoughtfully prepare our organization and our people for changing and dynamic times.

Strategic Direction #2 – Promote high quality, accessible learning experiences through responsive programs of distinction aligned with current & future opportunities.

Strategic Direction #3 – Embrace and invest in technology and modern facilities.

Strategic Direction #4 – Enhance the quality of the life for individuals, families, the community and region, and positively influence the economy.

Strategic Direction #5 – Recognize and extend our global reach.

Adopted 6/10/08



Governance and Operations *Policies and Administrative Rules*

Board Policy 1.1: COLLEGE BOARD ORGANIZATION AND POWERS

The Eastern Wyoming Community College District, which operates Eastern Wyoming College, is a legally defined area including all of Goshen County.

To insure equitable representation on the College Board, the College District is divided into four subdistricts. One member is elected from subdistricts number I, II, and III; three members are elected from subdistrict number IV, and one member is elected at large.

The business and affairs of Eastern Wyoming College shall be managed by the College Board. The College Board has full powers of organization and government of Eastern Wyoming College subject to such control as the Wyoming State Legislature and the Wyoming Community College Commission provide.

Members of the College Board are elected by the voters of the College District. The number of members of the College Board shall be seven. The term of office of each elected member is four years. Four members are elected in years in which there is a presidential election, and three members are elected in years in which there is a national election but no presidential election.

Adopted 8/13/91
Revised 11/8/05



Governance and Operations ***Policies and Administrative Rules***

Board Policy 1.2: COLLEGE BOARD MEETING

The Eastern Wyoming College Board of Trustees conducts business pursuant to the Wyoming Administrative Procedures Act, and in accordance with policies and procedures established by Eastern Wyoming Community College District, as defined in Administrative Rule sections 1.1 through 1.6.

Adopted 3/8/94
Revised 11/8/05

Administrative Rule 1.2.1: COLLEGE BOARD MEETING

REGULAR MEETINGS. It will be the general practice that regular meetings of the College Board shall be held, without other notice than this regulation, on the second Tuesday of each month in Room 274T Eastern Wyoming College. All regular meetings are open to the public.

SPECIAL MEETINGS. Special meetings of the College Board may be called at the discretion of the President of the College Board or by a majority of the members of the College Board without the necessity of publication or formal notice.

CONDUCT OF BUSINESS. Business will be conducted in accordance with Robert's Rules of Order for Small Boards. These rules will be superseded by rules and regulations and special rules adopted by the Board as well as local, state and federal law.

AGENDA. A final agenda will be developed by the College President seven days prior to the regular Board meeting date. The agenda will be fixed and altered only in an emergency situation upon approval of the Board.

QUORUM. A majority of Board members constitute a quorum for the transaction of all business but a minimum of three (3) concurring votes is required to decide any question.

EXECUTIVE SESSION. The College Board may hold executive sessions not open to the public:

1. With the attorney general, county and prosecuting attorney, city attorney, sheriff, chief of police or their respective deputies, or other officers of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access;
2. To consider the appointment, employment right to practice or dismissal of a public officer, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter

Administrative Rule 1.2.1: COLLEGE BOARD MEETING – continued

being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions;

3. On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party;

4. To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;

5. To consider acceptance of gifts, donations and bequests which the donor has requested in writing be kept confidential;

6. To consider or receive any information classified as confidential by law;

7. To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all such negotiations.

8. To consider suspensions, expulsions or other disciplinary action in connection with any student as provided by law.

An executive session is open only to the board members, the College President, and such other persons as the Board may wish to be present. The executive session may be called by the Board President or majority vote of the Board members.

ORDER OF BUSINESS. Meetings of the College Board are conducted according to the following general procedures:

- a. Open a meeting;
- b. Approval of minutes;
- c. Allow bills;
- d. Budget and financial report;
- e. Student/Faculty reports;
- f. Administrative reports;
- g. Reports of the President of the College;
- h. Consideration of unfinished business;
- i. Consideration of new business;
- j. Consideration of other business;
- k. Adjournment.

PRESUMPTION OF ASSENT. A member of the College Board who is present at a meeting of the College Board at which action on any corporate matter is taken shall be presumed to have assented to the action unless his/her dissent is entered in the minutes of the meeting or unless he/she shall file his/her written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent within five days to the Secretary of the College Board. Such right to dissent shall not apply to a member who voted in favor of such action.

