



Leadership Team Summary

July 13, 2009

1. **Individual Updates:** The Leadership Team provided updates of their individual areas.
2. **Fox Lawson Study – Part 1:** Part 1 of the Fox Lawson study was reviewed and discussed.
3. **In-service Schedule:** Reviewed the second draft of the in-service schedule. Anyone scheduling meetings for in-service week and would like the meeting included on the in-service schedule should contact Lori Moore.
4. **Brief Review of Board Agenda:** Reviewed the board agenda for Wednesday night's meeting. Ron reviewed the FY-10 Budget book.
5. **Linear Tuition Discussion:** Reviewed a spreadsheet created by Institutional Research which depicts the additional tuition dollars we would receive if the Commission moves to a linear tuition model. The consensus of the group was that it would not be a large enough increase in revenue to make it worthwhile to charge our students for the additional credits.
6. **MOU with WMCI for Media & Staff Family Staging Areas:** Rex shared that he had been contacted by Wyoming Medium Correctional Institution staff to discuss an MOU with EWC which would allow for staging areas for the media and families of staff members in the case of an emergency at WMCI. The meeting is scheduled for Friday, July 17th at 10 a.m. Several people will be meeting with WMCI staff to discuss their needs.
7. **Locking of Residence Hall Doors:** The Leadership Team was provided with a proposal from Kellee Gooder, director of residence life. Kellee's proposal states that in order to offer a greater amount of safety for all on-campus residents doors to both Eastern Hall and Lancer Hall be locked and secure at all times. Hall residents will be provided with keys that will allow them to enter through the main doors at all hours. Visitors will ring the doorbell located at the main entrance and will be escorted into the building by the housing staff. Kellee indicated without full-time housing staff at the main desk during the morning hours it puts students and staff at greater risk for incidents if the doors remain open. The Leadership Team agreed with Kellee's recommendation.
8. **Other:** Ron provided hand-outs of a lease agreement prepared by UW for the remodeling project. The Leadership Team suggested changes and Ron will discuss them with Janet Bass.



Leadership Team Summary

July 27, 2009

1. **Individual Updates**: Updates of their areas were provided by Leadership Team members.
2. **Discussion and Understanding of Purpose of Technical Advisory Committee, Facilities Planning Advisory Committee and Curriculum & Instruction Committee**: Dr. Armstrong noted that the purpose of these committees is to properly prioritize and sequence projects and to move those projects in the right direction.
3. **Review Draft of Commission Rules**: Reviewed the draft rules.
4. **Discussion of Unemployment Benefits**: Ron suggested that the College will want to consider prior to accepting grant funds in the future whether accepting those grant funds may lead to future commitments for payment of unemployment benefits.
5. **August Board Meeting Agenda**: Reviewed the August board meeting agenda.
6. **Other**: Tom reported on the Community College Task Force meeting in Casper.



Leadership Team Summary

August 3, 2009

1. **Portal Demonstration**: A demonstration of the campus portal, Campus Cruiser, was presented by Darci Duran and Tyler Vasko.
2. **Discussion of Grant with Chief Janes**: Police Chief Billy Janes was on hand to discuss the Community Oriented Policing Services (COPS) grant, which would allow EWC to have a Campus Resource Officer on campus on a regular basis or as needed. The grant is a result of funds available through the stimulus package. The grant provides for three years of full funding of the position, but will require EWC and the Torrington Police Department to cover the cost of funding in the fourth year. The Leadership Team agreed this would be a welcome service and agreed to request the Board's approval.
3. **Athletics Lease Vehicle**: Coach Petsch informed the Leadership Team that due to the economic situation Big Sky Ford would not be able to provide a car to the Athletic Department any longer. As a result, the Lancer Club would like to purchase a car for the Athletic Department. Following a brief discussion, Dr. Armstrong indicated he was comfortable with allowing Mr. Ring to negotiate for a car and then gift it to the College.
4. **August Board Meeting Agenda**: Reviewed the draft agenda for the August board meeting.
5. **Inservice Schedule**: Reviewed the inservice schedule.



Leadership Team Summary

August 10, 2009

1. **Analytics Program Demonstration**: Tami and Darci demonstrated the Google Analytics Program.
2. **Individual Updates**: The Leadership Team provided updates of their areas.
3. **EWC Sponsored Welcome Event for the Wyoming Medium Correctional Institution Employees on December 12, 2009**: Tami informed LT members that EWC has signed up to sponsor a Welcome Event for WMCI employees on December 12th. Tours of the community will be provided. Preliminary plans include a chili feed and admission to the EWC men's basketball game. It is hoped the Leadership Team will serve the meal.
4. **Signage**: A discussion was held regarding internal signage. Ron and Tami will work on a design and then send to the Facilities Planning Advisory Committee for review.



Leadership Team Summary

August 24, 2009

1:30 p.m.

1. **Individual Updates**: Members provided updates of their areas.
2. **EWC Recruiting Blog**: Rex informed the Leadership Team that the recruiting office will be utilizing two workstudy students to produce stories of campus life at EWC. The students will be provided with flipcams to record events during their stay at EWC. The students will be expected to produce a minimum of two stories a week to be posted on EWC's blog. The intent of the project is to tell our student stories to prospective students about life on campus and to encourage those prospective students to communicate with our student's posting the information.
3. **VISTA Office Space**: Rex indicated he had been contacted about providing office space for a Service Learning in Wyoming VISTA volunteer. She would be on campus 2-3 times a week. Rex has identified a possible space and will proceed once he has determined the length of time the VISTA volunteer will need the space.
4. **September Board Meeting Agenda**: Briefly reviewed the first draft of the September board meeting agenda.



