

Eastern Wyoming College Board of Trustees
July 15, 2009
Dolores Kaufman Board Room

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on July 15, 2009, at 5:45 p.m. in the Dolores Kaufman Board Room.

A public hearing to hear comments on the Fiscal Year 2010 College Budget was held at 5:45 p.m. There being no comments from the audience the public hearing was closed and the meeting was called to order by Board President Lovercheck.

Tom McDowell, human resources director, introduced new employees Amy Smith, records secretary, and Tina Jepson, Bookstore clerk.

ACTION The Board was requested to approve the agenda with several additions. A motion was made by Mr. Davis and seconded by Mr. Varney to approve the agenda with the additions. Motion was unanimously passed.

Dr. Armstrong presented the President's Report.

ACTION The Consent Agenda was considered for approval. Mr. Varney moved and Mr. Rupp seconded the motion to approve the consent agenda which included the following: the minutes from the June 9, 2009 meeting and executive session, the minutes from the June 25, 2009 special meeting and executive session, the resignation of Daniel Britsch, the resignation of Annette Godby, the appointment of Robert Eirich to the position of livestock judging coach/instructor, the Torrington Telegram contract for FY-10, the Golf Course agreement between the City of Torrington and EWC, the Interagency agreement between Wyoming Community College Commission and EWC for Datatel Colleague Studio Training, the Wyoming Arts Council Subgrantee Award agreement, the MOU between UW-National Institutes of Health Idea Networks for Biomedical Excellence (INBRE) Program and EWC, the solicitation of bids for one year supply contract for compressed gases, acceptance of the GSG Architecture proposal to provide conceptual design services for Lancer Hall exterior staircase/terrace space, additional credit card processor and authorize additional credit card repository account at Pinnacle Bank. Motion carried unanimously.

ACTION A discussion was held regarding the renewal of the lease agreement with Larry and Margaret Herdt. The renewal of the lease agreement provides a storage building on West C Street to warehouse equipment used by EWC's Construction Technology Program. The lease covers the period of September 15, 2009 to September 15, 2010. There was some concern related to the rental fee of \$650 per month. Following the discussion, Mr. Rupp moved to approve renewal of the Herdt lease; second by Mr. Nash. Motion carried with Mr. Rose voting against the motion.

A presentation was made regarding the Wyoming Energy Conservation Improvement Program (WYECIP).

ACTION Mr. Laher presented the financial report and Mr. Jarvis presented the projects update. Mr. Davis moved to approve the financial report and ratify the June budget transfers; second by Mr. Nash. Motion carried unanimously.

ACTION Fiscal Year 2009 transfers of unexpended and unencumbered appropriations were brought before the Board for their consideration. Mr. Davis moved to approve the FY-09 transfers of unexpended and unencumbered appropriations, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION The 2009-2010 Biennial Funding Report Amendment #2 was brought before the Board for consideration. Mr. Davis moved and Mr. Varney seconded the motion to approve the 2009-2010 Biennial Funding Report Amendment #2, as presented. Motion carried unanimously.

ACTION The Board was requested to approve the assessment of the Optional One-Mill Levy for FY-2010 and FY-2011. Mr. Laher reported that a public hearing was

held on June 29, 2009 to hear comments regarding the continuance of the optional mill levy for the period of July 2, 2009 to June 30, 2011. Mr. Nash moved to approve levying the Optional One-Mill for FY-2010 and FY-2011, as presented. Mr. Davis seconded. The motion was unanimously passed.

ACTION The Fiscal Year 2010 College Budget was brought before the Board for their consideration. Mr. Nash moved and Mr. Davis seconded the motion to approve the Fiscal Year 2010 College Budget, as presented. Motion carried unanimously.

ACTION The Board was requested to consider changing the length of Sandra Haynes employment contract. Mr. McDowell noted last year Mrs. Hayne's contract was extended from nine months to twelve months. The change was implemented so food service would be available for dormitory residents during the summer months, resulting in increased dormitory use in the summer. There currently are two students living in the dorms and do not anticipate summer occupancy increasing in the foreseeable future. Therefore, the current work load does not support the twelve month contract. Mr. McDowell recommended that Mrs. Hayne's current contract terminate on July 17, 2009 and then follow the normal nine-month duration, beginning on August 14, 2009 and going through May 14, 2010. Mr. Rupp moved to approve the change in contract for Sandra Haynes, as presented. Mr. Rose seconded and the motion was unanimously passed.

ACTION No recommendation for the appointment of a social science instructor was forthcoming so no action was taken.

ACTION Dr. Holcomb requested the Board consider changing the position of Learning Skills Lab director to Learning Skills Lab coordinator. The position would no longer be the chief examiner for the GED test or be overseeing the workload of the Testing Center. Those duties have been assumed by Janet Martindale, Testing Center coordinator. The Learning Skills Lab coordinator will be supervised by Diane McQueen. Mr. Varney moved to accept the recommendation and approve the changes listed; second by Mr. Rupp. Motion carried unanimously.

ACTION Dr. Holcomb presented three new programs: namely, Entrepreneurship Certificate, Plate Welding Certificate, and Associate of Applied Science in Web Design. Mr. Rupp moved to approve the new programs, as presented; second by Mr. Rose. Motion carried unanimously.

ACTION The Board was requested to approve a new instructor position to teach on-site and online classes for the Entrepreneurship Certificate program as well as supplement courses outside of the Entrepreneurship program This position will be a grant funded position. Mr. Rupp moved to approve the new Entrepreneurship instructor position, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION The Board was requested to approve the Memorandum of Agreement for concurrent enrollment courses with all of the participating school districts. Ms. Woehl, associate dean for learning and outreach, informed the Board that the purpose of the agreement is to ensure that students enrolling in concurrent high school and college courses at EWC will have the same quality learning experiences as on-campus students. Each agreement has the specific information pertaining to the school district's charges with the rest of the terms of the agreement the same. Mr. Nash moved and Mr. Davis seconded the motion to approve the Memorandum of Agreement for concurrent enrollment with the participating school districts, as presented. Motion carried unanimously.

ACTION An agreement between the Wyoming Department of Corrections and Eastern Wyoming College for educational services was brought before the Board for their consideration. Dr. Ludwig noted the purpose of the agreement is to provide education to Wyoming Department of Corrections inmates through classes offered by EWC. All instructors will be pre-approved by EWC utilizing processes currently in place including Division Chair review and appropriate qualifications. EWC will provide credit or non-credit classes for WDOC. The arrangements will be made through the Workforce Development Office and/or the Outreach Office. If the class is a credit offering, participating students will receive appropriate

post-secondary credit from EWC upon the successful completion of the course. Mr. Rupp moved to approve the agreement between the Wyoming Department of Corrections and Eastern Wyoming College for educational services, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION The Board was requested to approve a lease agreement with St. Joseph's Children's Home for property on Highway 92. The agreement reached includes a yearly lease of \$16,000 and will provide housing for 12 female students with an additional apartment area for either residence assistants or other staff members. The fire marshal visited the property and sent a letter which included minor modifications which are being addressed by St. Joseph's staff. Dr. Ludwig noted that it is anticipated that EWC staff will assess the viability and successfulness of the project at the end of the upcoming academic year. It is hoped this help address the anticipated housing shortage for students this fall semester. Mrs. Asmus moved to approve the lease agreement for the St. Joseph's property for one year, as presented. Second by Mr. Davis. Motion carried unanimously.

ACTION The Board was informed that Dr. Lorna Stickel has received word that she has been awarded the Wyoming NASA Space Grant Faculty Education Enhancement Grant in the amount of \$10,000. Dr. Ludwig requested authorization to distribute the grant through the business office for the supplemental salary and supplies as outlined in the proposal. Mr. Varney moved to approve distribution of the grant through the EWC Business Office for the supplemental salary and supplies as outlined in the proposal. Mr. Davis seconded and the motion was unanimously carried.

ACTION The Board was requested to approve the appointment of Ashley Harpstreith to the position of ETSS Grant/Workforce Coordinator. Mr. Rupp moved and Mr. Davis seconded the motion to approve the appointment of Ashley Harpstreith to the position of ETSS Grant/Workforce Coordinator, as presented. Motion carried unanimously.

ACTION Mr. Laher informed the Board that EWC would like to enter into a service agreement with Safety-Kleen Systems, Inc., of Casper for \$2,350 to package, transport, and dispose of unidentifiable waste chemicals that are stored on campus. Mr. Rupp moved to approve the Terms and Conditions contract with Safety-Kleen Systems, Inc., as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION In order to designate Ron Laher as Authorized Officer and Karen Parriott as Authorized Representative for the purpose of managing EWC's credit card account through U.S. Bank, the Board was requested to ratify the U.S. Bank agreements. Mr. Varney moved and Mr. Davis seconded the motion to ratify the U.S. Bank agreements, as presented. Motion carried unanimously.

The Board received updates from human resources, institutional development, learning, institutional effectiveness and student services.

Dr. Ludwig presented the Spring 2009 Enrollment Report. The Spring 2009 headcount increased 8.9% and the FTE increased 8.2%. Full-time headcount was up 54 students and part-time headcount was up 77 students resulting in a total incline of 131 students.

Trustee Issues:

ACTION The Board discussed a response to the Wyoming Community College Commission on tuition. The discussion centered around whether it would be beneficial for EWC to support efforts to charge tuition according to a linear model or to keep the current tuition model. Following the discussion, Mr. Varney moved to leave it like it is; second by Mr. Davis. Motion carried unanimously.

The Board discussed possible dates for a board retreat. Holly Branham and Dr. Armstrong will review the available dates and determine if there is a date when all the Trustees are available to meet. The Trustees indicated they prefer having the retreat locally.

Trustee Comments:

Dr. Armstrong provided an update on the sound system. The college is working with a company out of Denver to develop a viable sound system for the board room.

Tom McDowell provided an update on the Fox Lawson study.

There being no further business the meeting was adjourned at 8:20 p.m.

The Eastern Wyoming College Board of Trustees
August 11, 2009
Dolores Kaufman Board Room

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on August 11, 2009, at 5:45 p.m. in the Dolores Kaufman Board Room.

Those members attending were Jim Davis, Jeff Rose, George Nash, Sherri Lovercheck, Mike Varney, Carl Rupp, and Julene Asmus.

The meeting was called to order at 5:45 p.m. by Board President Lovercheck.

New EWC custodians John Hale, Cindy Hiegel, and Michael Schick were introduced to the Board of Trustees.

ACTION The Board was requested to approve the agenda with the addition of an executive session. Mr. Varney moved and Mr. Nash seconded the motion to approve the agenda with the addition. Motion carried unanimously.

Dr. Armstrong presented the president's report.

ACTION The consent agenda was reviewed by the Board. Mrs. Asmus moved to approve the consent agenda, which included the renewal of the Goshen Community Theatre agreement, the Service and Equipment contract with Embarq, the Pinnacle Bank Entity Authorization Resolution, the solicitation of bids for a replacement motor pool vehicle, the Ideal Linen Supply agreement form, the WYCOM Factory-Direct Maintenance agreement renewal, the corrected FY-09 Final Budget Schedule, the Attachment #2–Memorandum of Understanding between EWC and UW, the Amendment #1 to the Memorandum of Implementation for the Cooperative Agreement between EWC and UW, the appointment of Jennifer Hart to the position of Social Science instructor and the resignation of Pamela Palermo, EWC Financial Aid Director. Seconded by Mr. Varney and the motion was unanimously passed.

