

Eastern Wyoming College Board of Trustees
July 9, 2013
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on July 9, 2013, at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

Dr. Armstrong provided the Board with an update on the Fulbright Scholar, Mr. Titus Mann from Romania. Mr. Mann and his wife are expected to arrive in Torrington the week of August 12th. Mr. Mann will teach courses in the agricultural area for our students as well as community members. He will serve as a community resource for others including community education topic seminars, guest speaking and consulting. Mr. Mann will stay for the academic year and leave sometime in May. Fulbright provides a small salary to the scholar and EWC will lease an apartment at a cost of \$750 per month. Dr. Armstrong will sign the lease agreement.

In addition, Dr. Cogdill provided additional information regarding the proposed leasing of rooms at Motel 6. Dr. Cogdill noted the rates for the room will be \$250 per student room per week with the dates of the lease to be August 25 through December 13 and January 12 through May 10. EWC will pay Motel 6 on the first of each month.

Trustees provided suggestions related to providing shuttle service for students and placing sophomores first at Motel 6. In addition, it was suggested the lease agreement must be very specific and provide for penalty provisions if the motel does not follow through with requested repairs, etc. Some Trustees continued to have reservations about working with Motel 6.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on July 9, 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. The only member absent was Julie Kilty.

A public hearing was held at 5:45 p.m. to hear comments on the proposed Fiscal Year 2014 College Budget. Bob Cox was on hand to present the budget. There were no comments from the public so the hearing was closed and Board President Nash called the regular meeting to order.

New employees Ron Laher, vice president for Administrative Services and Stuart Nelson, Human Resources director were introduced to the Board of Trustees.

Ron Bronson, EWC webmaster introduced the new website to the Board.

ACTION The Board was requested to approve the agenda with four additions. Mr. Varney moved to approve the agenda with the additional items; Mrs. Chavez seconded. Motion carried unanimously.

In his president's update, Dr. Armstrong reported on the recent Joint Appropriations Committee meeting and the Wyoming Community College Commission meeting held in Gillette. In addition, he took a few moments to provide the Trustees with an update of the Complete College America task force activities. Dr. Armstrong also reported the Executive Council will be holding a retreat in Casper on August 1 and 2.

ACTION The consent agenda was considered for approval. Mrs. Chavez moved and Mr. Kautz seconded the motion to approve the consent agenda, which included the following: the minutes from the June 11, 2013 meeting and the June 24, 2013 special meeting, the renewal of the WDOC and EWC Educational Services Agreement, the Concurrent/Dual Enrollment Agreements, the Emergency Management MOU between EWC and Wyoming Child and Family Development, the granting of Emeritus Status to Cheryl Raboin, the appointment of Ron Laher as the Assistant Treasurer to the Board of Trustees, and the bank resolutions.

Motion carried unanimously.

- ACTION The financial report was presented by Mr. Ron Laher, vice president for Administrative Services. Mr. Woods provided an update on the Douglas project. Mr. Varney moved to approve the financial report, as presented. Second by Mr. Kautz; motion passed unanimously.
- ACTION The Board was requested to approve the fiscal year 2013 transfers of unexpended and unencumbered appropriations within the Current and Plant Funds for the year ending June 30, 2013. A public hearing was held on June 17, 2013 with no comments being offered. Mr. Patrick moved to approve the fiscal year 2013 transfer of unexpended and unencumbered appropriations, as presented. Mr. Olson seconded and the motion was passed unanimously.
- ACTION The Board was informed that on June 17, 2013, a public hearing was held to hear comments of the continuance of the optional mill levy for the period of July 1, 2013 to June 30, 2015. Mr. Patrick moved and Mr. Olson seconded the motion to approve levying the Optional One-Mill Levy for FY 2014 and FY 2015, as presented. Motion carried unanimously.
- ACTION The Board was requested to approve the fiscal year 2014 College Budget. Mr. Olson moved to approve the budget as presented; second by Mr. Patrick. Motion carried unanimously.
- ACTION The Board was informed the selection committee and Dr. Ludwig, with Dr. Armstrong's approval recommended the appointment of Dr. Georgia Younglove to the position of Agriculture Instructor/Livestock Judging Coach. Dr. Younglove holds an Associate degree in Agriculture from Northwest College, a Bachelor of Science degree in Animal Science from Oklahoma State University, a Master of Science degree in Animal Science from Texas A & M University, and received her Ph.D. in Rangeland Ecology in 1998 from the University of Wyoming. She has taught Rangeland Management at Chadron State College for the last fifteen years. Mr. Varney moved to approve the appointment of Georgia Younglove to the position of Agriculture Instructor/Livestock Judging Coach, as presented; Mrs. Chavez seconded. The motion passed unanimously.
- ACTION Mr. Laher presented to the Board for their consideration changes to eliminate the requirement to bid out banking services every four years for the Restricted and Operations accounts. Instead of reviewing the accounts every four years, the Business Office would like the flexibility to seek bids as needs change according to the banking services which are currently offered. Mrs. Chavez moved to approve the revisions to Administrative Rule 6.0.2 Purchasing Banking Services, as presented. Mr. Olson seconded and the motion was unanimously passed.
- ACTION The Converse County Joint Powers Board Agreement has been approved by the Attorney General and the Board was informed a trustee needed to be appointed to serve as the trustee representative at the Joint Powers Board meetings. Trustee Gary Olson volunteered to serve. Mr. Patrick moved to appointment Trustee Olson to the Joint Powers Board as the EWC trustee representative; second by Mr. Varney. Motion carried unanimously.
- ACTION Following a discussion of the merits of a lease agreement with Motel 6, Mr. Varney moved to proceed with an agreement with Motel 6 that will "hold the feet of the property owner to the fire," second by Mr. Patrick. Motion passed with Mr. Olson opposing.
- ACTION The 2013-2014 Golf Course agreement was brought before the Board for their consideration. Following the discussion, Mr. Kautz moved to approve the golf course agreement with the City of Torrington, as presented. Mrs. Chavez seconded and the motion was unanimously passed.

Trustee Chavez provided a BOCES update to the Board. Updates were also provided by the offices of College Relations, Institutional Development, Human Resources, Learning and Student Services.

The 2013 Summer enrollment preview indicated EWC experienced a 0.2% increase in total student headcount as compared to Summer 2012. The total student headcount of 464 students reflects an overall increase of 1 student. Full-time enrollment was unchanged from Spring 2012.

Part-time enrollment was up 1 student (0.2%). FTE increased by 7.75 (7.0%).

The Institutional Effectiveness Office provided an update on the grants from fiscal year 2013.

Dr. Ludwig and Chris Wenzel, chair for the Science Division presented Part 2 of the Program Reviews; the Science and Pre-Professional programs.

ACTION At 7:40 p.m. Trustee Patrick moved and Trustee Varney seconded to adjourn to executive session to discuss personnel issues. Motion carried unanimously.

The executive session was adjourned at 7:50 p.m. and the regular meeting was reconvened.

ACTION Ron Bronson, EWC webmaster submitted his resignation effective July 26, 2013. Mr. Olson moved and Mr. Varney seconded the motion to accept the resignation and take steps to fill the position immediately. Motion carried unanimously.

There being no further business the meeting was adjourned at 7:56 p.m.

Submitted by:

Holly L. Branham

George Nash, President

John B. Patrick, Secretary