Leadership Team Summary

September 14, 2009

1. **Individual Updates:** LT members provided updates of their areas.
2. **Tom:** Tom reported that the WCCC held a meeting by conference call this morning to review and discuss the Statewide Strategic Plan. In addition, he noted that a meeting is being held in Casper on September 18th. Senator Enzi has invited Secretary of Education Arne Duncan to Wyoming to meet with community college presidents, Natrona County legislators, the Governor and others to discuss rural K-12 and community college education. There will be a 26 person roundtable discussion. They also plan to have breakfast at Grant Elementary School in Glenrock that morning. Final details are expected soon.
3. **Proposal for Douglas Building and Grounds Manager Position:** Reviewed a proposal for a Douglas building and grounds manager to be funded from BOCES funds for one year and then the following year fund the position with EWC dollars. It was agreed that Connie would check with the Converse County School's to see if this position's health benefits could be run through the school district. Also, a discussion was held regarding the open secretary position in Douglas. Both positions will be brought back to next week's Leadership Team meeting for further discussion.
4. **H1N1 Protocols:** Tami provided the Leadership Team with updated drafts of the H1N1 Protocols for faculty, staff and students. Tami also noted that Banner Health Clinic will be doing drive up flu shots for \$30. There is some discussion with Public Health to conduct a H1N1 flu shot clinic at the college for our students. Those students receiving an H1N1 flu shot will need to follow up with a booster a month later. Tami, Rex and Richard have been working on the protocols based on information received from the Center for Disease Control, Public Health and Banner Health. They are also trying to find a resource for disposable thermometers for students.
5. **Printer Purchases:** This topic has been tabled until next week. It was suggested that Computer Services provide a list for our next meeting of how many printers there are on campus and where those printers are located.
6. **Trustee Quarterly Article, "Community Colleges Take Center Stage in Administration's Bold Education Goals":** Discussed the article from *Trustee Quarterly*.

7. **Board Items:** Holly explained that the President's Office would like to get the board packets out much sooner than we have been, which means LT members must have their information to Holly sooner. We anticipate mailing out the packet on the Wednesday before the meeting prior to 5:00 p.m. We are asking board members to call on consent agenda items for clarification prior to the meeting so it is necessary to have the packets out early so they an opportunity to thoroughly review the information. Holly and Tom requested that key items for the board meeting agenda with a descriptive paragraph be advanced as soon as the item is identified as needing board approval. In an effort to have consistency in responding to information requests from the Board or information being sent out to the Board, Tom requested items be funneled through the President's Office. The first draft of the October agenda was reviewed.

8. **Holly's Master List by Month:** Leadership Team members were asked to review the master list by month developed by the President's Office to keep track of items that routinely go before the Board, reports that are submitted to the Commission and other items that reoccur on a regular basis each year. Once members have reviewed the list they were asked to send additions or changes to Holly to incorporate into the current list. Items from the list may be identified for special reports to the Board.



Leadership Team Agenda **September 21, 2009**

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **Revisit Douglas Positions:** The Douglas Campus proposed hiring a full-time buildings and grounds manager. Converse County School District has provided custodial support for the Douglas building in the past, but they have indicated they will not be able to continue this practice. The proposal called for funding the position through the Converse County BOCES for one year with the college picking up the costs the following year. Following a lengthy discussion, it was agreed the new position will be funded through the BOCES, placed on the EWC salary schedule and EWC will then bill the Converse County BOCES on a monthly basis to cover the employment costs. Dr. Armstrong requested that Tom McDowell and Bob Cox contact the Converse County School District regarding this position being funded through the BOCES through the remainder of this fiscal year and then revisit the decision for the next year. No promises were made for EWC to pick up the any future costs due to the budget outlook for the next biennium.

A discussion was also held regarding the vacant clerical position at Douglas. A request was brought forward to increase the hours for this position and to provide benefits as well. Dr. Armstrong stated before a decision can be made we will need to know the following: 1) justification for additional hours, and 2) how to fund the additional hours and benefits. Once these two items are known the position will come back to the Leadership Team for further discussions.

3. **Statewide Strategic Plan Suggestions:** Tom informed the Leadership Team that we have an opportunity to let the WCCC know about changes needed to the Statewide Strategic Plan. The community college presidents will be meeting in Casper soon to review those changes being suggested. He requested LT members get their suggestions to him as soon as possible.
4. **October Board Meeting Agenda:** Reviewed the October board meeting agenda.
5. **Other:**

Tami noted that the Torrington Learning Center will be hosting "Business After Hours" on Thursday, September 24 from 5 to 7 p.m.

Oliver noted that Dr. Marion Smith is the newest member of the Foundation.

Bob noted that the Torrington Learning Center will be presenting their paving plan to the Board of Trustees at the October board meeting. In addition, he will be working on a recommendation regarding room and board fees. The Administrative Services Vice Presidents will meet next week with Shelly Andrews, State Budget Analyst, regarding the funding formula.

A lengthy discussion was held regarding the sound system for the board room.



Leadership Team Summary

September 28, 2009

1. **Fox Lawson Update:** Tom McDowell presented an update on the Fox Lawson compensation study. Tom noted that Fox Lawson is currently running the market comparison analysis and a draft of the report should be coming soon.
2. **Individual Updates:** The Leadership Team presented updates of their areas.
3. **Technology Coordination–Printers:** A discussion was held regarding the purchasing of printers, the number of printers on campus and the amount of paper being used. Dr. Holcomb indicated most printer purchases are going through Computer Services. He also noted that Computer Services feels it is okay to have printers on desks; however, there is some concern regarding the number of color printers on campus. The discussion turned to whether the college should be charging students a fee for printing in computer labs, the library, and classrooms. Should a technology fee be charged or should counters for card swiping be placed on computers in the labs and students purchase a certain number of pages. Dee indicated the Technology Advisory Council will be studying this issue. Dr. Armstrong noted that the IT Department needs to have some autonomy on issues relating to software, hardware and those technical issues relative to a secure environment so that we make sure the college is moving in a coordinated fashion.
4. **October Board Meeting Agenda:** Reviewed the October board meeting agenda.
5. **Other:** Tami informed the Leadership Team that according to the Higher Education Act the college will need to begin publishing textbook information, the ISBN number and the price of books for classes on college publications, such as the course schedule on EWC's web page. The textbook information must be in place by July of 2010. More research and planning needs to be done before we are ready to comply with this change.