ACTION The minutes from the July 15, 2009 meeting were reviewed by the Board. Mrs. Lovercheck requested the minutes reflect in the narrative of the discussion of the response to the WCCC on tuition that EWC wishes to leave tuition the same as it is currently. Mr. Nash moved to approve the minutes as amended; second by Mr. Rupp. Motion carried unanimously.

ACTION The Board reviewed the compressed gas bids. Mr. Nash commented on the fact that the Metal Shop did not submit a bid and Mr. Nash was concerned that we not eliminate local vendors in the bid process. Mr. Evans suggested we may want to craft our purchasing policy to reflect the Board's desire to shop locally. Mr. Nash moved to approve the compressed gases bid from Linweld for FY-2010, which reflected a potential savings of \$7,172.05. Mr. Davis seconded and the motion was unanimously passed.

ACTION A discussion was held regarding the request to solicit proposals for television service to the residence halls and other campus sites. The Board was informed that currently television services is provided by James Cable LLC at a cost of \$1,154 per month. The costs for service are increasing by \$179% and James Cable would like EWC to enter into a formal three year service agreement at a new cost of \$3,219 per month for a total cost of \$115,882 over the agreement period. In an effort to minimize the financial impact, Mr. Woods requested permission to solicit proposals from all available satellite and cable providers. Mr. Woods has researched the possibility of using a satellite television service and found that both DirecTV and Dish Network would provide service to the college, though some initial capital investment may be necessary. Following the discussion, Mr. Varney moved and Mr. Rupp seconded the motion to approve the solicitation of proposals for television service to the residence halls and other campus sites. Motion carried unanimously.

ACTION The Board was requested to approve the solicitation of bids for FY-2010 Welding Technology electrodes and supplies. The Board was informed that the Eastern

Wyoming College Welding Technology Department spends \$25,000 to \$30,000 annually on welding electrodes and wire. In order to have the necessary supplies on hand at the beginning of the 2009 fall semester and receive the best quantity discount available, Mr. Woods requested approval to select the best bid in advance of the Board's review. The Board will be provided copies of the bids and the bid analysis leading to the purchase decision at the September board meeting. Mr. Woods noted that future bidding for these materials will be accomplished in May, after conducting a year-end inventory of unused materials. Mr. Rose moved to approve the solicitation of bids for FY-2010 Welding Technology electrodes and supplies. Mr. Rupp seconded and the motion was unanimously passed.

A demonstration of the campus portal, LancerNet, was presented by Darci Duran, Tyler Vasko, and Aaron Bahmer.

ACTION Mr. Laher presented the financial report and the budget transfers from July. In addition, Mr. Laher briefed the Board on the progress and status of various construction projects underway. A motion was made by Mr. Varney to approve the financial report and ratify the July budget transfers, as presented. Mr. Davis seconded. Motion carried unanimously.

ACTION The Board was requested to approve the modifications to Administrative Rule 2.0.2 Faculty Council. Dr. Holcomb requested changing the Faculty Council to the Curriculum and Learning Council. The Curriculum and Learning Council will provide oversight over curriculum, program review, academic calendar, graduation requirements, outcomes assessment, learning policies, and other teaching and learning initiatives. Mr. Rupp moved to approve the modifications to Administrative Rule 2.0.2 Faculty Council, as presented. Mr. Davis seconded and the motion was unanimously passed.

ACTION Dr. Cogdill informed the Board that a Community Oriented Policing Services (COPS) grant was submitted to the U.S. Department of Justice and received by the Torrington Police Department. The TPD contacted Dr. Cogdill to see if EWC would be interested in participating as a partner in the grant. The purpose of the program is to create jobs by offering funding for newly hired police officers or to allow for the re-hiring of laid off officers. The grant is funded through the federal government's American Recovery and Reinvestment Act. The grant will fund the employment costs of a police officer to provide security and other services to EWC. The grant will pay the officer's salary for a minimum of 36 months. At the end of this time, the TPD and EWC will split the costs of the salary and fringe benefits for 12 additional months. EWC will have the ability to assign this officer to a variety of tasks. These could include providing security for college events, patrolling the campus, providing security checks in the residence halls, providing instruction for student groups or in the classroom. For those times that EWC is not able to use the officer, the officer would be available to the Torrington Police Department for their use. Mr. Nash moved and Mr. Davis seconded the motion to approve the COPS grant, as presented. Motion carried unanimously.

ACTION Keith Jarvis, physical plant director, requested the Board consider a reorganization of the custodial department. Mr. Jarvis indicated that in an effort to maximize the efficiency of the existing custodial staff, it has become apparent that there is a great need to have a supervisor available and on site to guide the daily cleaning and routine maintenance activities. Mr. Jarvis proposed increasing an existing part-time position to a full-time Evening Custodial Supervisor. The duties of the position include the supervision of the evening crew, filling in while other staff are on paid leave, and performing maintenance duties that are more easily accomplished during off-peak hours. Both Mr. Laher and Dr. Armstrong support the reorganization plan. Mr. Rupp moved to approve the request for reorganization of the custodial department. Mr. Varney seconded and the motion was unanimously passed.

The Board of Trustees received updates from human resources, learning, institutional effectiveness, student services and college relations.

Dr. Ludwig presented the Annual Enrollment Report. The report indicated the annual headcount for 2008-2009 increased by 98 students for a 2.9% increase in the total number of students enrolled. Full-time and part-time enrollment increased in most semesters; however,

part-time Fall 2008 decreased by 67 students or 6.6%. The annual full-time enrollment increased by 88 (8.5%) students, and the annual part-time enrollment increased by 10 (0.44%) students. Outreach had an increase of 147 (11.6%) students and Goshen County had a decrease of 49 (2.4%) students. Total Headcount was up 49 (2.9%) students. The annualized FTE for 2008-09 increased by 69.08 (6.6%) FTE. The FTE was up in all semesters.

Trustee Issues:

The Board agreed to hold a board retreat with Dr. Armstrong on Thursday, September 3, 2009 from noon to 4 p.m. The Board identified the following as items for discussion at the first retreat: Statewide mill levy, consensus on consent agenda, communication with president's office, fall outreach trip, and the discussion of future construction projects.

Mr. Nash and Mr. Davis suggested possible development of a decal which would include the service area map and the EWC logo. Mr. Nash suggested the decal could be sent to registered new students. It was agreed that this could be discussed further at a retreat.

ACTION The Board was requested to appoint Dr. Armstrong as EWC's representative to cast EWC's vote on the Statewide Strategic Plan. Mr. Rupp moved and Mr. Varney seconded the motion to approve the appointment of Dr. Armstrong as EWC's designee for the Statewide Strategic Plan approval process, as presented. Motion carried unanimously.

ACTION Mr. Varney moved and Mr. Davis seconded the motion to adjourn to executive session to discuss personnel. Motion carried unanimously.

The regular meeting was reconvened at 8:35 p.m.

ACTION Mrs. Asmus moved to approve the salary exception in the salary range up to \$95,000 and hire a Vice President for Financial Affairs. Mr. Rose seconded and the motion unanimously passed.

There being no further business the meeting was adjourned at 8:40 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

Carl Rupp, Secretary

The Eastern Wyoming College Board of Trustees
September 8, 2009
Dolores Kaufman Board Room

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on September 8, 2009, at 4:00 p.m. in the Dolores Kaufman Board Room.

Those members present were Mike Varney, Carl Rupp, Julene Asmus, Jim Davis, George Nash, Sherri Lovercheck and Jeff Rose.

The meeting was called to order by Board President Lovercheck at 4:00 p.m.

Residence Hall Director Kellee Gooder and the EWC Residence Hall Assistants were introduced to the Board.

Debbie Ochsner introduced the Student Senate officers.

New employees were introduced to the Board. Those introduced were: Financial Aid Specialist Andrea Miller, Social Science instructor Jennifer Hart, Vice President for Financial Affairs Bob Cox, Learning Skills Lab Coordinator Courtney Merrigan, Livestock Judging Coach Robert Eirich, and Entrepreneurship Instructor Earl Kisiel.

Mr. Rupp read a thank you note the Board had received.

ACTION The Board was requested to add an item to the agenda; namely, library contract with FMG for Films on Demand. Mr. Varney moved and Mr. Rupp seconded the motion to approve the agenda with the addition. Motion carried unanimously.

Dr. Armstrong presented the president's report.

ACTION The Board then considered the consent agenda. Mr. Nash moved and Mr. Varney seconded the motion to approve the consent agenda, which included the following: The minutes from the August 11, 2009 meeting and executive session, the Year Five GEAR-UP Memorandum of Understanding, the submission of the Wyoming Department of Energy Facilities Retrofit grant, the submission of the National Community Action Foundation/EXXONMOBIL grant, the submission of the National Collegiate Honors Council Portz grant, the bank authorizations, the appointment of Bob Cox as Assistant Treasurer to the Board of Trustees, change order #3 for Phase 2 of the EWC Eastern Hall Mechanical Upgrade project, the bid for a motor pool replacement vehicle from Big Sky Ford in the amount of \$19,125 for a 2010 Ford Fusion, and the appropriation of \$9,000 in carryover revenue for the purchase of a replacement water softener for the VPJAC. In addition, the consent agenda included the ratification of: the fixed price propane contract with Panhandle Cooperative Association to provide 2100 gallons of LP gas at \$1.39 per gallon for the St. Joseph's residence hall, the appointment of Bob Cox to the position of Vice President for Financial Affairs, the appointment of Courtney Merrigan to the position of Learning Skills Lab Coordinator, the appointment of Earl Kisiel to the position of Entrepreneurship Instructor, and the request to purchase replacement chiller compressors for the VPJAC .

ACTION Ron Laher and Bob Cox presented the financial report and budget transfers for Board consideration. Mr. Jarvis presented an update on the various construction projects. Mr. Rupp moved to approve the financial report and ratify the August budget transfers, as presented. Mr. Davis seconded and the motion was unanimously passed.

ACTION The Board was informed that the library contract with FMG for Films on Demand provides the college with 24/7 access to educational films. The films may be linked to assignments in Blackboard, used in classrooms and students may utilize them in classroom presentations. This is a consortia purchase by the Wyoming Community College Commission and all the community colleges reap the benefit of this database. The cost to the Commission will be \$9,500 before the discount for both collection families. Mr. Davis moved to approve the

contract with FMG for Films on Demand, as presented. Second by Mr. Varney. Motion carried unanimously.

The Board of Trustees received updates from the offices of College Relations, Learning, Institutional Effectiveness, Student Services and Institutional Development.

The On-Campus 1 Day Enrollment Report for Fall 2009 indicated that On-Campus headcount on the first day of classes showed a 12.6% increase compared to Fall 2008. Full-time headcount was up 38 students, and part-time headcount was up 39 students for a total increase of 77 students. The number of first-time, full-time was up 25 students; and the number of first-time, part-time was up 11 students for a total increase of 36 first-time students. The number of previously enrolled, full-time was up 13 students and part-time was up 28 students for a total increase of 41 previous students. Full-time student headcount was 71 students for a total increase of 41 previous students. Full-time student headcount was 71 students above the five-year average and part-time student headcount was 14 students above the 5 year average. Total headcount was 65 students above the 5 year average. On-campus first day FTE showed an increase of 52.59 FTE compared to Fall 2008. The Fall 2009 first day FTE was 84.14 above the five-year average.