MINUTES. The College Board shall keep minutes of its meetings and maintain a journal of its proceedings for recording the official acts of the District Board. The minutes and journal shall be open to inspection by any citizen upon reasonable notice and convenience.

*Adopted 3/8/94
Revised 11/8/05*



Governance and Operations *Policies and Administrative Rules*

Board Policy 1.3: ELECTION AND DUTIES OF BOARD

OFFICERS. The officers of the College Board are a President, a Vice President, a Secretary, and a Treasurer, each of whom are elected by the College Board.

ELECTION AND TERM OF OFFICE. The officers of the College Board shall be elected annually by the College Board at a meeting held on or about December 1, or as soon thereafter as convenient for the members. Each officer shall hold office until the officer shall resign or shall be removed in the manner hereinafter provided or in such case resulting from the members death during his/her term of office.

REMOVAL FROM OFFICE. Any officer elected by the College Board may be removed by the College Board by a vote of a majority of the Board for non-attendance and non-performance of duties, or when it is in the best interest of the College Board to do so.

VACANCIES OF OFFICERS. A vacancy occurring in a Board office because of death, resignation, removal, disqualification, or otherwise, may be filled by the College Board for the unexpired portion of the term.

THE PRESIDENT. The President of the College Board shall be the principal executive officer of the Board, and subject to the control of the College Board, shall in general supervise and control all of the business affairs of the College Board. The President may sign, with the Secretary, or any other proper officer of the Board, thereunto authorized by the College Board, any deeds, mortgages, general obligation bonds, revenue bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the College Board or by these rules and regulations to some other officer or agent of the College, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the Office of President of the Board and such other duties as may be prescribed by the College Board from time to time.

THE VICE-PRESIDENT. In the absence of the President or in the event of death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned by the President of the Board or by the College Board.

THE SECRETARY. The Secretary shall: (a) keep the minutes and proceedings of the College Board meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these rules and regulations or as required by law with the College seal affixed; (c) be custodian of the College Board records and of the seal of the College, and see that the seal of the College District is affixed to all documents the execution of which on behalf of the College District under its seal is duly authorized; and (d) in general, perform all duties incident to the Office of Secretary and such other duties as from time to time may be assigned by the President of the Board or by the College Board.

Board Policy 1.3: ELECTION AND DUTIES OF BOARD – continued

ASSISTANT TO THE SECRETARY. The Assistant to the Secretary, in general, shall perform such duties as shall be assigned by the Secretary or by the President of the Board.

THE TREASURER. The Treasurer shall give a bond for the faithful discharge of duties in such penalty and such surety or sureties as the College Board shall determine. The Treasurer shall: (a) have charge and custody of and be responsible for all funds of the College District and shall disburse all funds on the order of the College Board; (b) receive and give receipts for moneys (monies) due and payable to the College district from any source whatever; (c) deposit all such money (monies) in the name of the College District in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these regulations; (d) sign all general obligation bonds and coupons attached thereto; (e) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President of the Board or by the College Board.

THE ASSISTANT TO THE TREASURER. The Assistant to the Treasurer shall give a bond for the faithful discharge of his/her duties in such penalty and with such sureties as the College Board shall determine. The Assistant to the Treasurer, in general, shall perform such duties as shall be assigned by the Treasurer or by the President of the Board.

VACANCIES. A vacancy occurring on the College Board may be filled by the affirmative vote of a majority of the remaining members of the College Board. A member appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor in office.

THE PRESIDENT OF THE COLLEGE. The President of the College is appointed by the College Board and is directly responsible to the Board. The President of the College is the chief administrative officer of the College. The President of the College administers the organization and operation of the College.

*Adopted 8/13/91
Revised 11/8/05*

Administrative Rule: 1.3.1: ETHICS

The Board deliberates with many voices but governs with one. The Board will govern with an emphasis on outward vision rather than a preoccupation with internal affairs, strategic leadership rather than administrative detail, and a future orientation rather than past or present. It will encourage diversity in viewpoints and collective rather than individual decisions. It will strive for a clear distinction between the respective roles of the Board and the College President.

Code of Ethics

The Board, recognizing its responsibilities in conducting the business of the district, and providing for an adequate educational program, accepts for guidance the following principles regarding any member. Accordingly, the Board:

1. Owes first allegiance to the residents of the district.
2. Seeks to provide equal opportunity for all regardless of race, creed, gender, disability, age, religion, national origin, or marital status.