Leadership Team Summary

October 5, 2009

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **Revised Academic Calendar:** Richard presented a revised academic calendar for Summer 2010 and for academic year 2010-2011. The biggest change relates to providing two six-week summer sessions for the summer of 2010. In addition, the Fall 2010 semester would begin earlier than usual with a start date of August 24, 2010 and graduation would be held on May 6, 2011. Finals would be Tuesday through Friday of the last week of each semester. The Board will be requested to approve the revised calendar at their October board meeting. Future year calendars will be brought forward for Board approval at a later date.
3. **WACCT Nominations:** The Leadership Team discussed the nominations for the WACCT awards. It was decided that nominations for the non-faculty employee award will be submitted by the Personnel Advisory Council, nominations for the student award will be submitted by the Student Senate (and Debbie Ochsner), the Foundation will submit the foundation volunteer nomination, Richard will be responsible for nominating a faculty member and the EWC Trustees will nominate someone for the trustee award. College Relations will provide photos of the nominees. Nomination packets should be submitted to the President's Office no later than November 6th to allow time to copy and mail the required copies to Laramie County Community College.
4. **Review and Update Severe Weather and Emergency Procedures Notebook:** Reviewed and updated the information for the notebook. Tami also plans to create a wallet sized card which will have emergency contact information on it.
5. **October Board Meeting Agenda:** A final review of the October board meeting agenda was completed. Board summaries and supporting materials for agenda items should be to Holly no later than Tuesday, October 6th.
6. **Other:** Tom shared a letter from Wyoming Department of Corrections Director Bob Lampert thanking the college for providing space for the WMCI staff.

Tom noted that no Leadership Team meeting will be held next week. Tom also asked members to check out the League for Innovation information to see if there is value to them and the people in their departments.



Leadership Team Summary **October 19, 2009**

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **Other:** Tom informed the Leadership Team that the press box needs to be cleaned out and organized in order to facilitate the installation of the satellite TV service. Tom, Holly and Bob will work on a plan to coordinate the clean-up.

Tom indicated that as we look towards budget cuts for next fiscal year all future position vacancies will need to be evaluated prior to any advertisement of the position.

Tom indicated a discussion will need to be held regarding the proposed building in Douglas and the one at Torrington. Tom has received some feedback from some Douglas people that they are not sure the business park is the best location for a new building. There also is concern about Converse County needing to pass a revenue bond to finance a new jail and detention center. It could be years before the community could be able to donate towards a facility in Douglas. One question to consider is whether to focus on two new buildings or the additions to Lancer Hall. Dee indicated her office is conducting a study of exactly who are our students and how many actual full-time students we have in Douglas. Bob suggested revenue bonds would be the best way to finance a new building in Douglas. He noted it is critical to the process to know what we plan to offer focusing on class sizes and lab areas for what is needed. What is the true number of students beyond concurrent enrollment? Dee noted that most Douglas High School students go to Casper College.

A discussion was also held regarding the LPN coordinator position. Tom noted that a viable candidate has applied. It is very important to review the needs of the program to see if the numbers are still there. Richard noted he was concerned about classroom space and that some remodeling may be needed in order to provide the necessary lab space. Tom stated a final decision on whether to move ahead needs to be made in the next couple of weeks.

Dee provided the Leadership Team with a sheet detailing a course transfer study conducted by the University of Wyoming on students transferring from the community colleges to the University of Wyoming. The purpose of the study was to take a sample of students who transferred to the University of Wyoming with courses from one or more of the seven Wyoming community colleges and get an understanding of which type and number of courses did not transfer. Two hundred students were admitted to UW and

had some coursework from a Wyoming community college were randomly selected; one hundred of those started at UW in the fall 2006 semester and the other one hundred started in the fall 2008 semester. They found that:

- approximately 4600 individual courses from Wyoming CCs transferred to UW for these 200 students.
- fewer than 200 courses were not transferred, of which there were 128 (less than 4%) distinct courses.
- Since 2006, nine of those courses have been reevaluated by UW departments and are now considered transferrable as general elective credit.

Out of 200 total students, 77 students had at least one community college course which did not transfer. Approximately, 42% of the total number of individual courses which did not transfer were developmental reading, writing, or math courses.

(A copy of the handout will be posted on the Copy Center bulletin board.)



Leadership Team Summary

October 26, 2009

1. **Individual Updates**: The Leadership Team presented updates of their areas.
2. **Budget**: A discussion was held regarding the budget for fiscal year 2011. Bob noted that he had heard the CREG report was indicating worse than expected shortfalls. He suggested that we will need to begin strategizing on possible cuts to the budget, such as freezing vacant positions, travel, evaluation of programs, etc. In addition, we may need to increase fees. Tom indicated we will need to conserve what we can dollar wise as if we are looking at another 5% budget cut. We will depend upon divisions/department heads to help with determining budget cuts. In addition, we may need to look at class loads and increased class sizes. Bob, Tom and Holly will work on timeline for budget process.
3. **Positions**: Discussed again that vacant positions will not be automatically refilled.
4. **Nursing Program**: The Leadership Team discussed the nursing program and whether to move forward or not. A decision will need to be made soon.
5. **Gear-Up Numbers**: Dee provided the enrollment numbers for the Gear-Up program. There are currently 261 students enrolled at Torrington and 11 of our outreach sites. 142 students are female and 119 are male.