Dr. Cogdill informed the Board that the residence hall has a total of 174 students in the three residence halls. Total capacity is 179. In addition, Dr. Cogdill provided the Board with a draft of the H1N1 Protocol for faculty and staff at EWC. The college is working closely with the Public Health Office and Banner Medical Clinic as well as staying current with the recommendations provided by the Center for Disease Control.

Human Resources Director Tom McDowell provided the Board with an update on the Fox Lawson and Associates Compensation Study. He noted that the compensation study is divided into three phases. Phase I was the development of a classification structure and this phase has been completed. Phase 2 is the development of a compensation model. Phase 2 is currently being worked on and should be completed by the middle to the end of October. Phase 3 is the implementation of the plan and is targeted for November.

Trustee Issues:

Mrs. Lovercheck noted that a WACCT meeting will be held on September 15, 2009 at 9:00 a.m. at Casper College. The Community College Planning Task Force meeting is being held the same day at 1:30 p.m.

There being no further business the meeting was adjourned at 5:20 p.m.

Following the meeting, the EWC Board of Trustees and the Goshen County School District Board of Trustees held a joint meeting. The meeting was an opportunity for the two boards to socialize and discuss the merits of holding future meetings to discuss issues of interest to both boards.

The Eastern Wyoming College Board of Trustees
October 13, 2009
Dolores Kaufman Board Room

Board Work Session Minutes

The Eastern Wyoming College Board of Trustees held a work session on October 13, 2009 at 4:15 p.m. Mr. Wayne Herr of McGee, Hearne & Paiz was on hand to present the fiscal year 2009 Audit Report. The following board members were present: Sherri Lovercheck, George Nash, Jim Davis, Mike Varney, and Carl Rupp. Following the presentation by Mr. Herr, the work session was adjourned at 5:00 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on October 13, 2009, at 5:45 p.m. in the Dolores Kaufman Board Room.

Those members present were Mike Varney, Carl Rupp, Julene Asmus, Sherri Lovercheck, George Nash, Jim Davis, and Jeff Rose.

The meeting was called to order by Board President Lovercheck at 5:45 p.m.

Henry Prado, new evening custodian supervisor was introduced to the Board

Debbie Ochsner introduced the Civitas Award recipients : The groups award went to Daniel Fielder and Anne Hilton for the Honors program and the students involved with Project Stay. Faculty and staff winners were Leland Vetter, Lynn Bedient, and Anne Gardetto. The student winners were Ian Hatcher, April Cumin, and Kevin Kellogg.

Rustin Roth presented the Student Senate update.

ACTION The Board was requested to consider the agenda with the addition of a request for approval to submit the Energy Partner Sector grant. Mr. Nash moved and Mr. Davis seconded the motion to approve the agenda with the addition. The motion carried unanimously.

Mr. Rupp shared the thank you notes received.

Dr. Armstrong presented the president's report.

ACTION The consent agenda was considered by the Board. Mr. Varney moved and Mr. Nash seconded the motion to approve the consent agenda, which included the following: the minutes of the August 19, 2009 special meeting and the September 8, 2009 meeting, the FY-2009 Audit Report, the bank resolutions, the television services bid with DirecTV, the change order from Anderson Carpet, the 2008-2009 Campus Resource Officer Agreement with the City of Torrington, the 2009-2013 Community Oriented Policing Services (COPS) Grant Agreement with the City of Torrington, the submission of the Global Studies/Second Language Grant, the ratification of the submission of the American Recovery and Reinvestment Act 2009 SEP-ARRA Retrofit Program Grant, and the ratification of the submission of the Met-Life Community College Excellence Grant. Motion carried unanimously.

ACTION The financial report and budget transfers were presented by Mr. Bob Cox, EWC Vice President for Financial Affairs. In addition, Mr. Jarvis provided the Board with an update on the construction projects. Mr. Davis moved and Mr. Varney seconded the motion to approve the financial report and budget transfers, as presented. Motion carried unanimously.

ACTION Mr. Clark Burden, Executive Director of Wyoming Child and Family Development and Kerry Bullington, Director of the Torrington Learning Center were on hand to present the proposed paving plan for the Torrington Learning Center parking lot. Mr. Burden informed the Board that they have been able to secure enough grant funding to cover the cost of area 1, 2 and part of area 3. They have \$163,000 in grant funding and \$50,000 from Wyoming Child and Family Development operating funds for a total of \$213,000. If approved by the Board of Trustees,

they plan to go to bid in February, with the work being done in June and July. A motion was made by Mr. Varney and seconded by Mr. Nash to approve the Torrington Learning Center paving plan pending review of Torrington Learning Center's civil engineering plan once it is developed. Motion carried unanimously.

ACTION The Board was requested to approve a new position of Douglas Building and Grounds Manager to be funded through the Converse County BOCES. The proposal calls for the position to be a full-time EWC benefitted position, but charged to the Douglas BOCES for FY-10. The funding will be reviewed during the development of the FY-11 Budget. The position will be a Level 2, Step 5 on the EWC salary schedule. The total salary and benefits will be approximately \$41,910. Mr. Davis moved to approve the new position of Douglas Building and Grounds Manager funded through the Converse County BOCES for FY-10, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION Mr. Cox requested the Board consider an increase in the 2010-2011 Room and Board fee schedule. Mr. Cox proposed a 3.8% increase to room and board rates. For a regular semi-private room and 17 meals per week meal plan, the semester cost would be \$1,903 as compared to \$1,833 for the current year. Mr. Cox noted that last year no increases were approved, except that a price differential was established for Lancer Hall suites. Mr. Rupp moved to approve the 2010-2011 room and board fee schedule, as presented. Second by Mr. Varney. Motion carried unanimously.

ACTION Dr. Cogdill presented the revised academic calendar. The proposed revision to the academic calendar for 2010-2011 was requested to allow Financial Aid the time to award the aid after the fall term grades have been posted. Two additional summer terms were added. All summer terms will meet Monday through Thursday. These two summer sessions overlap the current twelve week term. The first six week term will allow opportunities for spring enrolled students to continue with a class or two in the first summer term. The second six week term will be for newly graduated high school students. Classes during this term will include College Studies and a few General Education classes. The twelve week term will be for students needing remediation. An in-service day has been inserted into the fall term. Following a lengthy discussion, Mr. Davis moved to approve the revised academic calendar for 2010-2011, as presented. Mr. Rupp seconded. The motion passed with Mr. Rose and Mrs. Lovercheck opposing the motion.

ACTION The Board was requested to approve the submission of the Energy Partner Sector Grant. Dr. Ludwig informed the Board that the Institutional Effectiveness Office was asked by the Wyoming Department of Workforce Services to join a Wyoming consortium to partner in an application for an Energy Partner Sector Grant through federal stimulus funding. EWC will target training for the following industries:

- The energy-efficient building, construction, and retrofit industries;
- Renewable power industry; and
- Energy efficiency assessment industry serving residential, commercial, or industrial sectors

The green occupations the college will target will be green construction, environmental protection, and renewable energy production. The total amount requested for EWC will be \$332,500. Mr. Varney moved and Mr. Davis seconded the motion to approve submission of the Energy Partner Sector Grant, as presented. Motion was unanimously passed.

The Board of Trustees received updates from the following offices: Student Services, College Relations, Human Resources, Institutional Development, and Institutional Effectiveness.

The Summer 2009 Enrollment Report was presented to the Board. The report indicated that EWC experienced a 22.0% increase in total student headcount as compared to Summer 2008. The total student headcount of 393 students reflects an overall increase of 71 students. Not including Law Enforcement Academy (LEA), fulltime enrollment was up 94 students (31.4%). Full Time Enrollment (FTE) decreased by 21.86 (19.6%). Not including LEA, FTE was up 0.81 (0.9%). There were no LEA classes offered this summer. EWC experienced an increase of 0.50 (0/6%) FTE compared to Summer 2008. Goshen County had an increase of 9.5 (20%) FTE. The total FTE distribution was 36% Outreach and 64% Goshen County.

The Day 10 Enrollment Report was presented and indicated the on-campus headcount on the tenth day of classes showed an 11.8% increase compared to Fall 2008. Full-time headcount was up 41 students, and part-time headcount was up 34 students for a total increase of 75 students. The number of first-time, full-time students was up 23 students; and the number of first-time, part-time students was up 17 students for a total incline of 40 first time students. The number of previously enrolled, full-time students was up 18 students and the number of previously enrolled part-time was up 17 students. First-time student headcount was 38 above the five-year average for full-time and 5 above the five-year average for part-time students. Previously enrolled student headcount was 34 students above the five-year average for full-time and 5 students above the five-year average for part-time. Compared to the first day of classes, full-time headcount has increased by five students, and part-time has increased by 17 students. On-campus tenth day FTE showed an increase of 54.58 FTE compared to Fall 2008. This reflects an increase of 2.25 FTE from the first day of classes. The Fall 2009 tenth day FTE was 86.02 above the five-year average.

In addition, Dr. Ludwig presented reports on the Community College Survey of Student Engagement, the Fall 2009 Core Indicators as presented to the Commission and the Partnership Report.

The Board discussed the suggested dates for a trip to the Outreach sites to our west; Guernsey, Wheatland, Douglas, Glenrock. It was the consensus of the Board that the dates of November 19-20, 2009 would work the best.

A board retreat was scheduled for November 3, 2009 to be held at the Holiday Inn Express from noon to 4:00 p.m. to discuss personnel policies and the Fox Lawson report.

ACTION A discussion was held regarding the nomination of a trustee for the WACCT Trustee Award. Mr. Nash moved to nominate Mr. Jim Davis as EWC's Nominee for the Trustee Award for his years of service on the board and with the BOCES. Mr. Varney seconded and the motion was unanimously passed.

ACTION The Board was requested to change the meeting date for November from November 10 to November 17 since both Mrs. Lovercheck and Dr. Armstrong will be out of town. A motion was made by Mrs. Asmus and seconded by Mr. Varney to move the date of the next board meeting to November 17th. Motion carried unanimously.

Trustee Comments:

Dr. Armstrong provided an update on the sound system. He noted that a demonstration had been done with one sound system and the system had presented some logistical problems. He noted that the administration had tried an alternate set up for the board meeting to see if it would help with the sound issue. Board members seemed to like the new setup except for the location of the projector for the presentations.

A trustee asked about the film "Food Inc." and whether the film was to be brought back for review by the foundation members. One trustee indicated he would like to see the college proceed with bringing back the film. Another trustee indicated he was not interested in viewing the film and thought it would be best to move forward. Dr. Armstrong related his meeting with the Farm Bureau Board of Directors regarding the film. His sense was that the Farm Bureau Board was not interested in bringing the film in for viewing again.

There being no further business the meeting adjourned at 8:10 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

Carl Rupp, Secretary

Eastern Wyoming College Board of Trustees
November 3, 2009
Dolores Kaufman Board Room

Board Retreat

The Eastern Wyoming College Board of Trustees met for a special session on November 3, 2009 at noon in the Dolores Kaufman Board Room.

Those members attending were Sherri Lovercheck, Carl Rupp, Julene Asmus, Mike Varney, George Nash, Jim Davis and Jeff Rose. Also in attendance were Dr. Armstrong, Bob Cox, Tom McDowell and Holly Branham.

The meeting was called to order at 12:30 p.m. by Board President Lovercheck.

