

**Eastern Wyoming College Board of Trustees
April 15, 2013
Dolores Kaufman Boardroom**

Work Session Minutes

The Eastern Wyoming College Board of Trustees met for a work session on April 15, 2013, at 2:00 p.m. in the Dolores Kaufman boardroom.

Those members attending were Lowell Kautz, John Patrick, Angie Chavez, George Nash, Gary Olson, Mike Varney and Julie Kilty. Also attending the work session were Dr. Tom Armstrong, Oliver Sundby, Dr. Dee Ludwig, Clyde Woods, Mike Durfee, and Tami Afdahl. Bob Cox participated by telephone.

Mr. Cox reviewed the proposed fiscal year 2014 budget sheet. He noted there would be approximately \$278,586 available to be used for the proposed compensation package which includes a 2% step increase for eligible benefitted part-time and full-time employees on the payroll as of July 1, 2013, up to classification maximums; continuing to cover the retirement costs for employees; and a one-time 1% retention salary bonus to eligible benefitted part-time and full-time employees on the payroll as of July 1, 2013 and distributed in October of 2013; increases to instructional supplies; and continuation of the campus resource officer contract with the City of Torrington. Dr. Ludwig explained the change in the Lusk outreach coordinator position.

Dr. Armstrong reviewed and answered questions regarding some of the items on the board meeting agenda.

The work session was adjourned at 3:00 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on April 15, 2013 at 3:00 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Lowell Kautz, John Patrick, Angie Chavez, George Nash, Gary Olson, Mike Varney and Julie Kilty.

At 3:06 p.m., the meeting was called to order by Board President Nash.

The Civitas Awards were presented by Debbie Ochsner: Students – Ginger Sager, Nancy Landers, Joey Onella, Teal Deen, Jill Jones, Robbie Shipp, and Kendra Hart. Faculty/Staff – Ed Bittner and Monte Stokes, Men's Rodeo Team.

Student Senate update was provided by Olivia Sanchez. Ms. Sanchez was unable to attend the meeting so Debbie Ochsner read a letter from her.

Ellen Creagar's Special Topics History Class provided the Board with an excellent presentation of their trip over spring break.

ACTION The Board was requested to approve the agenda. Mr. Olson moved and Ms. Kilty seconded the motion to approve the agenda, as presented. Motion carried unanimously.

In his president's report, Dr. Armstrong provided the Board with an update of his activities over the past month. Those activities included Complete College America conference calls, Presidents' Council meetings, Wyoming Business Council meeting regarding unmanned aircraft systems, math instructor interviews, GSG and the Douglas Building plans, emergency management table top exercise and full scale drill to be held on campus next fall, will attend a communications plan writing workshop in Casper, introduced the GCT production, provided a campus tour for Cynthia Cloud–state auditor, and attended the Goshen County Economic Development Corporation board meeting.

ACTION The consent agenda was brought before the Board for their consideration. Mr. Varney moved to approve the consent agenda; second by Mrs. Chavez. Following discussion, the motion was unanimously approved with the changes to the minutes.