Leadership Team Summary

November 2, 2009

1. **MOU between EWC and ServeWyoming:** Rex presented the memorandum of understanding between EWC and ServeWyoming. The MOU provides office space for ServeWyoming at EWC and the use of desk, telephone, printer and Internet one day a week during this period.
2. **CodeRed Evaluation:** Rex indicated the first use of the CodeRed resulted in mostly positive feedback. It was agreed that for future storms if classes are running that notification will be by radio, phone, webpage and LancerNet. If classes are cancelled CodeRed will be initiated as well. Rex indicated the next step is to begin concentrating on the LancerNet text messaging feature. He would like to do a promotional campaign for Lancer Alert.
3. **November Board Meeting Agenda:** A review of the November board meeting agenda was completed.
4. **Fox Lawson Update:** Tom McDowell was on hand to provide the Leadership Team with an update on the Fox Lawson study. Tom indicated the Board will review the information at their retreat on November 3rd. Following presentation to the Board, three meetings have been set at 9 a.m., Noon, and 2 p.m. on November 12th in Room 131 for presentation of the study by Devin Grdnic of Fox Lawson to faculty and staff. Dr. Armstrong indicated he was planning to get out a memo to staff regarding Fox Lawson.



Leadership Team Agenda

November 16, 2009

1. HR Update

- Fox Lawson and Compensation Plan Implementation: Discussed employee meetings held last week. Tom McDowell indicated that the new salary schedules and Fox Lawson's PowerPoint presentation will be placed on the "M" drive under Personnel. Still have some work to do regarding placement as a result of professional development units, how to implement raises, etc. A discussion was held regarding whether to implement steps or establish percentage increases in policy for those situations. There appeared to be consensus on using a percentage amount instead of steps.
- Evaluations: Tom reminded the Leadership Team about evaluations being due soon.
- Nursing position: Tom Armstrong noted we will need to place the nursing position on hold due to a lack of qualified applicants.

2. Reviewed the board meeting agenda.

3. Legislative Brochures: Tom provided the Leadership Team with a copy of the Legislative brochure. Tom noted that he plans to invite our district and service area legislators to the Evening of Elegance for dinner and then convene a meeting of the trustees and legislators to review the biennial budget request.

4. Other: Dee provided members with information regarding enrollment at the Douglas campus.

Bob indicated further discussions will need to be held regarding scholarships—information on the usage of both Foundation and institutional scholarships are needed. Bob will work with Rex on setting up a meeting.

Bob also discussed the tobacco use on campus and how the college could better police the use of chewing tobacco. The consensus was that perhaps signage around campus might be of help. Tami, Bob and Keith will work on developing signage for the campus.

Holly reminded everyone the WACCT nominations need to be submitted to the President's Office as soon as possible.

Dee attended a dinner at the "Help Yourself Foundation" established by John Wold in Casper. The "Help Yourself Foundation" is an after school program for 5th and 6th graders.



Leadership Team Agenda **November 23, 2009**

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **December Board Meeting Agenda:** Reviewed the first draft of the December board meeting agenda. Holly needs agenda items by Tuesday.
3. **Budget:** Tom reviewed with the Leadership Team his request concerning current budget decisions. He is asking budget managers to review purchases as to whether they are “mission critical” or not, to not spend budgets down to zero and to conserve as many dollars as possible for the next budget cycle. The Board is considering a policy to require a 3% target for college reserves. Tom also requested Leadership Team members to get a list to Holly that outlines what strategic planning dollars have been spent to date.
4. **Other:** Tom discussed the need for a process to deal with title changes as a result of the Fox Lawson study. Currently, everyone has a working title and a classification title. Tom would like to see a process developed for requesting title changes. He noted that Tom McDowell is the keeper of the job descriptions and guardian of the position titles. He must approve any changes. If there is a conflict Tom Armstrong and Tom McDowell will make the final decision.

Tom also reported on the meeting of the Executive Council and the Governor. He felt it was a good meeting. There may be some funds available to reinstate some of the ABE funds that were cut. There may also be some stimulus funds available for the community colleges. The presidents also met with the University of Wyoming. UW will be leading the charge on the request to extend the sunset date for the Wyoming Investment in Nursing program.

Discussed the outreach trip scheduled in January. It was agreed that a consistent message should be delivered to each site.

Tom reminded the Leadership Team that vacant positions will need to be reviewed prior to positions being advertised. He also noted that he wants a discussion to be held regarding grant funded positions prior to the grant being written and submitted.

Rex provided the Leadership Team with a sample of a degree requirement sheet prepared by Mell for students and instructors to help with advising. The forms will be created for each program and will be available on the web. Student Services will be responsible for keeping forms up to date. The Leadership Team agreed the forms will be a useful tool for students and faculty.

The Leadership Team was reminded that Tom had agreed to close the campus early on Wednesday and that all major areas need to be staffed until noon.



Leadership Team Summary

December 7, 2009

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **In-house Cable Channels:** With the switch to DirecTV for television service, EWC will have two channels for our own use. Richard believes there may be some opportunities for use of these two channels. Tami noted the college will need to invest in some software in order to convert information to DVD for use on the in-house channels. Following the discussion it was decided that a committee of Tami, Rex, and Richard, and others to be determined would work together to develop a plan for use of the in-house channels. The plan will be shared with the Leadership Team prior to implementation.
3. **Diversity Speaker:** Rex informed members that strategic planning funds have been set aside to bring in a diversity speaker. A discussion was held regarding the best time to do so. The spring inservice will be used for accreditation and self-study preparation so it was decided the fall inservice week would be better.
4. **CRO Update:** Rex noted that Assistant Police Chief Brian Wise will be filling in as the Campus Resource Officer until the new officer has been trained.
5. **ACE Analysis of Higher Education:** Rex reminded everyone that there are some deadlines looming for higher education institutions. One example is the addition of a financial aid calculator on our web page. Rex plans to download the information and email it to LT members. The topic will be on one of our January meeting agendas.
6. **Report and Review of Professional Development:** A discussion was held regarding interest in requiring staff who are engaged in professional development activities such as attendance at conferences, workshops or seminars to make presentations to the leadership on their return. Or should individuals make their case for attending conferences, etc. to the Leadership Team prior to being granted approval to attend. In addition, there was some discussion on the need for spending professional development funds responsibly. It was decided to discuss this topic further at the next meeting.
7. **December Board Meeting:** Reviewed the board meeting agenda.
8. **Other:** Rex held a discussion on the St. Joseph's house. He provided information on the income and expenses relative to the operation of the house. More discussion will take place in January in order to determine whether there is a need and/or desire to continue to lease the facility.