The first topic on the agenda was a review of the compensation study. Dr. Armstrong presented the philosophy of the study, which is that everyone gets to at least the minimum of their band, that no one has their salary cut, and that increases are distributed equitably across the bands.

Dr. Armstrong complimented the Personnel Advisory Council for their hard work in developing the philosophy and the work related to the compensation study. Mr. McDowell noted the compensation plan is a work in progress.

Devin Grdinic from Fox Lawson explained the process for developing the job classifications, the job descriptions, job evaluation, salary bands, and conducting the market analysis.

The Board discussed the Fox Lawson study and the proposed compensation plan.

The discussion turned to the personnel policies being proposed for revisions. Those policies included were: Policy 3.2 Appointment of Faculty and Staff and the associated Administrative Rule 3.2.3 Probation Period, Policy 3.3 Continuing Contract/Tenure, and Policy 3.29 Contract Policy.

The proposed revisions will be taken to the November 17, 2009 board meeting for first reading.

ACTION The Board reviewed and discussed the Wyoming Community College Commission Statewide Strategic Plan. It was necessary for the Board to take formal action on the plan as the colleges will be asked to approve the plan at the Community College Planning Task Force later in the week. Mr. Varney moved to go on record as approving the plan and including the comments from the seven community colleges; second by Mrs. Asmus. Motion was unanimously passed including Board President Lovercheck.

Mrs. Lovercheck noted that the WACCT will be meeting to conduct interviews for the WACCT executive director position and to hold discussions of possible means to generate additional revenue to support community colleges.

There being no further business the meeting was adjourned at 4:15 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

Carl Rupp, Secretary

**Eastern Wyoming College Board of Trustees
November 17, 2009
Dolores Kaufman Board Room**

Board Work Session

The Eastern Wyoming College Board of Trustees met in a work session on November 17, 2009, at 4:00 p.m. in the Dolores Kaufman Board Room. Meeting with the Board were University of Wyoming President Tom Buchanan, UW Board of Trustees President Chuck Brown, and Don Richards from the UW Governmental, Community & Legal Affairs Office. President Buchanan provided information regarding community college transfer students, EWC's students transferring to the University and partnerships between EWC and UW.

The work session was adjourned at 5:15 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on November 17, 2009, at 6:00 p.m. in the Dolores Kaufman Board Room.

Those members attending were Jeff Rose, George Nash, Sherri Lovercheck, Julene Asmus, Carl Rupp and Mike Varney. Mrs. Lovercheck noted that Mr. Davis' absence was excused.

Debbie Ochsner, Student Senate Sponsor introduced the recipients of the Civitas awards. Student recipients were April Cummin, Sam Zalesky, Angela Matsamus And Kevin Kellogg. Faculty and staff recipients were Wayne Deahl, Lynn Wamboldt, and Vigi Garcia. The Group award was presented to Wayne Deahl and Dr. Rick Patterson for their involvement with the "Faces of Addiction" Wyoming Humanities Council program.

Student Senate Vice President Gabe Maas updated the Board on Student Senate activities.

ACTION The Board was requested to consider the agenda. Mr. Rose moved and Mr. Nash seconded the motion to approve the agenda, as presented. Motion carried unanimously.

Mr. Rupp shared correspondence with the Board.

Dr. Armstrong presented his president's update.

ACTION The consent agenda was considered by the Board. Mr. Varney moved and Mr. Nash seconded the motion to approve the consent agenda, which included the minutes from the October 13, 2009 meeting, the minutes from the November 3, 2009 retreat, the agreement with Goshen County Construction for Eastern Hall HVAC Project Phase III, solicitation of bids for a skid loader, the Bookstore Renovation Phase 1, and the Memorandum of Understanding between EWC and ServeWyoming. Motion was unanimously passed.

ACTION The solicitation of bids for a Weatherization Mobile Lab was considered by the Board. Dr. Armstrong noted the grant focuses on weatherization needs and will result in the Construction Technology Program being repackaged. He further stated no new houses will be built. The Curriculum and Learning Council will be working with John Ely to develop the weatherization curriculum. Mr. Nash moved and Mr. Rose seconded the motion to approve the solicitation of bids for the weatherization mobile lab, as presented. Motion carried unanimously.

ACTION Mr. Cox presented the financial report and related budget transfers. Mr. Rupp moved to approve the financial report and budget transfers, as presented. Mr. Rose seconded and the motion was unanimously passed.

ACTION The compensation plan for fiscal year 2010 was brought before the Board for their consideration. Discussion ensued regarding the compensation study and whether the 4% salary funds should be used for other needs. Mr. Cox and Mr. McDowell provided further clarification of the plan and the funds set aside for the salary increase. Mr. Rupp moved to approve the FY-2010 compensation plan, as presented; second by Mr. Rose. Motion passed with Mr. Nash opposing.

ACTION The Board was requested to approve a new massage therapy program beginning the fall term of 2010. The program will prepare students for careers in massage therapy. The curriculum meets the accreditation standards set by the Integrative Massage and Somatic Therapies Accreditation Council, a division of Associated Bodywork and Massage Professionals. For the time being, adjunct instructors will be hired. Mr. Nash moved and Mr. Rose seconded the motion to approve the new massage therapy program. Motion carried unanimously.

Updates were provided from the offices of Learning, Student Services, Human Resources and Institutional Effectiveness.

The October 15 Enrollment Report was presented to the Board. The report indicated that on October 15, 2009 the headcount increased 3.4% and the FTE increased 6.8%. Full-time headcount was up 70 students and part-time headcount was down 21 students resulting in a total increase of 49 students. The number of students who attended EWC for the first time in Fall 2009 was up 35 full-time students and up 29 part-time students. The number of students who had attended EWC anytime prior to Fall 2009 was up 35 full-time students and down 50 part-time students. Goshen County was up 44 full-time students and down 35 part-time students, and outreach increased by 26 full-time students and increased 14 part-time students. Goshen County FTE increased by 43.88 FTE, and outreach increased by 29.25 FTE. Outreach accounted for 34.9% of the FTE.

Mrs. Lovercheck informed the Trustees that the WACCT Executive Director position has been offered to Steve Bahmer from Cheyenne. They are currently working on the contract and hope for it to be signed this week. Mr. Bahmer will be attending the December 7th WACCT meeting in Casper.

ACTION A discussion was held regarding the resolution passed by the Northwest College Board of Trustees requesting the Wyoming Legislature pass legislation for a one-quarter of 1% sales tax on taxable goods and services. They also requested that the funds generated by the tax be dedicated as supplemental income for the seven community colleges. Discussion ensued with Trustees voicing their support in finding a definite funding stream for community colleges, however some Trustees were concerned about this particular proposal as there was not adequate information on how it would work. Following the discussion, Mr. Varney moved to indicate the EWC Trustees voice their support in pursuing some type of revenue generating legislation, such as the assessment of a one-quarter of one percent sales tax on taxable goods and services with the funds generated be dedicated as supplemental income for the seven community colleges. Mr. Nash seconded and the motion carried with Mr. Rupp opposing.

Mrs. Lovercheck thanked Dr. Holcomb for developing the international studies trip to Italy.

Dr. Ludwig was asked to bring dates for the spring outreach trip to the next meeting.

ACTION Mr. Nash discussed the need to place Torrington, Wyoming on all EWC vehicles and the mobile welding lab. Discussion ensued. Tami Afdahl, Director of College Relations indicated that it was her opinion that Eastern Wyoming College is larger than just Torrington and that she would prefer placing the names of our entire district and service area on the vehicles. Following the discussion, Mr. Nash moved to place Torrington, Wyoming on all EWC vehicles. Mr. Varney seconded. The motion failed with Mr. Nash and Mrs. Lovercheck in favor and Mr. Rupp, Mr. Varney, Mrs. Asmus and Mr. Rose opposing.

Mr. Nash requested an update on the Ag program be placed on the January agenda.

There being no further business the meeting was adjourned at 8:45 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

Carl Rupp, Secretary

**Eastern Wyoming College Board of Trustees
December 8, 2009
Dolores Kaufman Board Room**

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on December 8, 2009 at 3:30 p.m. in the Dolores Kaufman Board Room.

Those members present were Carl Rupp, Sherri Lovercheck, Julene Asmus, Mike Varney, George Nash, Jim Davis and Jeff Rose.

ACTION At 3:30 p.m. George Nash moved and Mike Varney seconded to adjourn to executive session to discuss personnel. Motion was unanimously passed.

Following the discussion, the Board adjourned the executive session at 5:00 p.m. and took the following action:

ACTION George Nash moved to give Tom Armstrong a 4% pay increase retroactive to July 1, 2009. Mike Varney seconded. Motion carried unanimously.

The meeting was recessed for dinner and was then reconvened at 5:45 p.m.

Mr. Davis thanked everyone for their concern and care during his recent illness.

Debbie Ochsner, Student Senate sponsor introduced the Civitas awards recipients. Student awards went to Brice Martin, Evan Kemp, and Jamie Black. Faculty and Staff awards went to Anne Hilton, Geri Lewis, and Donna Charron.

Rustin Roth presented the Student Senate report.

The election of officers was held with the following results:

President	Sherri Lovercheck
Vice President	Carl Rupp
Secretary	George Nash
Treasurer	Mike Varney

ACTION The Board was requested to consider the agenda for approval. Mr. Nash moved and Mrs. Asmus seconded the motion to approve the agenda. Motion carried unanimously.

Dr. Armstrong provided his update to the Board.

ACTION The Board was requested to consider the consent agenda. Mr. Varney moved and Mr. Davis seconded the motion to approve the consent agenda, which included the minutes from the November 17, 2009 meeting, the designation of depositories at First National Bank, Pinnacle Bank, First State Bank, U.S. Bank, Bank of the West, Platte Valley National Bank, and Converse County Bank, the lease agreement with Crook County School District #1, and the Eastern Wyoming College IRS 403 (b) Plan. The motion was unanimously passed.

ACTION A request to approve the Operating Fund Checking Account with Platte Valley Bank was brought before the Board for their consideration. Mr. Nash moved to approve placing the Operating Fund Checking Account with Platte Valley Bank. Mr. Davis seconded and the motion was passed with Mr. Rupp abstaining due to a conflict of interest.

ACTION The Board was requested to approve the skid steer purchase. There were four responses to the Request for Pricing. Rose Bros Inc.'s bid of \$26,300 was the low bid. Mr. Varney moved and Mr. Davis seconded the motion to approve the skid steer purchase project. The motion carried with Mr. Rose abstaining due to a conflict of interest.

ACTION Mr. Cox presented the financial report and the related schedule of budget transfers that were processed during the current month. Also included with the financial report was the outcome of the Fox Lawson Compensation Survey and the cost of implementing the 4% salary increase. In addition, Mr. Cox included

the Governor's Budget recommendations in his report. Mr. Davis moved to approve the financial report and ratify the November budget transfers. Seconded by Mrs. Asmus. Motion carried unanimously.

ACTION The Board was informed that at the December organizational meeting two trustees are appointed to represent the Board at the WACCT meetings. A discussion was held regarding those individuals interested in serving. Mr. Davis moved to appoint Mr. Varney and Mrs. Lovercheck as the Board representatives to the WACCT; second by Mrs. Asmus. Motion carried unanimously.