- ACTION Mr. Cox presented the financial report and an update on construction projects. Mr. Olson moved to approve the financial report, as presented. Mr. Patrick seconded and the motion was unanimously passed.
- ACTION The Board was informed the Leadership Team and the Personnel Advisory Council were recommending compensation cost adjustments for fiscal year 2014. EWC salaries average below those of the other community colleges in the state and continue to remain below most of the community colleges in the mountain states region. The last EWC salary increase was in December of 2011. Mr. Cox noted without the adjustment, significant salary compression will continue to develop. The administration would like to provide some dollar separation between new employees and those who have been with the college for a year or more. The recommended adjustments include: 1) a horizontal 2% step increase for eligible benefitted part-time and full-time employees on the payroll as of July 1, 2013, up to classification maximums, excluding new hires for an approximate cost of \$128,117; 2) continue to cover the retirement costs for employees, including this year's increases adopted by the Legislature for an approximate cost of \$28,884; 3) the Legislature voted to provide a one-time 1% retention salary bonus to eligible benefitted part-time and full-time employees on the payroll as of July 1, 2013 and distributed in October 2013, excluding new hires. The approximate cost to EWC will be \$26,442 and the state's cost will be approximately \$43,143; and 4) continue to pay for Professional Development movements (PDU) for an approximate cost of \$12,000. The compensation cost adjustment totals \$238,586. Following the discussion, Ms. Kilty moved to approve the employee compensation adjustments, as presented. Mr. Kautz seconded; motion carried unanimously.
- ACTION Mr. Sundby requested the Board consider the naming opportunities relative to the Agricultural Technology Education Center as recommended by the Foundation Board. He noted with the possibility the ATEC may move forward in the coming months, it is desirable that the Foundation and the college make determinations on which aspects of the facility might be worthy of a naming opportunity, and what value should be placed on each. Trustee Patrick moved to approve the naming opportunities relative to the Agricultural Technology Education Center, as presented. Mr. Olson seconded and the motion was unanimously passed.
- ACTION The Board was informed by Mr. Chuck Kenyon, IT administrator, the Core Network Switch which is the central networking device for the entire Torrington campus needs to be replaced. It handles all network traffic from outside the college and directs all network traffic within the college. This includes network traffic from computers, printers, telephones, fire alarm system, compressed video systems, point of sales systems and the wireless network. The current switch was purchased and installed in January, 2005, with an anticipated lifespan of five years. The replacement equipment is compatible with the network design documented by Rim Rock Group in the EWC Network Infrastructure Master Plan in 2011. Mr. Kenyon noted the reason to waive the bidding process on this project is because ISC Corporation is a preferred provider to the State of Wyoming ETS and has contracts that the college can piggyback on to take advantage of their pricing. Trustee Olson moved and Trustee Varney seconded the motion to approve waiving the purchasing policy and awarding a purchase and installation contract to ISC Corporation in the amount of \$49,294.05, as presented. Motion was unanimously passed.
- ACTION Mr. Clyde Woods presented the Board with the results of the natural gas supplier bids. Based on the bids received, Mr. Woods recommended the Board award the natural gas supply contract to Seminole Energy Services for a term of three years. Discussion ensued and then Mr. Varney moved to approve Mr. Wood's recommendation to award the natural gas supply contract to Seminole Energy Services for a term of three years; seconded by Mrs. Chavez. The motion passed with Mr. Olson voting nay.
- ACTION The Board was requested to approve the agreement between Converse County and Eastern Wyoming College which will re-assign the GSG architectural services agreement to Converse County. Following the discussion, Mr. Olson moved to approve the agreement between Converse County and Eastern Wyoming College, as presented. Seconded by Mrs. Chavez and unanimously passed.

ACTION The Board was requested to approve the appointment of Robert Schmalzried to the position of math instructor. Mr. Schmalzried holds a M.A., 2004, from Youngstown State University, Youngstown, OH in Mathematics, secondary education, and a B.S., 1999, from Youngstown State University in Mathematics, Magna Cum Laude. Mr. McDowell reviewed the process and how the selection was made. Mr. Patrick moved and Mr. Varney seconded the motion to approve the appointment of Robert Schmalzried to the position of Math instructor, as presented. Motion was passed unanimously.

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

The Board was also provided with a copy of the Higher Learning Commission Annual report.

ACTION Mr. Nash indicated to the Board he would like to move forward with providing four framed Hathaway photographs to the local high schools and middle school. Each framed photograph will cost approximately \$158. Mr. Nash noted Goshen County School District Superintendent Schulte expressed his interest in receiving the photographs. Mr. Varney moved to honor Mr. Schulte's request; seconded by Mrs. Chavez. Discussion ensued. Mr. Kautz indicated he would appreciate something in writing from Mr. Schulte as Mr. Kautz had heard some concerns with placing the photographs in the schools. Further discussion ensued, followed by Mr. Nash calling for the vote. The motion passed with Ms. Kilty, Mrs. Chavez, Mr. Varney in favor and Mr. Kautz opposed. Mr. Olson and Mr. Patrick abstained.

Dr. Armstrong provided a copy of the letter sent from the WACCT to the Wyoming Community College Commission relating the WACCT's concerns regarding a proposal for the distribution of variable funding the Commissioners will be considering at their April meeting.

There being no further business the meeting was adjourned at 4:21 p.m.

Submitted by:

Holly L. Branham

George Nash, President

John B. Patrick, Secretary