A discussion was held regarding the spring inservice. Requests have been made for time for accreditation committees to meet. After reviewing the proposed schedule it was agreed that the schedule will include time for Dr. Armstrong's greeting and update, Dee will provide an accreditation and strategic planning update and the afternoon will be set aside for accreditation committee work.



Leadership Team Summary

December 14, 2009

1. **Individual Updates:** Leadership Team members provided updates of their area.

2. **Report and Review of Professional Development:** A follow-up discussion was held regarding professional development. Dr. Armstrong noted he is in support of professional development activities that are appropriate and fair, but there also needs to be accountability as well. Richard suggested that sharing of professional development information such as conferences, workshops, and seminars could be hosted at a "Thursday Topic" session. It was agreed that Leadership Team members will bring forward names of people who have information which contains key findings of importance to the college. Those people will make brief presentations at a Leadership Team meeting.

3. **January Outreach Trip:** Tom discussed the outreach trip scheduled for January 19 and 20, 2010 and the message to the outreach audiences; notably is the message to secure and serve our outreach. Other suggestions included:
 - concurrent enrollment form
 - sophomore testing
 - testing of outreach students in April and May
 - summer school courses
 - EWC financial status
 - Douglas facility
 - Fact sheet with information provided by an economic impact study

A request for an economic impact study was submitted to the Wyoming Business Council. No word has been received regarding our request. Tami was asked to follow up on our request and if the WBC is unable to do the study look into the costs to conduct a study.

Local legislators have been invited to participate in the Douglas Advisory Council meeting that evening. Connie will also confirm that all advisory council members know that they are members of the council.

A discussion was also held regarding the possibility of setting up some focus groups in the future to determine what the needs are for the Douglas community.

4. **Accreditation (January 8th Inservice)**: Confirmed draft schedule for inservice.
5. **Evaluations**: Tom reminded everyone that evaluations have been scheduled and the process being used.
6. **January Board Meeting Agenda**: Reviewed the first draft of the January board meeting agenda.
7. **Other**: Rex informed the LT that he would like to remove Board Policy 5.2 Withdrawal From College and combine it with Policy 5.3 Withdrawal from Individual Classes. The revised policy 5.3 will address both the withdrawal from individual classes and from college.

Douglas graduation has been set for Friday, April 30, 2010.



Leadership Team Summary

January 4, 2009

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **Scholarship and Grants Budget Update:** Bob provided a copy of the proposed budget for FY-11. The major changes to the budget included the cutting of activity grants to Construction Technology and the Pep/Concert Band. The dollars saved from these two areas covered the cost of other scholarships due to the increase in tuition and room and board. The remaining funds were placed in the Great Decision scholarship category to provide assistance with books. A review of the Foundation scholarships still needs to be completed. The Budget will be considered by the Board at their January board meeting.
3. **January Board Meeting Agenda:** Reviewed the draft of the January board meeting agenda.
4. **Cumulative Grade Point Average Academic Procedure:** Rex presented a proposal to change the academic procedure on "Cumulative Grade Point Average." He proposed removing the sentence, "Students changing their programs of study may submit a petition to the Dean of Student Services to exclude courses which would not be applicable to any of the graduation requirements (other than total hours) in the curriculum in which the student is a candidate for graduation." The Leadership Team was in agreement with the suggested change. Rex will discuss with the division chairs before finalizing the change.
5. **Outline for Outreach Trip West:** Dee presented the talking points for the Outreach trip.
6. **Other:** Tom noted that he had received word that Kim Russell had completed the data requests to the Commission early.

Rex provided a list of the closed courses and the waitlist counts.



Leadership Team Summary

January 11, 2010

1. **Individual Updates:** Updates were provided by Leadership Team members.
2. **Review January Board Meeting Agenda:** A quick review of Tuesday's board meeting agenda was completed. Dr. Armstrong noted he and the trustees are working to increase their communication regarding agenda items and other information, and that there be no surprises to anyone. He indicated he wanted to provide trustees with as much information as possible to allow them the opportunity to make good decisions based on the appropriate information. He indicated from now on that a recap of the board meeting will be held at the next Leadership Team meeting in order to prevent items from slipping through the cracks.
3. **Discussion of Construction Technology/Ag Programs:** A discussion was held regarding the future of the Construction Technology program. Dr. Armstrong hit on a few key points regarding the direction of the program. Those points included the following: Place the program on hiatus for now, see that the current students finish up by the end of the spring term, make new students aware of the direction of the program, 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 salability, 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. Three new students have been informed they will not be able to complete a certificate in construction technology.

A short discussion of the Ag program was also held. Tom indicated that the college will be conducting a survey to help determine the direction of the program. It is hoped the survey will help us to determine the areas where we are doing a good job, areas where we need to improve, and new ideas for curriculum development and partnerships.

4. **Other:** Dee informed the Leadership Team that the enrollment audit is moving along and is quite intensive. She voiced some concerns as to what may happen as a result of the audit.

Tom asked Leadership Team members to work with their staff on providing a supporting environment for all and treating each other with kindness and integrity. In addition, he asked that staff wear clothing that is both professional and appropriate.