ACTION The Board was requested to consider the appointment of an ACCT voting delegate. Mr. Varney moved to approve appointing the Board President (Sherri Lovercheck) to serve as EWC's voting delegate, second by Mr. Nash. Motion carried unanimously.

ACTION The Board then considered the appointment of a board representative to the BOCES. Mr. Davis indicated his wish to remain as the BOCES representative. Mr. Nash moved and Mr. Varney seconded the motion to approve the appointment of Jim Davis as the board representative to BOCES. Motion carried unanimously.

ACTION A request to appoint Bob Cox, Vice President for Finance and Administrative Services as the Assistant Treasurer to the Board was considered for approval. Mr. Rupp moved to appoint Bob Cox, EWC Vice President for Finance and Administrative Services as Assistant Treasurer to the Board; second by Mrs. Asmus. Motion carried unanimously.

ACTION The Board of Trustees and members of the administration completed their disclosure statements as required by law.

Mrs. Lovercheck called for a short break at 6:50 p.m. as Trustees completed their disclosure statements. The meeting reconvened at 7:00 p.m.

ACTION The first reading of the revisions to Board Policy 3.2 Appointment of Faculty and Staff were brought before the Board for their consideration. The most notable revision applied to the first paragraph of the policy. Dr. Armstrong provided three options of the first paragraph for the Board's consideration. Option A stated, "*The Board extends to the College President the authority to employ individuals for all remaining full-time and part-time positions.*" Option B stated, "*The Board extends to the College President the authority to employ individuals for all remaining full-time and part-time positions, except for the Vice President positions. The appointment of the Vice Presidents must be approved by the Board.*" Option C was essentially the same as Option A, but added the statement, "*In the event the position of President is vacated, the Board retains authority to appoint an interim president.*" Mr. Davis moved to approve Option A; second by Mrs. Asmus. Mr. Rupp then moved to amend the motion to add to Option A and Option B the statement "*In the event the position of President is vacated, the Board retains authority to appoint an interim president.*" Mr. Varney seconded and the motion was unanimously passed. Discussion ensued. Following the discussion, the Board then moved to consider the original motion. Motion failed with Mr. Rose, Mr. Davis, and Mrs. Asmus in favor and Mr. Varney, Mr. Nash, Mr. Rupp and Mrs. Lovercheck opposed.

ACTION Mr. Nash then moved to consider the Option B version of Board Policy 3.2 on first reading, as amended. Mr. Varney seconded and the motion passed with Lovercheck, Nash, Rupp, and Varney in favor and Rose, Davis and Asmus opposed.

ACTION Revisions to the Administrative Rule 3.2.2 Interim Appointment was brought before the Board for their consideration. The revisions to the Rule were proposed in order to reflect current titles. Mr. Davis moved to approve the revisions to Administrative Rule 3.2.2. Interim Appointment; second by Mr. Varney. Motion carried unanimously.

ACTION Revisions to the Administrative Rule 3.2.3 Probation Period were brought before the Board for their consideration. The significant change to the Rule increases the length of the probationary period from six months to one year. Mr. Rupp

moved to approve the revisions to Administrative Rule 3.2.3 Probation Period, as presented. Mr. Davis seconded. Motion carried unanimously.

ACTION The revisions to the Continuing Contract/Tenure Policy 3.3 were reviewed by the Board. Revisions detail the changes provided in Board Policy 3.2. Mr. Rupp moved to approve on first reading the revisions to the Continuing Contract/Tenure Policy 3.3, as presented. Second by Mr. Davis and the motion was unanimously passed.

ACTION First reading of the revisions to the Contract Policy 3.29 was held. The revisions to the policy identifies employees that will be given annual contracts. Mr. Davis moved to approve on first reading the Contract Policy 3.29, as presented. Mr. Rose seconded. Motion carried unanimously.

ACTION The Board was requested to approve the revisions to the Contract Rule 3.29.1. The revisions to Administrative Rule 3.29.1 Contract Rule updates the rule to reflect salary schedule changes. Mr. Rupp moved and Mrs. Asmus seconded the motion to approve the revisions to Administrative Rule 3.29.1 Contract Rule, as presented. Motion carried unanimously.

ACTION The Board was requested to approve the appointment of Molly Williams to the position of Financial Aid Director. Molly currently holds the position of Assistant Director of Scholarships and Financial Aid at Laramie County Community College. Mr. Rupp thanked Terri Hauf for her services while the college was seeking a new director. Mr. Varney moved to approve the appointment of Molly Williams to the position of Financial Aid Director; second by Mr. Rupp. Motion carried unanimously.

Updates were provided from the offices of Institutional Effectiveness, Learning, Student Services, College Relations, Human Resources, and Institutional Development.

The Board was provided with a copy of the Workforce Development Activities Report prepared for the Wyoming Community College Commission.

Larry Curtis, Outcomes Assessment Coordinator presented the Outcomes Assessment Report. The Board indicated their appreciation for the faculty's work with students.

The Outreach Trip West was scheduled for January 19-20, 2010.

There being no further business the meeting was adjourned at 8:35 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

George Nash, Secretary

**Eastern Wyoming College Board of Trustees
January 12, 2010
Dolores Kaufman Board Room**

Work Session Minutes

The Eastern Wyoming College Board of Trustees met for a work session on January 12, 2010, at 4:00 p.m. in the Dolores Kaufman Board Room.

Those members present were Sherri Lovercheck, George Nash, Jim Davis, Julene Asmus and Carl Rupp. Jeff Rose and Mike Varney were absent.

Also attending was Mr. Steve Bahmer, executive director of the Wyoming Association of Community College Trustees. Mr. Bahmer and the Board met to discuss legislative and trustee issues.

Mr. Bahmer noted he has three priorities: Organize better, communicate better and advocate better.

1. Develop advocacy plan. Attend legislative meetings. Concentrate on state issues first and then look at national priorities next year.
2. Develop communication plan. Work with community college public relations folks. Work to get the message out around the state about the community colleges.
3. Develop organizational plan. Review by-laws, provide trustee education, move WACCT to a more pro-active association.

Dr. Armstrong noted the importance of visiting with all trustees; we can be effective if we keep the communication going.

Mr. Bahmer noted he would be communicating by email. He will send out a weekly report during the legislative session and will organize a weekly conference call on Fridays to provide information to trustees.

A discussion was held with trustees and leadership team members on issues to be considered as Mr. Bahmer begins working on his advocacy plan for the WACCT.

At 5:10 p.m. the work session was adjourned and the Board went to dinner.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on January 12, 2010, at 5:45 p.m. in the Dolores Kaufman Board Room.

Those members attending were Jeff Rose, Jim Davis, George Nash, Sherri Lovercheck, Julene Asmus, and Carl Rupp. Mike Varney was absent due to a recent surgery.

The meeting was called to order at 5:50 p.m. Members of the audience were introduced.

Board President Lovercheck requested a moment of silence for John Alden, son of Debbie and Eric Alden.

ACTION The Board was requested to approve the agenda. Mr. Rose moved to approve the agenda; second by Mr. Rupp. Motion carried unanimously.

In his update, Dr. Armstrong provided the Board with information relative to the Ag and Welding programs. He noted more details will be provided at a retreat later in the spring.

Dr. Armstrong reviewed the accreditation self-study process. He noted one of the colleges greatest challenges between now and next October is preparing for accreditation. The college will need to provide evidence that we are following all of the benchmarks the Higher Learning Commission puts out.

ACTION The Consent Agenda was brought before the Board for their consideration. Mr. Rupp moved and Mr. Rose seconded the motion to approve the consent agenda,

which included the minutes from the December 8, 2009 meeting and Executive Session, the resignations of Sarita Hansen, Jan King, and Marcia Nash, the submission of grant applications to the Wyoming Department of Energy for additional retrofit work, to the Department of Health and Craig and Susan Thomas Foundation for Adelante Ninos, for a study abroad program and the U.S. Department of Energy for weatherization training. The motion passed unanimously.

ACTION Bob Cox presented the financial report. In addition, Mr. Cox informed the Board that it is likely the college will be receiving American Recovery and Revitalization Act (ARRA) and State Fiscal Stabilization Fund (SFSF) dollars which will require using the federal government bidding process. He noted that possible projects that could be funded using these dollars include the retrofit project, the drainage project and the science wing project. Keith Jarvis made a presentation on the projects completed over the holiday break. Bob Taylor and Rachelle Thompson from BenchMark of Torrington presented the parking and drainage project plan and preliminary cost estimates. Mr. Rose moved and Mr. Davis seconded the motion to approve the financial report and ratify the December budget transfers. Motion carried unanimously.

ACTION Mr. Cox presented to the Board for their consideration the Scholarships and Grants Budget for FY-2011. It was noted that no change had been made in tuition rates, but that room and board amounts were increased for FY-11 and those changes were reflected in the Budget. Mr. Cox also noted that scholarships from the Construction Technology Program and the Pep Band were eliminated and those funds used to cover the increases to room and board. The remaining funds were placed in the Great Decision Scholarship fund to assist students with books. Mr. Davis moved to approve the Scholarships and Grants Budget for FY-11, as presented. Mrs. Asmus seconded and the motion was unanimously passed.

ACTION The Board was informed that Angie Babcock, Anne Gardetto, Janan McCreery, Lorna Stickel, and Tim Walter have met the eligibility requirements for early retirement and have submitted their letters of intent to participate in the early retirement program. Mr. Rupp moved to approve the early retirement requests of Angie Babcock, Anne Gardetto, Janan McCreery, Lorna Stickel, and Tim Walter, as presented. In addition, he added the Board's thanks for serving the EWC family. Mr. Nash seconded. The motion was unanimously carried. Mr. Nash stated it would be helpful to see information relative to future requests for early retirement and the number of people eligible.

ACTION The reappointment of administrators was brought before the Board for their consideration. All evaluations on administrators have been completed. A motion was made by Mr. Rose and seconded by Mr. Davis to approve the reappointment of Connie Woehl, Dee Ludwig, Rex Cogdill and Bob Cox for fiscal year 2011, as presented. Motion carried unanimously.

ACTION Revisions to the Appointment and Advancement of Benefitted Employees Administrative Rule 3.2.1 were brought before the Board for their consideration. A significant change to the Rule is that all staff employees below the Vice President level would receive letters of appointment rather than annual contracts. This group would be considered at will during the required probationary period. After completion of the probationary period, they would become for cause employees. Termination would require cause along with the right of appeal. The letters of appointment would outline the working months and annual salary. They would not bind the employee to a certain length of employment and would not need to be returned with the employee's signature. The other revisions reflect salary schedule changes. It was noted the rationale for the change is that it clearly defines for cause employee groups and supports the elimination of one-year EWC employment contracts. Discussion ensued. It was noted that all faculty and the vice presidents will receive contracts. Some Trustees had concerns regarding not issuing contracts for all employees. Mr. Evans indicated that it is not necessary to issue contracts to staff. He noted that state employees or private business employees do not receive contracts. Following the lengthy discussion, Mr. Rose moved to approve the changes to the Appointment and Advancement of Benefitted Employees Administrative Rule 3.2.1, as presented. Mrs. Asmus seconded and the motion was unanimously passed.

ACTION The Board was requested to waive the administrative rule on the Annual Review of the Strategic Plan. The modifications to the policy have not been completed at this time. Mr. Rupp moved and Mr. Davis seconded the motion to approve the waiving of Administrative Rule 1.9.1, which designates January and February as the months to review the strategic plan and modify it as a result of the review. Motion carried unanimously.

