

**Eastern Wyoming College Board of Trustees**  
**January 8, 2013**  
**Dolores Kaufman Boardroom**

**Board Meeting Minutes**

The Eastern Wyoming College Board of Trustees met in regular session on January 8, 2013, at 5:45 p.m. in the Dolores Kaufman Boardroom.

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

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

Coach Tom Anderson, Assistant Coach Koel Hall, and the Women's Basketball team were introduced.

Dr. Cogdill also introduced Enrollment Management Director Zach Smith and Admissions Representative Mai Lee Olsen.

**ACTION**        A motion was made by Trustee Varney to approve the agenda with two additions; second by Mr. Patrick. Motion carried unanimously.

In his President's update, Dr. Armstrong reported on the Wyoming Complete College America Task Force. He noted they will meet again on January 22, 2013. Dr. Armstrong introduced Bruce Jones, Mayor of Douglas and EWC Douglas Advisory Council member. Mayor Jones thanked the Board of Trustees, the Foundation, Dr. Armstrong, Dr. Ludwig, and Mr. Durfee for their help with the special purpose tax for the new Douglas Building. He noted the City Council will be taking action on the amendment to hand over the business park lots to the county. Dr. Armstrong thanked the Leadership Team for their hard work and excellent working relationship.

**ACTION**        The consent agenda was considered by the Board. Trustee Chavez moved to approve the consent agenda as corrected. Mr. Patrick seconded. Motion carried unanimously.

**ACTION**        Mr. Cox presented the financial report. In addition, he reported on the projects completed over the holiday break. Mr. Patrick moved to approve the financial report, as presented. Mr. Varney seconded and the motion passed unanimously.

**ACTION**        The Board was informed that pursuant to EWC Administrative Rule 3.42.4 performance evaluations for college administrators at the assistant dean level and higher, excluding the college president, have been completed. All evaluations were positive with the recommendation to reappoint all administrators to their respective positions for fiscal year 2014. It was moved by Trustee Patrick and seconded by Trustee Varney to approve the reappointment of Dee Ludwig, Rex Cogdill, Bob Cox, and Mike Durfee for fiscal year 2014. Motion passed unanimously.

**ACTION**        The Board was informed that Cheryl Raboin, Janet Martindale, and Tom McDowell have submitted letters of intent to participate in the early retirement program, effective one month following the end of their current employment contracts. Mr. Varney moved to approve the early retirement requests of Cheryl Raboin, Janet Martindale, and Tom McDowell, and offered the Board's thanks to the individuals for their service; seconded. Motion carried unanimously.

**ACTION**        The Board was requested to approve on first reading the deletion of the last section of Board Policy 2.6 Acceptance of Gifts by Eastern Wyoming College and EWC Foundation referring to "Naming Opportunities." Trustee Patrick moved to approve on first reading the revision to Board Policy 2.6 Acceptance of Gifts by Eastern Wyoming College and EWC Foundation, as presented. Mr. Varney seconded and the motion was unanimously passed.

**ACTION**        A new policy was brought before the Board for consideration on first reading. Mr. Sundby noted the College has never had a formal policy for naming facilities, either for recognition of service or for a significant gift. The College did approve a listing of facilities and associated "costs" for naming facilities related to the previous "Great Decision" campaign, and it did allow for naming costs for

facilities that were already in place. However, this action did not explain the rationale for naming facilities either for recognition of service or in relationship to a significant gift, either through a campaign or through a stand alone or remodeling project. Mr. Sundby indicated most higher education institutions have policies such as this in order to create a reliable process for defining facilities and providing consistent direction for naming facilities. He further noted the College Trustees will have the final authority for approval of naming opportunities, for both recognition of service or for a significant gift. All recommendations for facility naming will come from the president of the College to the Trustees. Additionally, this policy will allow for coordination with the Foundation for naming facilities based on gifts. This policy, as do most all other policies for other institutions, provide flexibility for naming purposes, which allows for consideration of local circumstances in all cases. Trustee Olson moved to approve on first reading new Board Policy 2.7 Facility Naming, and the associated Administrative Rule; second by Mr. Patrick. Motion carried unanimously.

ACTION Dr. Armstrong informed the Board that interviews for the financial aid director position had been held and the committee would be making a recommendation soon. He asked the Board to authorize him to move forward once a decision is reached and the candidate has accepted. Mr. Patrick moved to give board approval to the candidate that the executive team would choose; second by Varney. Motion carried unanimously.

ACTION Mr. Woods requested Board approval to issue a Request for Proposals for the supply of natural gas. The RFP will be for a one, two or three year supply of natural gas. The contract start date would be at the beginning of the May 2013 billing period and run for the chosen term. Mr. Woods noted the proposals will be analyzed and a recommendation will be presented at a later board meeting. Mr. Varney moved to give Mr. Woods permission to seek proposals; seconded by Trustee Chavez. Motion was unanimously passed.

ACTION The Board was informed that GSG Architecture has provided all preliminary architectural services for the design, bidding, and construction of the new Douglas facility. To preserve continuity of the project and to adhere to the projected project timeline, Mr. Cox and Mr. Woods requested the Board of Trustees approve continuing to work with GSG Architecture throughout the remainder of the project. Based on a project budget of \$9.7 million, GSG quoted a fee of approximately 6.5% or \$627,430. Trustee Kautz moved with Trustee Olson seconding the motion to approve GSG Architecture for architectural services for the new Douglas facility, as presented. Motion carried unanimously.

Updates were provided by the offices of Human Resources, Learning, College Relations, and Student Services.

Trustees were provided with a copy of the in-service agenda.

Cate Steinbock, Outcomes Assessment Coordinator provided the Board with a PowerPoint presentation of the Outcomes Assessment Report.

In addition, the Trustees reviewed the agenda for the Trustee Orientation Session scheduled for Friday, January 11, 2013.

There being no further business the meeting was adjourned at 7:05 p.m.

Submitted by:

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Holly L. Branham

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George Nash, President

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John B. Patrick, Secretary