Administrative Rule: 1.3.1: ETHICS – continued

3. Recognizes that it is the duty of the President of the College to make recommendations to the Board regarding personnel which require board action.
4. Recognizes that it is the duty of the Board to formulate policies with the President of the College, but that it is the duty of the College President to implement policy through written procedures.
5. Recognizes that funds dedicated to educational purposes must be wisely, honestly, and economically expended.
6. Assists in keeping the public informed about the progress and needs of the College.

The individual trustee is responsible for ethical conduct. Accordingly, the individual trustee:

1. Does not seek special privileges or private gain.
2. Does not use position to promote personal, business, or professional interest. Trustees may not make a profit in any way in their outside employment or business interests from their service to the Eastern Wyoming College Board of Trustees. During board meetings, trustees shall disclose any conflict of interest involving an issue before the Board. While they may participate in the discussion of the issue, they shall not vote.
3. Shall neither initiate, participate in, nor influence in any way institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their extended families
3. Understands that the trustee has no authority as an individual but must act with the Board as a whole and must be governed by the decisions of the Board.
4. Will attend meetings regularly and be prepared to conduct business.

Standards of Good Practice

In support of effective community college governance, the Board believes:

- a. That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- b. That it must clearly define and articulate its role;
- c. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its President;
- d. That its trustee members should engage in a regular and ongoing process of trustee development and continuous improvement; generally, each trustee is expected to attend at least one national or regional trustee development meeting every four years;

Administrative Rule: 1.3.1: ETHICS – continued

- e. That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- f. That its trustee members vote their conscience and support the decision or policy made;
- g. That its behavior, and that of its members, exemplify behavior and conduct that is above reproach;
- h. That it endeavors to remain always accountable to the community;
- i. That it makes decisions that give priority to students;
- j. That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

Adopted 3/10/09



Governance and Operations *Polices and Administrative Rules*

Board Policy 1.4: CONTRACT AUTHORITY POLICY

The College Board may authorize any Officer or Officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the College District, and such authority may be general or confined to specific instances.

Adopted 8/13/91
Revised 11/8/05



Governance and Operations
Policies and Administrative Rules

Board Policy 1.5: DEPOSIT AND PAYMENT OF COLLEGE FUNDS POLICY

All warrants, checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the College District, shall be signed by the Treasurer or the Assistant to the Treasurer or in such manner as shall from time to time be determined by the College Board.

All funds of the College District not otherwise employed shall be deposited from time to time to the credit of the College District in such banks, trust companies, or other depositories as the College Board may elect.

Adopted 8/13/91
Revised 11/8/05



Governance and Operations *Policies and Administrative Rules*

Board Policy 1.6: AUDIT OF COLLEGE FUNDS

Independent auditors selected by the College District must perform an annual financial and compliance audit. Auditors selected shall conduct the audit in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants (AICPA); *Government Auditing Standards*, issued by the comptroller general of the United States, U.S. Office of Management and Budget (OMB) Circular A-133 *Audits of States, Local Governments, and Non-Profit Organizations*; applicable Wyoming Statutes; and recognized industry standards. Auditors shall further adhere to reporting requirements of cognizant funding agencies, National Association of College and University Business Officers (NACUBO), Wyoming Community College Commission (WCCC), and Wyoming Department of Audit.

Adopted 3/16/99
Revised 11/8/05



Governance and Operations

Policies and Administrative Rules

Board Policy 1.7: GRIEVANCE POLICY

The Board of Trustees recognizes the need for and requires that procedures be established for the expression of employment concerns of EWC personnel through both an informal and formal process, according to EWC Administrative Rules 1.7.1 and 1.7.2

Adopted 9/14/93; Revised 11/8/05

Administrative Rule 1.7.1: INFORMAL GRIEVANCE PROCEDURE

In order to insure the most complete processing of complaints or concerns within the environs of Eastern Wyoming College, the College adopts the following procedures. The first procedure, the informal grievance procedure, is designed to permit an expedited and orderly processing of all complaints or concerns of professional staff, classified staff or students in an informal manner, while at the same time insuring that the complaints are fully explored and that a reasonable effort has been made to resolve the difficulties without the necessity of formal grievance proceedings.