ACTION Dr. Cogdill requested the Board consider removal of the Withdrawal from College Policy 5.2 and changes to the Withdrawal from Individual Classes Policy 5.3. The change combines Board Policy 5.2 with Board Policy 5.3 resulting in the elimination of 5.2 and a re-numbering of the policies in Students Section V of the Policy Manual. Current policy allows students to withdraw from individual classes through the 15th calendar day after the middle of the class. After that time a student may only withdraw from a class by dropping all of their classes and withdrawing from EWC. Students may currently withdraw from EWC no later than 15 calendar days before the end of the semester. This change allows a student the option of withdrawing from an individual class or all classes no later than 15 calendar days before the end of the semester. This change will not force a student to withdraw from all classes if they want to withdraw from one class prior to the last 15 calendar days of the semester. It will also result in a less confusing calendar for students and staff by combining the last date of withdrawal from college with the last date to withdraw from an individual class. Mr. Rose moved to approve on first reading the removal of Board Policy 5.2 and the changes to Policy 5.3, as presented. Seconded by Mr. Davis. Motion carried unanimously.

ACTION The Board considered on second reading the Appointment of Faculty and Staff Policy 3.2. Mr. Nash moved to approve a revision to Policy 3.2 which stated, *"The Board extends to the College President the authority to employ individuals for full-time positions located on the classified salary schedule and for part-time positions. Appointments of full-time members of college faculty, professional, and administrative staff are made by the College Board. Candidates shall be recommended to the Board by the President of the College. All contracts shall be issued in the name of the Board and subject to the policies of the Board."* Mr. Evans then stated that no voting occurs on a second reading with action taking place on the policy at the final reading following the public hearing. Mr. Nash then withdrew his motion. No action was taken regarding Board Policies 3.2, 3.3 and 3.29.

Updates were provided by the offices of Institutional Development, Institutional Effectiveness, Learning, Student Services and Human Resources.

Dr. Ludwig presented the Strategic Planning Mid-Year Summary Report. She noted that February is strategic planning month and her office will be working with staff and the Board to develop action plans.

Dr. Ludwig provided the Board with the Day 1 Enrollment Report. The report indicated that the Spring 2010 enrollment data for the first day of classes showed a 3.0% decrease in the total number of students enrolled in on-campus courses compared to Spring 2009. Full-time headcount is up 9 students, and part-time enrollment showed a decrease of 28 students. Full-time enrollment was 47 students above the five-year average, and part-time enrollment was 23 students below the five-year average. Total enrollment is 24 students above the five-year average. The On-Campus Day 1 FTE showed an 2.3% increase or 13.37 FTE compared to Spring 2009. This is the third consecutive year with an increase in FTE on the first day of classes and 67.76 FTE above the five-year average.

The Outreach trip Itinerary was provided to the Board. Dr. Armstrong noted a consistent message will be provided at each of the locations on the trip.

Dr. Armstrong informed the Board that with the retirement of an Ag faculty member the college plans to conduct a county wide needs assessment in order to determine the direction of the Ag program. Following the needs assessment, internal conversations will be held regarding curriculum development, future partnerships and possible reallocation of dollars. A board retreat will be held in April or May to review the information gathered from the needs assessment.

Dr. Armstrong hit on a few key points regarding the direction of the Construction Technology

program. Those points included the following: Place the program on hiatus for now, develop weatherization and renewable energy curriculum effective for fall semester and transition to new program, develop a clear work plan for houses, contract work as needed for key areas, address livability and sellability, develop cost-sensitive budget for remaining work on house three, finish up house two and three by end of spring semester and attempt to sell houses two and three this summer. John Ely will be involved with developing the new weatherization curriculum.

Dr. Cogdill informed the Trustees that for Spring 2010 there are a total of 146 students in Lancer Hall, Eastern Hall and the St. Joseph's house, which is up 18 students from last spring semester. Of the 146 students, 6 are living at the St. Joseph's house. He noted that he is reviewing the costs associated with the St. Joseph's lease and will be making a decision on whether to renew the lease in the near future.

Dr. Armstrong suggested we might want to look at developing a separate manual for policies and rules that are more administrative in nature, such as the Withdrawal from Classes policies earlier on the agenda. He suggested critical functions could be expressed in board policy and items that were administrative functions could be developed into a administrative rules or regulations manual. Mr. Evans concurred and noted that administrative rules would not need board approval and would allow the administration to respond to needed changes quickly. The Board appeared to be receptive to the development of a separate manual containing administrative rules/regulations and Dr. Armstrong was encouraged to bring some examples forward for discussion.

Trustees were reminded of the Community College National Legislative Summit in Washington, DC, February 8-11, 2010. Mrs. Lovercheck will be attending and encouraged other trustees interested to please consider attending as well.

In addition, Trustees were reminded of the WACCT Conference and Legislative Reception to be held in Cheyenne on February 16, 2010.

ACTION A discussion was held regarding the need to change the date of the February board meeting since Mrs. Lovercheck would be attending the National Legislative Summit. Following the discussion, Mr. Nash moved and Mr. Davis seconded the motion to move the February meeting from February 9th to February 2nd. Motion was unanimously passed.

Other items discussed:

- Mr. Nash indicated interest in discussing the shuttle buses at the next meeting.
- Mrs. Lovercheck asked about EWC's shovel ready projects—Eastern Hall HVAC, Science wing remodel, and the energy retrofit project.
- Mr. Nash inquired as to when the college will begin recruiting for the positions vacated through early retirements. Dr. Armstrong indicated recruiting will begin once discussions have been held regarding each of the positions.

There being no further business the meeting was adjourned at 8:35 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

George Nash, Secretary

**Eastern Wyoming College Board of Trustees
February 2, 2010
Dolores Kaufman Board Room**

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on February 2, 2010, at 5:45 p.m. in the Dolores Kaufman Board Room.

Those members attending were Mike Varney, Jim Davis, Carl Rupp, Sherri Lovercheck, George Nash and Jeff Rose. Julene Asmus was the only member absent.

At 5:00 p.m. a public hearing was held to hear comments on the following policies: Appointment of Faculty and Staff Policy 3.2, Continuing Contract/Tenure Policy 3.3 and Contract Policy 3.29.

Dr. Armstrong provided a few introductory comments. Mr. McDowell presented the comments received from employees. Comments were also received from board members. The public hearing was closed at 5:30 p.m.

The meeting was called to order at 6:05 p.m. by Board President Lovercheck.

Mrs. Lovercheck requested a moment of silence in honor of Mary Lou Atkins and Sally Vanderpoel.

Visitors were introduced as well as new employees Shelby Martindale, cook, and Judy Branson, part-time Outreach office assistant

Debbie Ochsner, Student Senate sponsor introduced the Civitas award recipients: Students–Kaylee Moyer, Logan McDonald, and Megan Bronec. Staff–Kellee Gooder, Janan McCreery, and Grant Harpstreith. Groups–Nontraditional Students Group, Campus Ministries Group, and Shooting Sports Club.

Rustin Roth, Student Senate President updated the Board on Student Senate activities.

Mr. Rupp shared a thank you note the Board received from Mike Varney.

ACTION The Board was requested to approve the agenda with two additions; namely, a grant submission for ABE and the resignation of Dru Rafferty, Workforce Development Director. Mr. Varney moved and Mr. Rupp seconded the motion to approve the agenda with the additions. Motion carried unanimously.

Dr. Armstrong presented the president's update. Topics included the outreach trip, visits with legislators, the legislative brochures and EWC fact sheet, the community needs assessment regarding the Ag program, Converse County needs assessment on programs and facilities, ongoing open communications and feedback, thanked staff for holding down spending, preparations for the FY-2011 Budget, and consistency of a college message.

ACTION The Board was requested to approve the Consent Agenda. Mr. Nash moved and Mr. Varney seconded the motion to approve the Consent Agenda which included the following: the *Timecruiser* Computing Corporation CourseCruiser Service addendum, the solicitation of bids for new Food Services walk-in freezer, the Library Database Agreement with Columbia University Press, the MOU between State of Wyoming, Wyoming Community College Commission and EWC, the contract extension with Century 21 Valley Realty Company, the MOU between Laramie County Community College and EWC, the posting of information on the Wyoming Switchboard Network (Wyoming Department of Education), the special workforce fee to be listed in catalog as a variable fee, the submission of ETSS extension grant, the submission of the NASA Space Grant, the creation of a full-time GEAR-UP position and the resignation of Deb Westman.

ACTION The final reading of the Appointment of Faculty and Staff Policy 3.2 was brought before the Board for their consideration. The major change to the policy would expand the authority of the President. The President would be allowed to hire all positions below the Vice President level. In addition it identified non-probationary employees as being at will. At will employees would have one-year contracts with no remedy for non-renewal. Mr. Varney moved to approve on final reading the Appointment of Faculty and Staff Policy 3.2; second by Mr. Rupp.

Discussion ensued. The motion failed with Mr. Rupp and Mr. Rose in favor and Mr. Nash, Mr. Davis and Mr. Varney opposed.

ACTION The final reading of the Continuing Contract/Tenure Policy 3.3 was brought before the Board for their consideration. The significant change to the policy allows the President to grant tenure rather than the Board of Trustees. Mr. Nash moved to approve on final reading the Continuing Contract/Tenure Policy 3.3, as presented. Mr. Davis seconded. Discussion ensued. Motion carried unanimously.

ACTION The Board was requested to approve on final reading the Contract Policy 3.29. The most significant change to the policy is that it identifies faculty and vice presidents as the employees that will be given annual contracts. Mr. Rupp moved to approve on final reading the Contract Policy 3.29, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION Dr. Ludwig requested the Board approve the submission of a grant application to help fund the Adult Basic Education efforts. EWC was notified that American Recovery and Reinvestment Act money is available through the Wyoming Department of Workforce Services to assist with GED and ABE programming. The monies have become available at a critical time of need with the number of GED students increasing by 25% over last year. A motion was made by Mr. Varney to approve the request to submit the grant application to help fund the Adult Basic Education efforts, as presented. Mr. Nash seconded. The motion was unanimously passed.

ACTION The Board was informed that Dru Rafferty, EWC Workforce Development Director has submitted his letter of resignation effective February 16, 2010. Discussion ensued regarding the short notice and concern about Mr. Rafferty resigning before the end of his contract. Mr. Nash moved to approve the resignation with regret that there was such short notice given with the resignation. Dr. Armstrong noted that Mr. Rafferty has been effective in the position and that he would like to honor Mr. Rafferty's hard work. Mr. Nash withdrew his motion. Mr. Davis moved to accept the resignation with reservations; second by Mr. Rose. The motion passed with Mr. Rupp opposing.

Bob Cox, Vice President for Finance and Administrative Services requested the Board discuss whether they would like him to investigate financing for Phase 3 of the Eastern Hall HVAC project. At their November 17, 2009 meeting, the Board approved the continuation of the College's contract to finish Phase 3 of the Eastern Hall HVAC project with Goshen County Construction. The contract price to Goshen County Construction is \$461,921 plus the costs for GSG Architecture will require approximately \$500,000 to finish the project. This agreement was conditional based on the availability of major maintenance funding from the State of Wyoming. Mr. Cox reminded the Board that the Governor has recommended support for major maintenance funding but switched the source of funds to State Fiscal Stabilization Funds (SFSF) from the Federal Government (ARRA funds). He further noted the Governor has excluded the use of these funds for student housing and as a result Mr. Cox proposed the college seek bids for financing the completion of the hall. He stated that depending on the cost of financing and the term, the proposed rate would increase Eastern Hall from \$870 per semester to \$1,150 and Lancer Hall from \$1,033 to \$1,283. Mr. Cox further stated this is an important project to improve the facility and will allow for the new HVAC system already installed to work correctly. It was the consensus of the Board to direct Mr. Cox to begin investigating financing options for completion of Phase 3 of the Eastern Hall HVAC project.