Leadership Team Summary

January 18, 2010

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **Recap of January Board Meeting:** A recap of the January board meeting was conducted. Tom noted that we are in the process of finding a new board table which we hope will be oval in shape and will include as part of the table data ports and microphones. Clyde is working on finding a table. Chuck is working on the projector and smart board installation. Tom suggested updates be one-page briefs, if possible. He discussed the fact that there appeared to be consensus from the Board in developing administrative regulations which would take the place of some policies and rules. The proposed changes to the Strategic Plan Review and Submittal of Grants policies were good examples of what could be moved to an administrative procedures/regulations handbook.
3. **WACCT Conference – Travel arrangements/Registrations for Nominees:** Discussed who might be attending the conference, if all nominees were registered and travel arrangements. Both Tami and Dr. Armstrong indicated there is some discussion regarding the WACCT conference for next year.
4. **Responsibilities of the EWC Campus Resource Officer:** Rex provided the Leadership Team with the Campus Resource Officer job responsibilities. Brian Wise, Assistant Chief of Police will serve in this capacity through May 2010. It is the TPD's hope to have a new individual hired.
5. **Colleague/Datatel Upgrade February 12 at 3:00 p.m.:** Jim Maffe will be initiating a Colleague/Datatel upgrade on this day.
6. **St. Joseph's House Contract Renewal for 2010-2011:** A discussion was held on whether to renew the St. Joseph's house contract for next fiscal year. The lease expires on July 30, 2010 and we must notify St. Joe's staff 30 days prior if we wish to renew or end the lease. Bob and Rex have further calculations to do before final cost figures can be presented. Rex would like to make a final decision by the end of February in order to give the residence hall assistants ample time to find another place to live.
7. **Scholarship Budget:** Bob informed the Leadership Team that a philosophical decision needs to be made regarding Foundation Scholarships. Due to the financial situation many of the newer endowments have not performed well and funds are not available for students. A meeting has been set with the Foundation Finance Committee meeting to

discuss using some of the unrestricted funds from the annual appeal and institutional funding from the Great Decision scholarship to help offset the funds needed to award the newer endowments.

8. **FY-11 Budget – Retirements/Resignations/Major Maintenance:** Bob indicated he had asked Matt Petry from the Commission to run the funding formula with the ARRA and SFSF funds if they are received in order to determine what EWC's level of funding will be for FY-11. It appears EWC's funding will be reduced by \$353,000 each year of the biennium. He noted it is time to begin looking at areas for savings. Bob also cautioned the Leadership Team that additional losses may come in the form of local revenues. In addition, a bill is being written by the JAC regarding a 2.5% increase to the State retirement. At this point it is unknown whether the State will cover all of the increase or if employees will have to share in the increase. More may be known once the CREG report comes out next week.
9. **Wyoming Switchboard Network:** Dee provided information on the Wyoming Switchboard Network. This initiative was legislatively mandated. The Wyoming Department of Education website will have a place for each college to have information on their distance education courses. This item will be taken to the February board meeting to receive permission from the Board to post EWC information on the WDE website.
10. **CourseCruiser:** Aaron Bahmer was on hand to discuss the recommendation to use CourseCruiser in place of BlackBoard. The current version of BlackBoard is going away and the new version is much different. A committee was developed to examine 5-6 products. CourseCruiser appeared to be the best choice for EWC. The Learning Management System would integrate completely with CourseCruiser. CourseCruiser would cost approximately \$26,450 for the first year. Future year contracts will be based on a 5% increase on \$15,750. BlackBoard currently costs \$23,000-\$24,000 per year. Switching to CourseCruiser would require us to sign an addendum to our current contract with *Timecruiser*. Aaron will get the addendum to Holly to take to the February board meeting for approval.
11. **February Board Meeting Agenda:** Reviewed the first draft of the board meeting agenda.



Leadership Team Summary

January 25, 2010

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **February Board Meeting Agenda:** Held the final review of the February board meeting agenda.
3. **Other:** Rex and Dee requested we place on the agenda a request to approve a variable workforce development fee.

Tom thanked everyone for a very successful outreach trip. He asked that additional observations be added to the outreach trip notes.



Leadership Team Summary

February 1, 2010

1. **Individual Updates:** Leadership Team members shared updates from their areas.
2. **Diversity Speaker:** Rex brought up the topic of bringing to campus a speaker on diversity for the spring in-service. He noted if we had the speaker at the April in-service instead of the fall in-service we would be able to insert information about the presentation in the HLC report. Richard indicated that faculty training on the learning management software will also be included in the spring in-service. It was agreed we will bring a speaker on campus for the afternoon of April 5th. Two sessions will be held on April 5th and then a student session will be held on April 6th over the lunch hour.
3. **ARRA Grant:** A discussion was held regarding a grant using ARRA funds to benefit ABE. The grant would restore funding lost with budget cuts and add additional dollars to the ABE program. The ETSS grant was also discussed. Bob voiced his concerns relative to the reporting requirements that will come along with the ARRA funds and that we have already received two large grants that will require additional reporting. He noted personnel may need to be hired to help with the accounting associated with the grants.
4. **Fox Lawson Update:** Dr. Armstrong informed the Leadership Team that he will be making final determinations on some of the questions raised regarding the Fox Lawson & Associates Compensation Study within the next week or so. Some questions refer to titles and others to placement. He stated he believes the study is valid and reliable. He also noted he believes the study has helped us identify necessary internal adjustments. Placement is key and we need to hold true to the study as much as possible. Tom will respond to those individuals on a case by case basis.
5. **Other:** Rex applauded Elaine's mission and value statement contest.

A discussion was held regarding the lack of lighting at the back of the building, in particular the gym area. A request was made for increased lighting in that area.



Leadership Team Summary

February 15, 2010

1. **Individual Updates:** Updates were provided by the Leadership Team members.
2. **April 5th Diversity Speaker:** Rex presented a tentative agenda and budget for the April 5th in-service presentation.
3. **Club Sports/EWC Sport Shooting Club:** A discussion was held regarding the Sport Shooting Club on whether they should be considered a club or a club sport. Rex shared a couple of definitions of a club sport and other information on the purpose and philosophy of the Club Sports program at the University of Wyoming. No decision was reached as to whether the college wishes to begin sanctioning club sports. However, Dr. Armstrong indicated the Sport Shooting Club may do what they can afford to do right now within the confines of the college's fund raising guidelines.
4. **FY-11 Budget:** Bob provided the Leadership Team with preliminary budget information. He noted we are currently waiting to receive confirmation we will be receiving ARRA funds to help offset budget cuts for FY-11 and FY-12. Budget discussions will continue.