The informal complaint procedure may be utilized to resolve any student or personnel problems arising at the College.

If the grievance cannot be resolved through this informal procedure, the person or persons involved may avail themselves of the formal grievance procedure.

The informal complaint process is limited to fifty (50) calendar days from the alleged event. Complaints of events exceeding 50 days prior to statement of the complaint shall be handled through the formal complaint procedure. Any employee or student who has a complaint may utilize this informal complaint procedure. In implementing this procedure, the complaining party should proceed as follows:

1. A complaint should be discussed initially between the persons involved; many problems may be resolved on this one-to-one basis.
2. If the person(s) concerned are unable to resolve the problem on a one-to-one basis, the following procedures should be followed:
 - (a) An employee of the College should define the complaint to the complainant's supervisor. In the event the complaint involves his/her immediate supervisor, the complainant should notify the next higher level supervisor.
 - (b) In the event that the grievance concerns the College President, the complaint will be submitted to a mediation committee of three individuals. One individual shall be selected by the complainant, one by the College President, and the two selected individuals shall jointly select a third individual. This committee shall then make recommendations in an effort to resolve the matter.

Administrative Rule 1.7.1: INFORMAL GRIEVANCE PROCEDURE – continued

- (c) A student should define the complaint to the appropriate Division Chairperson regarding instructional personnel or matters; and to the appropriate student activities director regarding noninstructional personnel or matters.

This informal procedure does not rule out discussions among the complainant, his/her supervisors, or any other person who may assist in resolving the situation, including the Dean in charge of the particular department or activity involved. The Board of Trustees should not be involved in any informal discussion of the grievance with any party involved.

In the event the above procedure does not result in a mutually agreeable solution, the employee or student may file a formal grievance which will then be processed in accordance with the procedures set forth within the College's Formal Grievance Procedure.

Adopted 9/14/93, Revised 11/8/05

Administrative Rule 1.7.2: FORMAL GRIEVANCE PROCEDURE

If the complaining party or parties have been unable or unwilling to resolve the complaint utilizing the procedures available under the "Informal Complaint Procedure," the complaining party or parties may proceed to file a formal grievance.

1. The formal grievance procedure begins with the filing of a written complaint. The written complaint must be filed within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally.

The format of the written formal grievance shall contain the following:

- a. A concise statement of the grievance;
 - b. A complete description of the action(s) of all parties involved;
 - c. A detailed description of the alleged events;
 - d. The date of the alleged occurrence;
 - e. The place of occurrence of the alleged events;
 - f. The relief or remedy sought by the complainant.
2. If the grievant is an employee, the grievant shall submit the written complaint to the Personnel Officer. The Personnel Officer shall notify the relevant parties in the dispute of the receipt of a formal grievance within five (5) working days and within no more than twelve (12) working days following the receipt of the formal complaint, shall investigate, facilitate, and answer the grievance in writing.
 3. If the grievant is a student, the grievant shall submit the written complaint to the appropriate Division Chairperson, if the grievance involves instruction matters, and to the Dean of Student Services if the grievance involves noninstructional matters. All formal student complaints are kept on file in the Dean of Student Services office. The Division Chairperson, or Dean of Student Services shall notify the relevant parties in the dispute of the receipt of the formal grievance within five (5) working days, shall investigate, facilitate, and answer the grievance in writing.

