

EWC BOARD OF TRUSTEES MEETING
February 11, 2014
Dolores Kaufman Boardroom

College Mission

Eastern Wyoming College is a student-centered, comprehensive community college that responds to the educational, cultural, social, and economic needs of its communities with quality, affordable educational opportunities for dynamic lifelong learning.

Vision Statement

Eastern Wyoming College will be a dynamic center for education, acting as a catalyst for individual growth, community engagement and global impact.

4:00 p.m. Work Session - iPad Demonstration and Training

5:00 p.m. Dinner in the Cafeteria

AGENDA

5:45 p.m. Public Hearing – Business Services Policies (Appendix D) and Personnel Policy 3.0: Equal Employment Opportunity Policy Statement (Appendix E)

Open Meeting

Introduction of Men’s Basketball Team

Introduction of Civitas Awards

Introduction of Visitors

Student Senate Update

Approval of Agenda

Recommended Action: Motion to approve the agenda, as presented.

President’s Update:

Please see **Appendix A** for the President’s update.

Approval of Consent Agenda – Appendix B

- **Approve Minutes:** *January 14, 2014 meeting and executive session minutes and the January 23, 2014 special meeting and executive session minutes. Please see **Appendix B1**. Prepared by Holly Branham, Executive Asst to the President/Board of Trustees*
- **Approve Request to Seek Bids for Fine Arts Entry Remodel Project:** *We are requesting permission to seek proposals for remodel of the Fine Arts Entry. This project will consist of the enlargement of the Fine Arts entry vestibule with ADA compliant entry doors and the construction of a ticket booth with storage area. The project will begin May 27, 2014 and be complete no later than September 1, 2014. Bid documents will be available to contractors on February 17, 2014 and the public bid opening will be conducted on March 10, 2014. This project will be funded with Major Maintenance funds.*

- **Approve Recommendation to Accept Twin City Roofing Bid and Award Contract for Replacement of Lancer Hall Roof:** *We are requesting permission to award a contract for replacing the roof on Lancer Hall that was damaged in the hail storm last summer. We received two bids for the project. Bob's Roofing bid \$74,922. Twin City Roofing, Scottsbluff, bid \$54,540. Due to the significant difference in bids, we reviewed and verified with Twin City Roofing that they did not error in their estimate. Terry Schank, owner of Twin City Roofing, indicated that his bid was based on a site visit and thorough understanding of the project. We recommend accepting the Twin City Roofing bid of \$54,540 and awarding a contract for the repairs. The project will start on May 12, 2014 and be complete no later than May 30, 2014. The project will be funded by an insurance settlement.*

*Submitted by Mr. Clyde Woods, Director for Procurement and Contracts
and Mr. Keith Jarvis, Director for Physical Plant*

- **Approve Wyoming Surplus Property Resolution:** *By adopting this resolution, it authorizes Eastern Wyoming College to acquire surplus property from Wyoming Surplus Property. The college has worked with Wyoming Surplus Property for many years. Please see Appendix B5.*

Prepared by Mr. Ron Laher, Vice President for Administrative Services

Trustees, please feel free to contact Dr. Armstrong prior to the board meeting regarding any questions you may have concerning the consent agenda.

Recommended Action: Motion to approve the consent agenda, as presented.

Action Items

Approve Financial Report

Please see Appendix C for the written financial report and the construction projects update.

Prepared by Mr. Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the financial report, as presented.

Approve on Final Reading Revisions to Business Services Policies and Associated Administrative Rules

Revisions to Business Services Policies and Administrative Rules have been undertaken by the Business Office staff and President's Leadership Team over the past several months (see Appendix D). Policies have been reviewed for strength, relevance, and cohesion, and where possible, procedures within policies have been moved to Administrative Rules. We also updated position titles and statute citations. Suggested changes discussed during the December work session have also been incorporated.

Prepared by Mr. Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve on final reading the revisions to the Business Services Policies and Associated Administrative Rules, as presented.