The Trustees were provided with updates by the offices of Institutional Effectiveness, Student Services, Human Resources, Institutional Development, Learning and College Relations.

Dr. Ludwig presented the Day 10 enrollment report which indicated the on-campus 10 day enrollment data showed a decrease of 3.8% in the total number of students enrolled comparing Spring 2009 to Spring 2010. Full-time headcount increased by 23 students while part-time headcount decreased by 49 students. Spring 2010 full-time is at a five-year high, third consecutive increase in enrollment, and is 65 students above the five-year average. Part-time enrollment is 42 students below the five-year average. Total enrollment is 23 students above the five-year average. The on-campus 10 day FTE showed an increase of 4.7% (28.04) FTE compared to Spring 2009. Spring 2010 on-campus FTE is 83.29 FTE above the five-year average. The off-campus 10 day FTE showed an increase of 22.2% (27.0) FTE compared to Spring 2009. It should be noted that all high school students are excluded from the report.

Most concurrent enrollment registrations have not been entered at this date

The Board was informed that a focus group for board members and Ag faculty will be held on February 24, from 5:30 to 7:00 p.m.

There being no further business the meeting was adjourned at 7:45 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

George Nash, Secretary

Eastern Wyoming College Board of Trustees
March 9, 2010
Dolores Kaufman Board Room

Board Work Session

The Eastern Wyoming College Board of Trustees met for a work session at 4:00 p.m. on March 9, 2010, at 4:00 p.m. The Board toured Construction Technology House #3. Following the tour, the Board discussed the completion of the house. John Ely, Construction Technology instructor was on hand to answer questions. The work session adjourned at 5:25 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on March 9, 2010 at 5:50 p.m. in the Dolores Kaufman Board Room.

Those members attending were George Nash, Sherri Lovercheck, Julene Asmus, Carl Rupp, Mike Varney and Jeff Rose. Jim Davis was absent due to illness.

A public hearing was held to hear comments on Board Policy 5.2 and 5.3. There being no comments from the audience the public hearing was closed.

The Board recessed for dinner at 5:30 p.m. The meeting reconvened at 5:50 p.m.

New employees Trisha Colby, Accounts Receivable Technician; Molly Williams, Financial Aid Director, and Aaron McCloud, Custodian were introduced.

ACTION The Board was requested to approve the agenda with one addition, namely; the purchase of a vehicle for towing the weatherization trailer. Mr. Rose moved and Mr. Rupp seconded the motion to approve the agenda with the addition. Motion carried unanimously.

Dr. Armstrong shared with Trustees the plaque the College received from the Department of Corrections and the Wyoming Medium Correctional Institution for all of the assistance they received from EWC. Other topics included in the President's update were: legislative update, plans for the coming session, the Ag community survey, Goshen County Economic Development Corporation partnership, budget briefing, staffing, and an update on the board room table and sound system.

ACTION Mr. Nash moved to refinish and fix the understructure of the existing table; second by Mr. Rupp. Motion carried unanimously.

ACTION The Board considered the Consent Agenda. Mr. Rose moved and Mr. Rupp seconded the motion to approve the consent agenda, which included the minutes from the February 2, 2010 meeting, the participation of EWC Community Education in a program entitled, "Powering STEM Education in Wyoming with Wind Energy," the submission of two more INBRE grants, a grant with BUENO Equity Assistance Center, submission of a grant to assist ESL students, ratified a Goshen Recreation Board Grant for Fitness Center equipment, the Educational Affiliation Agreement with Platte County Memorial Nursing Home, the Program Articulation Agreement with National American University, and increasing the Food Service Cashier position from ½-time to ¾-time. Motion was unanimously passed.

ACTION The Board was requested to approve the contract with GSG Architecture, P.C. of Casper to complete the Lancer Hall stair and plaza project. Mr. Cox informed the Board that approximately \$338,000 is available from the Lancer Hall project to allow for the construction of a stairway from the residence hall to the Tebbet Classroom Building. A safety hazard has developed with the residence hall students climbing up the side of the hill to reach the Tebbet Building. In order to correct the problem a staircase with terraces has been designed by GSG Architecture to provide a safe and attractive improvement to the College. The contract agreement provides funds to GSG Architecture to finish the construction documents, provide bidding and construction services in the amount of \$11,990 plus reimbursable expenses. Discussion ensued. Mr. Rupp moved to approve the contract with GSG Architecture to provide architectural services for the Lancer Hall stair and plaza project. second by Mr. Varney. Mr. Nash moved to

amend the motion; motion failed for lack of second. The original motion was then voted on. The motion passed with Mr. Nash opposing.

ACTION Mr. Woods requested the Board approve awarding Goshen County Construction the Food Service outdoor walk-in freezer project in the amount of \$27,721. This bid included the freezer and the roof package as well as the site prep and concrete work, the electrical work, and the relocation of the existing condenser units. Mr. Nash moved and Mrs. Asmus seconded the motion to award Goshen County Construction the Food Service walk-in freezer project for a total bid of \$27,721. Motion carried unanimously.

ACTION Mr. Cox presented the financial report. Mr. Varney moved to approve the financial report, as presented. Mr. Rupp seconded and the motion was unanimously passed.

ACTION Final reading on the changes to the Withdrawal from College Policy 5.2 and the Withdrawal from Individual Classes Policy 5.3 was held. This change combines Board Policy 5.2 with Board Policy 5.3 resulting in the elimination of 5.2 and a re-numbering of the policies in Section V - Students in the Policy Manual. This change will allow a student the option of withdrawing from an individual class or all classes no later than 15 calendar days before the end of the semester. This change will not force a student to withdraw from all classes if they want to withdraw from one class prior to the last 15 calendar days of the semester. It will also result in a less confusing calendar for students and staff by combining the last date of withdrawal from college with the last date to withdraw from an individual class. Mr. Rupp moved to approve on final reading the removal of Board Policy 5.2 and the changes to Policy 5.3, as presented. Mr. Rose seconded and the motion was unanimously passed.

ACTION The Board was requested to approve waiving the formal bidding process and to allow the College to purchase the best possible vehicle for towing the weatherization trailer. The funds to purchase the vehicle come from a grant and the vehicle will not be purchased until a signed Grant Agreement is in place. The grant allows for a budget of \$30,000 to purchase a vehicle. Mr. Rupp moved to approve waiving the formal bidding process and authorize the administration to purchase the best possible vehicle for towing the weatherization trailer within the budget allowed once a signed Grant Agreement is in place. Seconded by Mr. Rose. Motion carried unanimously.

The Board was provided with updates from the offices of College Relations, Human Resources, Institutional Effectiveness, Student Services and Institutional Development.

The Board was presented with the Fall 2009 Enrollment Summary. The report indicated the Fall 2009 headcount increased 12.7% and the FTE increased 12.8% compared to Fall 2008. Full-time headcount was up 83 students and part-time headcount was up 108 students resulting in a total increase of 191 students. The number of students who attended EWC for the first time in Fall 2009 was up 47 full-time students and up 99 part-time students. The number of students who had attended EWC anytime prior to Fall 2009 was up 36 full-time students and up 9 part-time students. Goshen County was up 43 full-time and up 34 part-time students, and Outreach increased by 40 full-time and increased 74 part-time students. Goshen County FTE increased by 62.96 FTE, and Outreach increased by 74.31 FTE. Outreach accounted for 37% of the FTE.

The Annual Enrollment Report through the Fall 2009 semester indicated there was a 14.3% increase in headcount from Fall 2008. The FTE increased by 11.8% as compared to Fall 2008.

The March 1 Report is a new report which provides a mid-semester snapshot for Spring. Although all registrations to date have been entered, additional enrollments are expected throughout the rest of the semester. At this point in time Outreach is 35% and Goshen is 65% of the FTE.

ACTION Mr. Rose moved to adjourn to executive session at 7:30 p.m. to discuss personnel and real estate; second by Mrs. Asmus. Motion carried unanimously.

The regular meeting was reconvened at 8:45 p.m.

ACTION The Board was requested to consider the reappointment of faculty and staff. Mr. Nash moved and Mr. Rose seconded the motion to approve the reappointment

of faculty and staff, except the individual(s) discussed in Executive Session.
Motion carried unanimously.

There being no further business the meeting was adjourned at 8:50 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

George Nash, Secretary

Eastern Wyoming College Board of Trustees
April 13, 2010
Dolores Kaufman Board Room

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on April 13, 2010, at 5:45 p.m. in the Dolores Kaufman Board Room.

Those members attending were Jim Davis, George Nash, Carl Rupp, Sherri Lovercheck, Mike Varney, Julene Asmus and Jeff Rose.

The meeting was called to order by Board President Lovercheck at 5:45 p.m.

Civitas awards were presented to students Callie Stone, Stephanie Newman, Val West, Heather Biggs, Susan Conners, and Jeremy McClain. Faculty and Staff awards went to Sue Schmidt, Pam Capron, Dr. Bittner, Leland Vetter, and Jerry Lamb. Groups receiving the Civitas award were the Livestock Judging Team-Rob Eirich, the Vet Tech Club-Viqi Garcia, the Rodeo Club-Jake Clark and the Housing Council-Kellee Gooder.

Rustin Roth presented the Student Senate update.

ACTION Mrs. Lovercheck requested the Board approve the agenda. Mr. Nash moved and Mr. Rose seconded the motion to approve the agenda, as presented. Motion carried unanimously.

The Board was informed that Dr. John Nesbitt recently received the Spur Award for his latest novel, *Stranger in Thunder Basin* and his short story, *At the End of the Orchard*. Dr. Nesbitt read the first chapter of *Stranger in Thunder Basin* for the Board's enjoyment.

Dr. Armstrong presented the President's update. He discussed the following items: Dr. Nesbitt's award, major maintenance and grants, landscaping preparations, energy audit, calendar, efficiencies, workload, expectations, invitations to local agencies and groups regarding diversity presentation, Ag focus group meetings and summary, GCEDC Business Expansion and Retention Task Force meeting, and the Executive Council meeting.

Mr. Bob Hasman from Custom Energy Services provided the Board with information regarding the energy audit and the projects to be completed as a result of the audit. Funding for the projects will come from ARRA/major maintenance funding.

ACTION The Consent Agenda was considered by the Board. Mr. Varney moved and Mr. Rose seconded the motion to approve the consent agenda, which included the following: the minutes from the March 9, 2010 meeting and Executive Session, authorized the administration to seek bids with natural gas suppliers and select best fixed rate offered, the submission of the Continuing Grant application to fund ABE, the submission of the Allocative Perkins grant, the submission of the Fine Arts programming grants, the submission of an Open Door grant through the Wyoming Fine Arts Council, the resignation of Kimberly Barker and Dennis Misurell. Motion carried unanimously.