Administrative Rule 1.7.2: FORMAL GRIEVANCE PROCEDURE – continued

4. If either party is dissatisfied with the written decision from the Personnel Officer, Division Chairperson or Dean of Student Services, either party may request a review by the Grievance Review Committee. Such request must occur within five (5) working days after receiving the written decision from the Personnel Officer, Division Chairperson or Dean of Student Services. The Grievance Review Committee shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
5. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a review of the decision by the College President. The request must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The President shall conduct an investigation of the matter within ten (10) working days after the request is submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed.
6. If either party is dissatisfied with the written decision of the College President, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the College President. The Board shall then conduct a formal hearing in accordance with its Rules of Practice For Contested Cases.
7. COLLEGE PRESIDENT. If the grievance or complaint concerns the College President, the formal Complaint shall be submitted directly to the Grievance Review Committee within ten (10) working days following the alleged event, or ten (10) working days after unsuccessfully resolving the complaint informally. The Grievance Review Committee shall conduct an investigation of the matter within fifteen (15) working days after the Complaint has been submitted. A written decision shall be submitted to the respective parties within five (5) working days after the investigation is completed. If either party is dissatisfied with the written decision of the Grievance Review Committee, either party may request a hearing before the Board of Trustees. Such a request for hearing must occur within five (5) working days after receiving the written decision from the Grievance Review Committee. The board shall then conduct a formal hearing in accordance with its Rules of Practice For Contested Cases.
8. Grievance Review Committee
Employee Grievance:
 - Administrator (Chairperson) appointed by College President or by Vice President if complaint is against the President
 - Professional Staff Member appointed by Chairperson
 - Faculty Member appointed by the Chairperson
 - Classified Staff Member appointed by Chairperson
 - At Large Employee selected by the Committee
Student Grievance:
 - Administrator (Chairperson) appointed by the College President
 - Professional Staff Member appointed by the Chairperson
 - Faculty Member appointed by Chairperson
 - Classified Staff Member appointed by the Chairperson
 - Student Senate Member recommended by Student Senate President

Adopted 11/9/99, Revised 11/8/05

Administrative Rule 1.7.3: RULES OF PRACTICE OF CONTESTED CASES

Section 1. Authority. These rules of practice are adopted as authorized by the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq. (1977 as amended).

Section 2. Definitions. As used in these rules:

- a. "Board means the Board of Trustees of Eastern Wyoming College.
- b. "Chairman" means the Chairman of the Board or in his or her absence the Vice-Chairman or other member of the Board designated by the Board to preside at a hearing.
- c. "President" means the chief administrative officer of the College.
- d. "Secretary" means the Secretary of the Board.
- e. "Hearing Officer" means an independent person, not a present nor past member of the Board nor present nor past employee of the College, who is hired by the board to conduct a hearing.
- f. "Contestant" means any instructor, administrator, student, or other person whose legal rights, duties or privileges are required to be determined by the Board.

RULES OF PRACTICE GOVERNING HEARINGS

Section 3. Notice of Hearing. The Board shall cause written notice of any hearing held under these rules to be served upon each contestant or his attorney at least ten (10) days prior to the date set for the hearing. Such notice shall include a statement of:

- a. The time, place and nature of the hearing.
- b. The legal authority and jurisdiction under which the hearing is to be held.

Section 4. Section of Notice. Service shall be made pursuant to Rule 4, or Rule 5(b) of the Wyoming Rules of Civil Procedure.

Section 5. Independent Hearing Officer. Upon request of the contestant or upon its own motion, the Board may appoint an independent hearing officer. The independent hearing officer will serve as an adviser to the finder of fact. The hearing officer serve as officer of proof and make evidential rulings, attend motion hearing, prehearing conferences, regulate the course of the hearing, conduct any voir dire examination, and make recommended findings of fact and conclusion of law.

Section 6. Voir Dire. The contestant will be allowed to voir dire the Finder of Fact.

Section 7. Motions. The Board, or Independent Hearing Officer may at any time after three (3) days' notice to all parties hear orally, or otherwise, any motion filed in connection with hearings under these rules.

Section 8. Docket. When a contestant is entitled to a contested hearing under these rules, there shall be established a file for each such contested case in which shall be

Administrative Rule 1.7.3: RULES OF PRACTICE OF CONTESTED CASES – continued

systematically placed all papers, pleadings, documents, transcripts, and evidence pertaining thereto, and all such items shall have noted thereon a docket number assigned and the date of filing.

Section 9. Form of Pleadings. The form of pleading or other papers filed in each docketed case shall be substantially as follows:

BEFORE THE BOARD OF TRUSTEES
OF
EASTERN WYOMING COMMUNITY COLLEGE DISTRICT

IN THE MATTER OF

_____ Docket No. _____
Contestant

(Body of Pleading Or Motion)

_____(Signature)_____
Name (typed or printed) Title

_____(Signature)_____
Name (typed or printed)
Address
Attorney

Section 10. All hearing procedures will be controlled by these Rules, the Wyoming Administrative Procedure Act, W.S. § 16-3-101 et seq. (1977 as amended) and the Wyoming Rules of Civil Procedure.

