

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

Work Session Minutes

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

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

The work session was called to order at 4:05 p.m.

Dr. Armstrong gave a brief overview of the current projects. He noted the ATEC is still a priority for the institution and are waiting for a UW response. The other project is the Career and Technical Education Center building which will replace the mechanical arts building and cosmetology building. This project will be going to the Governor the first of December followed by the Joint Appropriations Committee and the Legislature. The Lancer Hall Wings are moving ahead as well. Dr. Armstrong stated as we move forward with additional buildings and increases to enrollment we will need a place to house these students.

Trustees expressed concern regarding using GSG Architecture for the Lancer Hall Wings project as they feel GSG did not do very good job of estimating the costs associated with the construction of the Douglas building.

Mr. Laher informed the Trustees that the State Construction Management Division gave the College permission to use GSG if desired since they had done the work on Lancer Hall and that the project is on a tight timeline. Mr. Laher further noted the project consists of construction of a north wing with 15 beds at a cost of \$1,160,000 and the south wing with 29 beds at a cost of \$2,240,000 for a total project cost of \$3.4 million. He also stated Bank of the West would allow the College to retire the Lancer Hall bonds early and would then be included in the new project.

Mr. Patrick asked Dr. Armstrong if he felt Lancer Hall was the best location to spend the \$3.4 million. Dr. Armstrong stated he feels the \$3.4 million sounds like a lot, but it is his understanding the College can get the most rooms for that cost.

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

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met for a regular session on November 12, 2013 at 5:45 p.m. in the Dolores Kaufman Boardroom.

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

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

Residence Hall Director Kellee Gooder introduced Jamie Black, assistant residence hall director and the resident assistants; Everett Summers, Nichole Dunovsky, Fawtana Welch, Amber Jerke, Shawni Hamilton, Amanda Angel, Kyle Nicolls, and Ross Walker.

Debbie Ochsner introduced the Civitas Award recipients. Faculty and Staff: J.R. Gutierrez, Chrystal White, Ellen Creagar, and Dr. Michelle Lett. Groups: College Relations, Men's Basketball Team, and Vet Tech Club. Students: Chelsea Olson, Carolyn Jackson, Ross Wahlert, and Autumn Pierce.

President Trae Kautzman provided the Student Senate update.

ACTION The Trustees were requested to approve the agenda with one addition; namely, authorizing Dr. Armstrong to offer a contract to a webmaster once a decision is reached. Trustee Olson moved to approve the agenda with the addition; second by Mr. Varney. Motion carried unanimously.

In his president's update, Dr. Armstrong reported on the State Building Commission meeting, the WACCT Community College Summit, his meeting with UW President Sternberg, Dean Galey, and Vice President for Academics Richard McGinity regarding the agriculture facility, the Complete College Wyoming meetings, and his meeting with Governor Mead, Mary Kay Hill, President Sternberg, Department of Education Executive Director Richard Crandall and Jim Rose. He also noted Senator Enzi was the speaker at EWC's well attended Veteran's Day event.

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 October 8, 2013 meeting, the October 23, 2013 work session, the October 25, 2013 meeting and executive session; the authorization of President Armstrong to review and sign the finalized Douglas Lease and Agreement on behalf of the EWC Board of Trustees; ratified the resignation of Michael Norton, EWC custodian; and ratified the Fine Arts Renovation Project change order #2 in the amount of \$649.71. Motion carried unanimously.

ACTION Mr. Laher presented the financial report. A motion was made by Trustee Chavez and seconded by Mr. Kautz to approve the financial report, as presented. Motion carried unanimously.

ACTION A discussion was held regarding the request to approve an architectural design agreement with GSG Architecture for the Lancer Hall Wings project. It was the feeling of the Board that it was in the best interests of the College to interview other architects for this project. Following the discussion, Trustee Olson made a motion to send out a request for proposal for architectural services on the Lancer Hall Wings project. The motion was seconded by Mr. Patrick and unanimously passed.