ACTION The Board was requested to authorize the College to explore options for landscaping services for the beautification of the college grounds. Mr. Nash moved to approve authorizing the College to explore options for landscaping services. Mrs. Asmus seconded and the motion was unanimously passed.

ACTION The Board was polled on March 26, 2010 and asked to approve the purchase of a 44 foot Pace American gooseneck trailer in the amount of \$39,500. The results of the poll indicated the Board was unanimously in favor of purchasing the recommended trailer. The ARRA GRE/EN grant will provide the funding needed for the purchase. Mr. Rose moved to ratify the purchase of a 44 foot Pace American gooseneck trailer for the weatherization program in the amount of \$39,500. Seconded. Motion passed unanimously.

ACTION The financial report was presented by Mr. Cox as well as the progress and status of the various construction projects. Mr. Rupp moved and Mr. Varney seconded the motion to approve the financial report, as presented. Motion carried unanimously.

ACTION Mr. Cox presented the financing plan to complete the funding of the energy retrofit project and the Eastern Hall HVAC Phase III project. The request provides for lease financing from First National Bank of Torrington in the amount of \$1,653,231 at an annual rate of 4.97% for 15 years. The annual payment will be \$162,026.40. The source of funds to pay for this financing will be energy savings from utilities generated by the improvements and room rental fees for the residence halls. The Board was informed that three proposals were received to finance the balance of the funding needs for the Wyoming Energy Conservation Improvement Program (WYECIP) Energy Retrofit Project. The bidders were First National Bank of Torrington, Pinnacle Bank of Torrington and Kaiser & Company from Cheyenne. All proposals were lease financing arrangements to be paid over 15 years. The recommended contract with the best financing option is First National bank of Torrington. In addition, First National Bank of Torrington is also willing to increase the lease financing to include the Phase III renovation project for Eastern Hall. This will help the College fulfill the completion of that project since major maintenance funding is not available. A motion was made by Mr. Rupp to approve the lease financing from First National Bank in the amount of \$1,653,231 at an annual rate of 4.97% for 15 years to fund the balance of the energy retrofit project and Eastern Hall HVAC Phase III project, as presented. Mr. Nash seconded and the motion was unanimously passed.

Updates were provided by the offices of Student Services, Learning, Human Resources, Institutional Development, and Institutional Effectiveness.

Dr. Dee Ludwig, Tami Afdahl and Rick Vonburg presented the Ag Focus Group Report. As a result of the focus groups, the following recommendations were provided:

- It is recommended that a faculty member be hired to replace the vacancy left by the retirement of Tim Walter. The position advertisement should highlight skills or educational areas that are not present with other current faculty members such as agronomy and/or crop production.
- The Ag programs should build upon strengths by further clarifying and refining its Farm and Ranch Management AAS program and perhaps adding an emphasis area in that program for crop production.
- The department should consider narrowing the focus of the six transfer degree programs and try not to spread itself so thin if it is to achieve quality transfer Ag programs.
- Review the effectiveness of the beef production certificate program as a standalone program.
- Careful thought and planning should go into developing and/or purchasing appropriate Ag facilities for the programs.
- A strong relationship should be developed between the Ag faculty and community and state and regional resource people, organizations, and businesses.
- The Ag faculty should be highly visible and involved with state FFA and other Ag events and be proactive in recruiting high school students from Wyoming and Nebraska.

Trustee issues:

ACTION Mrs. Lovercheck requested a volunteer to serve on the WACCT Advocacy Committee. The Committee will work with the Presidents' Council and lay out the legislative strategy for the next session. Mr. Varney moved and Mr. Nash seconded the motion to appoint Sherri Lovercheck to serve as the Board's representative to the Advocacy Committee. Motion carried unanimously.

ACTION In addition to the Advocacy Committee, a volunteer will be needed to serve on the Education Committee. Mr. Rupp moved to appoint Mike Varney to serve on the WACCT Education Committee; second by Mr. Davis. Motion carried unanimously.

ACTION Mr. Nash moved and Mr. Davis seconded the motion to adjourn to Executive Session on personnel at 8:25 p.m. Motion carried unanimously.

The regular meeting reconvened at 8:46 p.m.

ACTION Mr. Nash moved to approve the appointment of Dr. Dee Ludwig to the position of Vice President for Learning; second by Mr. Varney. Motion carried.

There being no further business the meeting was adjourned at 8:50 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

George Nash, Secretary

Eastern Wyoming College Board of Trustees
May 11, 2010
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met for a work session on May 11, 2010, at 4:00 p.m. in the Dolores Kaufman Board Room.

Those members attending were Jim Davis, George Nash, Sherri Lovercheck, Mike Varney, Carl Rupp and Julene Asmus. Mr. Rose was the only member absent. Also attending were Bob Cox, Rex Cogdill, Dee Ludwig, and Oliver Sundby.

Mr. Cox, Vice President for Finance and Administrative Services reviewed the Preliminary Budget for FY-2011.

A discussion of the shuttle buses lead to a consensus of the group to sell the shuttle buses as soon as possible.

The work session was adjourned at 5:05 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on May 11, 2010, at 5:45 p.m. in the Dolores Kaufman Board Room.

Those members attending were Jim Davis, George Nash, Mike Varney, Julene Asmus, Carl Rupp and Sherri Lovercheck. Jeff Rose was the only member absent.

The meeting was called to order at 5:45 p.m. by Board President Lovercheck.

Mr. Nash shared correspondence with the Board.

ACTION The Board was requested to add an executive session to the agenda in order to discuss real estate and the addition of the WYECIP agreement amendment. Mr. Varney moved and Mr. Davis seconded the motion to approve the agenda with the addition of an executive session. Motion carried unanimously.

In his update to the Board, Dr. Armstrong welcomed Dr. Dee Ludwig in her new role as Vice President for Learning, discussed the various banquets and receptions held over the past month, reported on the Wyoming Community College Commission meeting, the ABE meeting, and other recently held meetings. He also reported on the three commencement ceremonies and provided comments regarding the FY-2010 Preliminary Budget.

ACTION The consent agenda was brought before the Board for their consideration. Mr. Rupp moved to approve the consent agenda, including the minutes from the April 13, 2010 meeting and executive session, the submission of the Lumina Foundation grant, the submission of a grant to the Wyoming State Department of Workforce Services program for licensed Wyoming home-based child care providers, the acceptance of federal, state, local and private funds for FY-2011, the writing off of \$23,104.66 in uncollectible debts, the scheduling of a public hearing for renewal of the one-half mill levy for FY-2011 and FY-2012, the request for a June public hearing on the Final Budget for FY-10 and the ratification of the Vice President for Learning salary at \$98,000; second by Mr. Davis. Motion carried unanimously.

ACTION Mr. Cox presented the financial report. In addition, he briefed the Board on the progress and status of the various construction projects underway. A motion was made by Mr. Varney to approve the financial report, as presented; second by Mrs. Asmus. Motion carried unanimously.

ACTION The Board was requested to approve the fiscal year 2011 Board of Cooperative Educational Services (BOCES) annual financial agreement. The agreement must be renewed on an annual basis in order to give the College the authority to collect and manage BOCES tax revenue on behalf of the Eastern Wyoming BOCES Board. Mr. Davis moved to approve the BOCES FY-11 annual financial agreement; second by Mr. Nash. Motion carried unanimously.

- ACTION The Preliminary Budget for fiscal year 2011 was brought before the Board for their consideration. Mr. Cox reviewed the Budget and answered questions posed by the Board. Mr. Varney moved and Mr. Rupp seconded the motion to approve the Preliminary Budget for fiscal year 2011. Motion was unanimously passed.
- ACTION Mr. Cox presented the College projects listing. The Board was provided with a complete listing of all planned new construction, emergency repair, access, and major maintenance projects currently being contemplated by EWC for the immediate future. Mr. Cox noted that since the information will be forwarded to the Wyoming Community College Commission in order to comply with their reporting requirements it will be necessary for the Board to review and approve the projects listed. Mrs. Asmus moved to approve the planned college projects listing and related priorities, as presented. Mr. Davis seconded and the motion was unanimously passed.
- ACTION The Board was informed that the Fitness Center was awarded a Recreation Board Grant for \$50,000 to purchase new equipment. Four Universal Gym weight machines were purchased in or about 1990 with EWC funds in conjunction with the Joint Powers Board. The Fitness Center would like to update these older pieces of equipment with new equipment. Mr. Woods requested the Board approve the donation of the fitness equipment to the Town of LaGrange, pending Mr. Evans approval. Mr. Rupp moved to approve the donation of the fitness equipment to the Town of LaGrange second by Nash. Motion carried unanimously.
- ACTION The Board was requested to approve an Amendment to EWC's Agreement with the Wyoming Business Council, Business and Industry Division, State Energy Office in relation to the College's participation within the Wyoming Energy Conservation Improvement Program (WYECIP). The Agreement is dated to terminate May 31, 2010. Signing the agreement allows the College to continue their participation in the WYECIP and receive services as stated in the original agreement. Mr. Rupp moved to approve the Amendment for renewal of the WYECIP Agreement; second by Mr. Davis. Motion carried unanimously.

Updates were provided by the offices of Student Services, Human Resources, Institutional Development, Institutional Effectiveness and Learning.

Trustee Issues:

Mr. Nash requested the Board hold a discussion on placing photos of board members, the president and the vice presidents on the wall outside the President's Office. Following discussion of the topic it was the consensus of the Board to request the administration bring a plan to the next board meeting.

- ACTION Mr. Wood, purchasing coordinator provided an update on refurbishing the board table and selection of a sound system for the boardroom. Mr. Wood noted he had spoken with four contractors regarding the refurbishing of the current table. Two contractors declined to bid, one contractor submitted a bid of \$3,816, one contractor submitted a bid of \$8,105 to construct a new table and another submitted a bid to construct a new table for \$8,995. Neither newly constructed table would have power/data/audio ports included. Mr. Woods went on to state that he had received a bid from William P. Peterson & Associates for a 16 foot by 5 foot Canyon Collection table in a racetrack shape for \$3,791. In addition, we would be able to have four power/data/audio units installed for an additional \$3,943. He further noted that he has received one estimate on a suitable audio system with individually controlled microphones and all associated equipment for \$12,262. Following the discussion, Mrs. Asmus moved to approve the Peterson & Associates bid of \$7,736, which includes table and power/data/audio ports. Mr. Nash seconded and the motion was unanimously passed.

Holly Branham, executive assistant to the Board provided the details regarding the Association of Community College Trustees Annual Leadership Congress to be held in Toronto October 20-23, 2010. She noted that the early registration deadline is August 19th and passports will be necessary for the trip. Mrs. Lovercheck urged Trustees to consider attending ACCT in October.

- ACTION Mrs. Lovercheck reported on the WACCT meeting, and more specifically, the

Advocacy Committee's development of a document which states the principles and approach for advocating for the community colleges. In addition, the document outlines the procedure for handling policy or advocacy position disagreements among WACCT members. Following the discussion, Mr. Varney moved to adopt the draft principles and approach as drafted by the Advocacy Committee; second by Mr. Rupp. Motion carried with Mr. Davis opposing.

A Trustee requested a report on North Campus irrigation.

ACTION Mr. Rupp moved to adjourn at 7:20 p.m. to an executive session to discuss real estate. Seconded. Motion carried unanimously.

There being no further business the meeting was adjourned at 7:45 p.m.

Submitted by:

Holly L. Branham

Sherri Lovercheck, President

George Nash, Secretary