Leadership Team Summary

February 22, 2010

1. **Individual Updates:** Leadership Team members shared updates of their areas.
2. **March Board Meeting Agenda:** Reviewed the first draft of the March board meeting agenda.
3. **Other:** Tom discussed with the Leadership Team the vacant positions the college has as a result of early retirements and resignations and each position is being reviewed prior to making the decision to replace it. He asked that members not make promises to anyone regarding those positions as we do not know at this time what positions will be filled. In addition, he suggested that if a member of the Leadership Team wishes to advocate for a particular position or has concerns they should make an appointment to meet with Tom.



Leadership Team Summary

March 8, 2010

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **Direct Lending – Molly Williams:** Molly provided information on the direct lending process which the Financial Aid Office will be using. She shared the similarities and the differences between the direct lending and FFELP programs. Molly indicated the change to direct lending is mainly a change in software in order to request loans for students.
3. **Student Center Summer Hours:** Rex presented a proposed schedule relative to the Student Center hours of operation for the Summer of 2010. The proposal allows for operating the Student Center from 7 a.m. to 2 p.m. Monday through Friday with a limited menu provided. Laurie will be the only full-time employee scheduled through the summer months, however, a 19 hour a week employee will be hired to help with coverage.
4. **Summer Hours:** A discussion was held regarding summer hours. It was agreed summer hours would run from May 10th through August 13th. General office hours will be from 7:30 a.m. to 4:00 p.m. with employees taking a 30 minute lunch hour. Appropriate accommodations will be made for Fitness Center hours, evening workforce and community education classes, and evening coverage by the physical plant.
5. **Other:** Discussed the need to review the professional development policy. It was noted that some of the issues regarding policy include inadequate funds for professional development, advancement on the salary schedule, funds for situations where the college requires specific faculty to work towards an advanced degree, issues regarding cost reimbursement and inconsistent application of the policy. Dr. Armstrong encourages all employees to take advantage of professional development opportunities. He also noted that a review of standing committees and their purpose is needed.



Leadership Team Agenda

March 22, 2010

1:30 p.m.

1. **Individual Updates**: Leadership Team members provided updates of their areas.
2. **Inservice Agenda/Diversity Speaker Presentation**: Rex provided an update on the diversity speaker scheduled to be on campus on April 5-6. The schedule for the inservice day consists of faculty training in the morning with a presentation by Dr. Rivas on "increasing success for at-risk and Hispanic college students" to all employees. A presentation for faculty will follow later that afternoon. A presentation to the public will be presented that evening at 7:00 p.m. Tom will send out an email to employees with the inservice schedule and a copy of the press release.
3. **St. Joseph's House/Housing Task Force meeting on Thursday March 25th**: A discussion was held regarding the feasibility of continuing to lease the St. Joseph house. Rex and Dee will meet with St. Joseph staff to try to negotiate a different lease amount. Rex noted a decision needs to be made soon. In addition, the Leadership Team reviewed the information received from Goshen County Economic Development Corporation inviting participation in a Housing Task Force meeting on Thursday, March 25th at 10:00 a.m. in the Platte Valley Bank Community Room. The purpose of the meeting will be to review the scope of work for the housing study and to gather input for the community assessment section of the plan.
4. **ABE Update**: An update regarding the ABE funding for the next fiscal year and a new funding formula for ABE. Tom requested anyone with further information regarding the ABE funding to get it to him. A meeting has been set for April 29th and 30th in Casper to discuss the new formula developed by MPR.
5. **April Board Meeting Agenda**: Reviewed the first draft of the April board meeting. Holly requested members get agenda items to her as soon as possible.



Leadership Team Summary

March 29, 2010

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **St. Joseph's House Update:** Rex reported that he and Dee had met with St. Joseph's representatives to discuss the lease amount for the house. Bob Mayor thought the St. Joseph's board would be open to reducing the lease amount for the next year. We should be hearing from St. Joseph's soon and once we do a renewal contract will need to go to the Board.
3. **April Board Meeting Agenda:** Reviewed the April board meeting agenda. Holly requested agenda items be to her by Tuesday, April 6th for inclusion in the packet.
4. **Other:** It was reported that Goshen County Economic Development Corporation is working with the Wyoming Housing Network, Inc. to complete a Housing Needs Assessment and Preliminary Housing Plan for Goshen County. The study is to be completed by June.

The Leadership Team will not meet next week.



Leadership Team Summary

April 12, 2010

1. **Individual Updates:** Leadership Team members provided updates of their areas.
2. **ARRA Grant Application Guidelines:** The Leadership Team reviewed the latest information received from the State on the proper procedures for applying for ARRA funds. All applications must be submitted to the Governor to obtain his approval of the application prior to applying for stimulus funds. Most of the ARRA funds we are receiving are coming from the State. A review of other grants will be done to make sure we are in compliance.
3. **Coordination and Collaboration of Events – Speakers, Programs, Presentations:** Tom discussed the need for a committee to coordinate and collaborate special events throughout the college whether it is sponsored by instruction, student services, clubs, organizations, or departments. He suggested that campus wide coordination and brokering of events would strengthen our overall calendar and would help to avoid overlapping of speakers, presentations, etc. In addition, a committee might be useful in coordinating key themes for learning throughout the college and the community. A decision was not made as to what area of the college would take on this function, however, initial discussion included Community Education or the Learning Office.
4. **Tobacco Free Policy:** Dr. Armstrong received a letter from the Wyoming Through With Chew (WTWC) organization requesting the college consider a Tobacco Free policy. Discussion revolved around the efforts by the Student Senate on this topic. While they did not recommend implementing a tobacco free policy, the Student Senate did conduct a campaign for using smokeless tobacco appropriately. LT members voiced some concerns regarding putting a policy in place and not providing students and staff with the appropriate help necessary to quit. Rex noted that he had spoken to staff at Western Wyoming Community College regarding their tobacco free policy and he was told their policy is working okay. Tami also noted that this same question had come up on her PR list serve and that most colleges indicated some success with a tobacco free policy. Dr. Armstrong noted the college will continue to study the issue from a pro-health approach.
5. **St. Joseph's Agreement:** Rex reported that St. Joseph's did not want to reduce the lease agreement down to the \$12,000 amount. He also reported that based on the anticipated expenses and revenues EWC will continue to lose money if we renew the lease for another year. Seven students are currently staying at the St. Joseph's house and the on-campus residence halls are not at full capacity. Based on this information it was decided not to renew the lease for the St. Joseph's house for FY-11.
6. **Other:** Dr. Armstrong announced that Representative Ed Buchanan will be the Commencement speaker this year.