Approve on Final Reading Revision to Personnel Policy 3.0: Equal Employment Opportunity Policy Statement

I researched the policies at the University of Wyoming and other advanced educational institutions and the word **orientation** has become the standard over the word **preference**. Please see Appendix E for a copy of the policy. We're requesting the Trustees approve this change on final reading.

Recommended Action: Motion to approve on final reading the revision to Personnel Policy 3.0: Equal Employment Opportunity Policy Statement, as presented.

Information Items

Learning Update:

Please see **Appendix F** for the Learning update.

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Spring 2014 Day One On-Campus Enrollment Report:** The Spring 2014 enrollment data for the first day of classes showed a 4.2% decrease in the total number of students enrolled in on-campus courses compared to Spring 2013. Full-time headcount is up 22 students, and part-time enrollment showed a decrease of 50 students. Full-time enrollment was 4 students above the five-year average, and part-time enrollment was 12 students below the five-year average. Total enrollment is 8 students below the five-year average. The On-Campus Day 1 full time equivalency (FTE) showed an increase of 0.5% or 3.0 FTE compared to Spring 2013. The FTE was 3.56 below the five-year average. Please see **Appendix G** for details.

Prepared by Ms. Kimberly Russell, Institutional Research Director

- **Spring 2014 Day 10 On-Campus Enrollment Report:** The on-campus 10 day enrollment data showed a decrease of 4.8% in the total number of students enrolled comparing Spring 2013 to Spring 2014. Full-time headcount increased by 22 students while part-time headcount decreased by 55 students. Spring 2014 full-time is 1 student above the five-year average. Part-time enrollment is 24 students below the five-year average. Total enrollment is 23 students below the five-year average. The on-campus 10 day full time equivalency (FTE) showed an increase of 6.92 FTE compared to Spring 2013. Spring 2014 on-campus FTE is 3.55 FTE below the five-year average. The off-campus 10 day FTE showed an increase of 100.38 FTE compared to Spring 2013. Please see **Appendix H** for details.

Prepared by Ms. Kimberly Russell, Institutional Research Director

- **Partnership Report:** The Partnership Report can be find in **Appendix I**.
Prepared by Dr. Dee Ludwig, Vice President for Learning
- **Hathaway Update:** The 2012-2013 Hathaway report can be found in **Appendix J**.
Prepared by Dr. Dee Ludwig, Vice President for Learning

Student Services Update:

Please see **Appendix K** for the Student Services update.

Prepared by Dr. Rex Cogdill, Vice President for Student Services

Human Resources Update:

Staffing: Volleyball position has been posted and we are receiving applications. Applicant screening and hiring will take place in Early March. I am also completing the Athletic Director/Fitness Center Director job description and advertisement. Time line for hiring is late March.

Working with Retirees to complete all necessary paperwork. Assisting with the Wyoming Retirement System, State of Wyoming Insurance Division and for some, social security.

Evaluations are being completed with reviews. There are a few still coming in daily. HR has been working with Ron Laher to project costs and staff needs for next year.

Institutional Development Update:

Please see **Appendix L** for the Development update.

Prepared by Mr. Oliver Sundby, Institutional Development Director

Trustee Topics

- **Reminder:** WACCT Conference and Legislative Reception, February 20
- **February 24, 2014** – Special Board Meeting to approve financing proposal for Lancer Hall Additions.

Adjournment

Upcoming Events:

February 10	Legislative Session Begins
February 11	EWC Board Meeting
February 13-14	Winter Break – No Classes
February 20	WACCT Conference and Legislative Reception
February 24	EWC Special Board Meeting
March 10-14	Spring Break – No Classes
March 11	EWC Board Meeting
March 26	Foundation Board Meeting, 11:30-1:00, CTCI
April 4-6	EWC Rodeo
April 8	EWC Board Meeting
April 18	Good Friday – College Closed
April 21	Easter Break – No Classes
May 6-9	Finals Week
May 8	GED Graduation, 6:00 p.m.
May 9	EWC Graduation, 7:00 p.m.
May 10	EWC Douglas Graduation, 2:00 p.m.
May 13	EWC Board Meeting