

Eastern Wyoming College Board of Trustees
February 12, 2013
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on February 12, 2013 at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

The work session was held to discuss strategic planning.

Dr. Armstrong reviewed the existing guiding principles and several items the trustees may wish to support such as competitive compensation packages, streamlining of the Policy Manual and separation of the Administrative Rules from policy, implementing the Master Plan specifically the Douglas Building and Agricultural Technology Education Center, responding to the Higher Learning Commission recommendations, working closely with the EWC Foundation, and fully utilizing the use of technology. Dr. Armstrong suggested these items as action plans for the trustees and to be carried out by the administration.

Dr. Ludwig reviewed EWC's strategic directions and the Wyoming Community College Commission's statewide strategic objectives, strategies and action steps which the college tries to keep in mind when developing new action plans.

A short discussion was held regarding adding a non-voting advisory member to the Board of Trustees from the membership of the Douglas Advisory Council. No decision was reached at this time.

Mr. Cox outlined for the Board the financing of the Douglas Building and the creation of a Joint Powers Board to handle the processing of payments for the building construction for both the EWC building and the library.

The work session was adjourned at 5:10 p.m. for dinner.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in a work session on February 12, 2013 at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

The meeting was called to order at 5:50 p.m. by Board President Nash.

The Civitas Awards recipients were: Group Category–Sagebrush and Roses Committee, Housing Council, Cafeteria and Student Center Staff; Faculty and Staff Category–Antonio Velazquez, Andy Espinoza, Dr. Michelle Lett, Verl Petsch, and Ron Bronson; and Students Category–Chelsea Olson, Sadie Gjermundson, Erin Sutton, Tanner Tipsword, Jessica Rammell, and Christy Fonger.

Olivia Sanchez, Student Senate president updated the Board on their activities.

Coach Casey Jones and the Men's Basketball Team were introduced to the Trustees.

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

Dr. Armstrong updated the Trustees on his activities over the past month. Some of his activities included facilities planning meetings including the Douglas building, the Fine Arts renovation and the ATEC; the Trustee Orientation Session; the legislative session; the WACCT conference, awards ceremony, and reception; and the Complete College America Task Force.

ACTION The consent agenda was considered by the Board. Mr. Varney moved and Mrs. Chavez seconded the motion to approve the consent agenda, which included the minutes from the January 8, 2013 meeting, the Livestock Barn Change Order #3

for a total increase of \$214, and the 2013 Campus Facilities Master Plan. Motion carried unanimously.

ACTION Mr. Cox presented the financial report. Mrs. Chavez moved to approve the financial report; second by Mr. Kautz. Motion was unanimously passed.

ACTION The Board was requested to approve a new Veterinary Aide Certificate. The program will prepare students to assist veterinarians, veterinary technicians, laboratory animal technicians, and/or research scientists in supportive roles. Dr. Ludwig noted the certificate will prepare students for employment in veterinary clinics, hospitals, research institutions, or laboratories as veterinary aides or to continue their education in pursuit of an Associate of Applied Science in Veterinary Technology. The 26 credit hour certificate program includes a core of courses, 60 hours of observation and clinical experience at an approved clinic or clinics, and is designed to be completed in two semesters. Trustee Varney moved and Ms. Kilty seconded the motion to approve the new Veterinary Aide Certificate, as presented. Motion carried.

Dr. Armstrong provided the Board with an update on the progress of the Douglas Building. He noted we are moving ahead of schedule, lots are being transferred, the building is being sited in the northeast lot, will be visible from the interstate, and the floor plan has been reviewed for safety and security. Dr. Armstrong indicated he feels the members of the Douglas Advisory Council feel the College has listened to their requests. David Evans provided more information on the financing of the building indicating it will be more complicated than first anticipated. The current thinking is to create a Joint Powers Board to do a bond issue and then funds collected from the excise tax will pay back the bond over time. He noted the creation of the Joint Powers Board should not slow down the construction process.

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

Dr. Ludwig presented the On-Campus Day One Spring 2013 Enrollment Report. The enrollment data for the first day of Spring 2013 classes showed a 9.5% increase in the total number of students enrolled in on-campus courses compared to Spring 2012. Full-time headcount was down 15 students, and part-time enrollment showed an increase of 72 students. Full-time enrollment was 16 students below the five-year average, and part-time enrollment was 36 students above the five-year average. Total enrollment was 19 students above the five-year average. The On-Campus Day 1 full time equivalency (FTE) showed an increase of 0.7% or 3.83 FTE compared to Spring 2012. The FTE was 4.83 below the five-year average.

The On-Campus Day Ten Spring 2013 Enrollment Report was also presented by Dr. Ludwig. The on-campus 10 day enrollment data showed an increase of 1.0% in the total number of students enrolled comparing Spring 2012 to Spring 2013. Full-time headcount decreased by 16 students while part-time headcount increased by 23 students. Spring 2013 full-time was 20 students below the five-year average. Part-time enrollment was 26 students above the five-year average. Total enrollment was 6 students above the five-year average. The on-campus 10 day full time equivalency (FTE) showed an increase of 0.25 FTE compared to Spring 2012. Spring 2013 on-campus FTE is 8.18 FTE below the five-year average. The off-campus 10 day FTE showed a decrease of 12.04 FTE compared to Spring 2012. Dr. Ludwig noted that all high school student enrollments were excluded from this report.

Trustees were reminded of the City of Torrington hosted "A Community Get Acquainted Meeting," on February 20, 2013.

Mr. Varney provided an update of the WACCT board meeting.

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

At 7:50 p.m., the executive session was closed and the regular meeting was reconvened. There being no further business the meeting was adjourned.

Submitted by:

Holly L. Branham

George Nash, President

John B. Patrick, Secretary