Leadership Team Summary

May 3, 2010

1. **Individual Updates:** LT members provided updates of their areas.
2. **Review Graduation Plans:**
 - May 6, 5:00 p.m. - GED Graduation, Room 131, Dr. Armstrong will be the speaker for the evening.
 - May 7, 7:00 p.m. - EWC-Torrington Graduation, Representative Ed Buchanan will be the speaker for the evening. Dr. Richard Van Klaveren will be honored as the Distinguished Alumnus.
 - May 8, 7:00 p.m. - EWC-Douglas Graduation
3. **Review May Board Meeting Agenda:** Reviewed the agenda for the May board meeting.



Leadership Team Summary

May 10, 2010

1. **Individual Updates**: Leadership Team members provided updates of their areas.
2. **Review Plans for Douglas Focus Groups**: Tom discussed the need to begin making plans for conducting focus groups in Douglas. The focus groups will help the College determine the level of commitment of the community and whether there is support for a new building or for refurbishing our current building. Tom indicated he plans to make several trips to Douglas over the summer.



Leadership Team Agenda

May 17, 2010

1:30 p.m.

1. **Open Gym Hours:** Verl Petsch was on hand to discuss whether the College will be offering open gym hours during the summer. There have been people using the gym for walking, shooting baskets, playing 3-on-3 games, etc. Discussion ensued on whether there was a desire to provide the opportunity to community members as well as staff to use the gym during specific hours during the summer. Following the discussion, it was agreed that the gym would be closed for the summer as in the past, except by reservation only.
2. **Hepatitis B Vaccine:** A discussion was held regarding the need to provide Hepatitis B vaccine to "at risk" employees. The vaccine is given in three shots over a 7-8 month period. We have not been complying with our own policy on Serious Infectious Illness. Dee also indicated the need to have Vet Tech employees be provided the opportunity to receive a rabies vaccine. It was agreed the following needs to be researched: 1) What are the legal issues surrounding the Hepatitis B vaccine and what changes need to be made to our current policy? 2) What are the other colleges doing? Tom McDowell will be asked to contact the other colleges to find out the answer to this question. 3) Who are the "at risk" employees? The discussion will continue once more information has been gathered.
3. **Individual Updates:** Leadership Team members provided updates of their areas.
4. **Summer Projects:** A discussion was held regarding upcoming projects. The highest priority projects include the boiler and HVAC units replacements. In addition, plans for the science lab renovations will need to be completed by early fall in order to complete the renovation next summer. Tom mentioned the need to develop a plan in advance for how to address moving the desks and office items from faculty offices once we are ready to paint and carpet. In addition, it was noted that the Physical Plant Department will need to communicate well in advance with folks to keep them informed on when this project will be scheduled.
5. **Other:** Tom indicated LT members should begin a list of year end items for discussion.



Leadership Team Summary

June 9, 2010

11:00 p.m.

1. **Individual Updates:** Leadership Team members provided updates of their area.
2. **Bloodborne Pathogen Exposure Control Plan/Serious Infectious Illness Policy:** Keith Jarvis was on hand to present the Physical Plant's proposed Bloodborne Pathogen Plan due to OSHA today. A discussion was held regarding the positions to be listed as "at risk" and will need to have the Hepatitis B vaccine. According to Keith, the OSHA representative indicated three positions at the College are the most "at risk;" namely, custodians/maintenance workers, head coaches, and the residence hall director and assistant director. It was agreed that Keith's plan should be submitted as it is. The College can choose to include additional positions for the vaccine if it is deemed appropriate. The Serious Infectious Illness policy will need to be updated as we are updating the Policy Manual.
3. **Guidelines Regarding Facebook Pages and Other Social Media:** Tami presented the LT with possible guidelines for setting up Facebook pages. A discussion was held regarding whether it was appropriate to have Facebook pages from many departments representing EWC. Tami indicated her preference would be to have one EWC Facebook page with multiple contributors. College Relations would provide stability and continuity to the page. That way as personnel change in departments College Relations will be able to keep the page current. It was decided Tami would develop protocols and guidelines for use of Facebook pages and bring them back to the Leadership Team for discussion.
4. **Consistency in Working with the Media:** A discussion was held regarding the need for consistency in working with the media regardless of whether the story relates to a college program, a grant program or the Foundation. All represent EWC and it is important to keep College Relations in the loop prior to meeting with the media in order to avoid possible issues once a news article has run.
5. **Housing Registered Sex Offenders in the Residence Halls:** It was the consensus of the group that if we can legally keep sex offenders out of the residence halls that would be preferable. Rex will contact David Evans regarding the any legal issues.
6. **Other:** Dee presented a Philosophy Statement regarding students prepared by the Curriculum and Learning Council. The Leadership Team reviewed the Statement. Dee will email out once the edits are completed. Bookmarks and magnets with the Philosophy Statement on it will be handed out to students.

Tami requested LT members let her know about any Good News items to be submitted for presentation at the Commission meeting.