ACTION Mr. Laher presented the preliminary scholarship budget for fiscal year 2015. He noted there were several changes being made to the budget in an effort to increase retention and completion. In addition, the Wyoming Border Scholarship will be renewable for sophomores. Mr. Kautz moved to approve the fiscal year 2015 preliminary scholarship proposal, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION Mr. Woods reviewed the recommendation for replacement motor pool vehicles. He noted the College had requested bids for one mid-size Crossover Utility Vehicle and one mid-size Sedan. A total of seven bids for a CUV and six bids for the Sedan were received with several makes and models proposed. Two vehicles were rejected as not conforming to requested specifications. The recommendation for consideration by the Board included a 2014 GMC Acadia from Greiner Motors at a cost of \$26,811 and a 2014 Ford Taurus from Big Sky Ford in the amount of \$20,395 for a total replacement cost of \$47,206. Mr. Patrick moved to accept the bids from Greiner Motors and Big Sky Ford; seconded by Mr. Kautz. Motion carried unanimously.

ACTION The Trustees were informed the community college and University of Wyoming Board of Trustees were being requested to adopt a resolution in support of college completion in the State of Wyoming. Mr. Olson moved to adopt the resolution, as presented; second by Mrs. Chavez. Motion was unanimously passed.

Resolved: *Increase completion at the community colleges significantly by 2022. The Community College goal, established by CCW in October 2013, is to increase community college certificate and associate degree recipients by 5% annually, with a base year of 2011-12 and a time period of 10 years to end in 2021-22. This goal was approved by the Wyoming Community College Commission in October 2013. The 2011-12 base year provides a comparison point for measuring goal attainment and effectiveness of success strategies implemented after that year. Expected impact will begin to be measured in 2014-15. The UW President and UW Board of Trustees support the goal to increase the number of baccalaureate degrees conferred at UW by 2% annually (base year 2011-12) beginning in the academic year 2016-17 and ending in the academic year 2021-22.*

ACTION The Board was requested to authorize Dr. Armstrong to appoint a webmaster. Interviews have been conducted and plans to offer a contract for the position is forthcoming. Mr. Patrick moved and Mr. Olson seconded to authorize President Armstrong to appoint a webmaster. The motion passed unanimously.

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

The Summer 2013 Enrollment Summary was presented to the Board. The summary indicated EWC experienced a 4.1% increase in total student headcount as compared to Summer 2012. The total student headcount of 482 students reflects an overall increase of 19 students. Full-time enrollment was up 5 students. Part-time enrollment was up 14 students (3.0%). Full-time Equivalency (FTE) increased by 14.25 (12.8%). It was noted the Wyoming Law Enforcement Academy did not have any classes again this summer.

The October 15th Enrollment Report showed a 5.0% increase in the total number of students compared to Fall 2012. Full-time headcount was up 6 students, and part-time was up 84 students. The number of high school students increased from 590 students in Fall 2012 to 783 students in Fall 2013, an increase of 193 students. The number of previously enrolled students was down by 6 students and first-time students was up 96 students. Full-time and part-time headcounts were above the five-year average. The total Full-time Equivalency (FTE) on October 15th showed a 5.48% increase compared to Fall 2012. The FTE increased by 10.6% in Goshen County and decreased by 0.72% in Outreach. Goshen County is 36.96 FTE above its five-year average and Outreach is 96.04 FTE above its five-year average.

ACTION The Trustees discussed selecting a nominee for the WACCT 2013-2014 Trustee Leadership Award. Mr. Olson moved to nominate Angie Chavez; second by Mr. Varney. Motion carried with Mrs. Chavez opposing.

Clyde Woods reported on the Douglas Building project informing the Trustees the site preparation has been completed and it appears the project will be approximately \$200,000 under what was projected. Mr. Woods indicated the Converse County Commissioners selected Clark and Sullivan as the building contractor.

ACTION Mr. Varney moved and Mrs. Chavez seconded the motion to adjourn to executive session to conduct Dr. Armstrong's evaluation. Motion carried unanimously.

The regular meeting was reconvened at 7:15 p.m. and the meeting adjourned.

Submitted by:

Holly L. Branham

George Nash, President

John B. Patrick, Secretary