Section 11. Pre-Hearing Conference. At a time on or before the day of the hearing, the Board or Independent Hearing Officer may direct the attorneys for the parties to appear to consider:

- a. The simplification of the issues.
- b. The necessity or desirability of amending the pleadings.
- c. The possibility of obtaining admission of fact and documents which will avoid unnecessary proof.
- d. Such other matters as may aid in the disposition of the case. Such conferences shall be conducted informally. A memorandum will be prepared which recites the actions taken at the conference, amendments allowed, agreements of the parties and limitations of the issues to those undisposed of by admissions or agreements of counsel and the parties. The prehearing memorandum will control the course of the hearing unless modified by the Board to prevent manifest injustice.

Administrative Rule 1.7.3: RULES OF PRACTICE OF CONTESTED CASES – continued

Section 12. Order of Procedure at Hearing. As nearly as may be, hearings shall be conducted in accordance with the following order of procedure:

- a. The person conducting the hearing shall announce that the agency is open to transact business and call by docket number and title the case to be heard.
- b. The parties will be allowed an opening statement to briefly explain their positions and outline the evidence they propose to offer.
- c. The College's evidence will be heard. The College's witnesses may be cross-examined by the contestant or his attorney, by members of the Finder of Fact and its legal counsel, if any.
- d. The evidence of the contestant will be heard. The contestants witnesses may be cross-examined by the college or its attorneys, by members of the Finder of Fact and its legal counsel, if any.
- e. Rebuttal evidence may be offered.
- f. All parties may offer closing statements.
- g. After all parties have been offered an opportunity to be heard, the chairman or hearing officer shall declare the evidence closed and excuse all witnesses. The evidence of the case may be re-opened at a later date for good cause shown.
- h. Parties may tender briefs and proposed findings of fact and conclusions of law, or the fact finder may call for such briefs and findings of fact and conclusions of law.
- i. The chairman may declare that the matter is taken under advisement and that the decision and order of the Board will be announced at a later date.

Section 13. Witnesses at Hearings to be Sworn. All persons testifying at any hearing shall stand and be administered the following oath or affirmation by a member of the Board:

"Do you swear (or affirm) to tell the truth, the whole truth, and nothing but the truth in the matter now before the Board, so help you, God?"

Section 14. Attorneys. The filing of a pleading or other appearance by an attorney constitutes his appearance for the party for whom made.

Section 15. Taking of Testimony - Reporter. In all hearings, the proceedings, including all testimony, shall be reported verbatim, stenographically or by any other appropriate means determined by the officer presiding at the hearing.

Section 16. Decisions, Findings of Fact, Conclusions of Law, Orders. Following a full and complete hearing the Board, shall file a written decision and order containing findings of fact, and conclusions of law based upon the evidence, both testimonial and documentary, introduced and admitted during the course of the hearing. In addition, all matters which have been officially noticed may be taken into consideration as a basis for making findings of fact, conclusions of law and order based upon the hearing.

Administrative Rule 1.7.3: RULES OF PRACTICE OF CONTESTED CASES – continued

Section 17. Members of Board Present. No person shall vote upon a decision unless he shall have been present at the hearing.

Section 18. Appeals to District Court. Appeals to the District Court from decisions of the Board may be taken in the manner prescribed by the Wyoming Administrative Procedures Act.

*Adopted 10/12/93
Revised 11/8/05*



Governance and Operations *Policies and Administrative Rules*

Board Policy 1.8: ADOPTION OF ADMINISTRATIVE RULES

The Board of Trustees of Eastern Wyoming College may adopt administrative rules necessary or desirable to effect the college policies established by the Board.

Such administrative rules may be adopted, amended or revoked only by action of the Board of Trustees.

Adopted 11/10/92
Revised 11/8/05



Governance and Operations *Policies and Administrative Rules*

Board Policy 1.9: ANNUAL REVIEW OF STRATEGIC PLAN

The Eastern Wyoming College Board of Trustees shall perform an annual review of the College Strategic Plan.

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

Administrative Rule 1.9.1: ANNUAL REVIEW OF STRATEGIC PLAN

1. The Strategic Planning Committee will meet and review the Plan annually in November of each year and recommend actions needed to modify the strategic plan.
2. The Board will hold an annual retreat in January of each year for the stated purpose of reviewing the strategic plan.
3. The Board will place on the agenda of the regular February Board meeting actions needed to modify the strategic plan as a result of its annual review of said plan.

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