

Eastern Wyoming College Board of Trustees
June 11, 2013
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on June 11, 2013 at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

Board President Nash presented Ray Schulte, Goshen County School District Superintendent with four Hathaway photos for placement in the local high schools and the Torrington Middle School. The photos were given in honor of former Governor and Goshen County alumnus Stan Hathaway.

The Board reviewed the proposed revisions to the Personnel policies and administrative rules which were handed out at the May work session. Upon approval at first reading the policies will be advertised and a public hearing held at the August meeting where the Board will then consider the policies and associated rules for final reading and adoption.

The Board then discussed preliminary plans for the FY 2015 budget request. The Governor's office is requesting budgets be submitted earlier than usual so EWC will need to submit their capital construction requests for the next biennium to the Wyoming Community College Commission before the July commission meeting. Beginning this year capital project requests will need to go through the State Construction Management Division before going to the legislature. The college is considering submitting a request for a building which would house the Welding and Joining Technology, the Cosmetology, and the Health Technology programs as well as the Community Training Center and workforce activities. The estimated cost for the building, landscaping, drainage improvements, and parking lots total approximately \$20 million.

The work session adjourned at 5:00 p.m.

Board Minutes

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

Board President Nash called the meeting to order at 5:45 p.m.

ACTION The Board was requested to approve the agenda. Trustee Kilty moved to approve the agenda, as presented; second by Mr. Varney. Motion was unanimously passed.

In his president's update, Dr. Armstrong reported on considerations of the Wyoming Community College Commission on the completion metric, Complete College America training academy, early submission of the budget to the Commission, and possible capital construction request. Dr. Armstrong will become the president of the Presidents' Council which will require him to sit on additional statewide committees such as WPBS Advisory Council and the Wyoming Workforce Development Council. He noted Jim Rose is suggesting an Executive Council retreat in the near future. President Armstrong also commented on the following topics: the UW press conference on automatic admissions, Dr. Cogdill and Tami Afdahl leading efforts with emergency exercise and communication planning, Foundation Finance committee and full Foundation meetings, the approval by the Foundation to fund purchases of instructional equipment, the Goshen County Economic Development Corporation board meeting, and continued planning and working on current construction projects—Douglas, ATEC, Fine Arts, and welding and technology building. Dr. Armstrong also noted that some of the trees at the North Campus have died due to drought and a faulty drip system. The trees will be replaced and the drip system repaired.

ACTION The Board was requested to consider the consent agenda for approval. Mr. Varney moved and Mrs. Chavez seconded the motion to approve the consent agenda, which included the minutes of the May 14, 2013 meeting and executive session, the renewal of the Memorandum of Agreement between EWC and the EWC Foundation, the North Campus land lease renewals, the lease agreement for the Hinkley property, the Lancer Club agreement, the Goshen County Fair Association Facility Usage contract, the ratification of the resignation of Vice President for Finance and Administrative Services Bob Cox, ratification of the appointment of Ron Laher to the position of Vice President for Administrative Services, ratification of issuing RFP for the renovation of the athletic locker rooms, and the ratification of the MOU between the Wyoming Department of Education, University of Wyoming and EWC. Motion carried unanimously.

ACTION Mr. Cox presented the financial report. Keith Jarvis provided the Board with an update on the summer construction projects. Mrs. Chavez moved to approve the financial report, as presented. Mr. Kautz seconded and the motion was unanimously passed.

ACTION The Board was requested to approve the appointment of a Testing/Career Center coordinator. The selection committee recommended Jo Ellen Keigley for the position. Ms. Keigley holds a A.A. degree from EWC in Business Education and a bachelor's degree in Education from Chadron State College. Mr. Varney moved to approve the appointment of Jo Ellen Keigley to the position of Testing/Career Center coordinator, as presented. Mrs. Chavez seconded. Motion carried unanimously.

ACTION The appointment of Stuart Nelson to the position of Human Resources Director was brought before the Board for their consideration. Mr. Nelson holds an ED.S., 2007, from the University of Wyoming in education administration, an M.S. from Lesley College, Cambridge, MA in business management/micro-computer business applications, and a B.S. from the University of Wyoming, in education. Mr. Nelson held the position of superintendent of schools for Platte County School District 1 for ten years and has been in the education field for thirty-one years working in three school districts and two community colleges.

Mr. Kautz moved and Ms. Kilty seconded to approve the appointment of Stuart Nelson to the position of Human Resources Director, as presented. Motion carried unanimously.

ACTION The Board was informed the selection committee and Dr. Ludwig, with Dr. Armstrong's approval recommended the appointment of Vickie Winney to the position of Health Technology instructor at the Douglas Campus. Ms. Winney holds an Associate Degree from Odessa College, Odessa, Texas in Nursing. In addition, she is a Registered Nurse and is currently enrolled in the Master's of Nursing program at Clarkson College in Omaha, Nebraska. Mr. Olson moved to approve the appointment of Vickie Winney to the position of Health Technology instructor, as presented; second by Mrs. Chavez. Motion passed unanimously.

ACTION The Board of Trustees reviewed the proposed changes to the personnel policies and associated administrative rules during their work session. The proposed amendments to the personnel policies are the first step in meeting the Board's directive to update our policies. The Board was informed this is a formatting change rather than a content change. Although some titles, dates, and percentages have been updated, most of the language has remained the same, but moved from a particular policy to the related administrative rule. The intent is to modify the policies from detailed lengthy explanations, to broad, short, statements of principle and to maintain the supporting, detailed information in the administrative rules. Changing the format will maintain the Boards oversight in both policies and administrative rules, but will give the Board the ability to react to needed changes in the working document without the burden of multiple readings and a forty-five day waiting period. Mr. Varney moved to approve on first reading the revisions to the personnel policies and associated administrative rules; second by Mr. Kautz. Motion carried unanimously.

ACTION The Board of Trustees were polled on Thursday, June 6, 2013 to consider awarding a contract to Goshen County Construction for the renovation of the Fine Arts restrooms in the amount of \$199,771. A bid from McCauley Wyoming Constructors in the amount of \$238,400 was also received. The Trustees unanimously approved awarding the contract to Goshen County Construction. The Trustees were requested to ratify this action. Mr. Olson moved to ratify awarding the contract to Goshen County Construction in the amount of \$199,771. The motion was seconded and unanimously passed.

ACTION The Board was requested to approve awarding a contract to Goshen County Construction for the athletic locker room renovations. The Lancer Club will cover \$41,324 of the renovations and the college will fund the other \$10,000 for a total of \$51,324. Ms. Kilty moved to approve awarding a contract to Goshen County Construction for the athletic locker rooms renovation for a total of \$51,324, as presented. Mr. Varney seconded and the motion carried unanimously.

ACTION College Attorney David Evans reviewed with the Trustees the Joint Powers Board Agreement between Converse County and EWC. The purpose of the agreement is to provide an efficient, orderly, economically feasible method of planning, creating, financing and operating the projects on behalf of Converse County and Eastern Wyoming College. One member of the Board of Trustees

would serve on the Joint Powers Board. Mr. Olson moved to approve the Joint Powers Board Agreement for the Douglas Campus project; second by Ms. Kilty. Motion carried unanimously.

The offices of Student Services, Institutional Development, Human Resources, and Learning provided updates of their areas.

Part One of the Instructional Program Review the social science cluster was presented to the Board. Larry Curtis, division chair for the Arts, Humanities, Social and Behavioral Sciences was on hand to assist Dr. Ludwig with the presentation. Part Two will be presented in July followed by Part Three in August. Approval of the Instructional Program Reviews will be acted upon in September.

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