

**EWC BOARD OF TRUSTEES MEETING**  
**January 14, 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.*

- 4:15 p.m.    **Work Session - *Tour of Athletic Locker Rooms and Introduction of Women's Basketball Team***
- 5:00 p.m.    **Dinner in the Cafeteria**

**AGENDA**

- 5:45 p.m.    **Open Meeting**

*Introduction of Skills USA Officers & video*

*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:** *December 10, 2013 minutes. Please see **Appendix B1.***  
*Prepared by Holly Branham, Executive Asst to the President/Board of Trustees*
  
- **Approve Proposed FY-2015 Scholarship/Grants Budget Amendments:** *The preliminary scholarship budget was reviewed and approved by the Trustees on November 12. Since then, the WCCC raised tuition rates for next year by 5%. Therefore, to maintain the same relative value of the tuition awards, we are recommending that the Board approve an additional \$45,771 as outlined in **Appendix B4.***  
*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 Reappointment of Administrators

Pursuant to EWC Administrative Rule 3.23.3, 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 the Board of Trustees that administrators: Dee Ludwig, Rex Cogdill, Ron Laher, and Mike Durfee be reappointed to their respective positions for fiscal year 2015.

*Prepared by Mr. Stuart Nelson, Human Resources Director*

**Recommended Action: Motion to approve the reappointment of Dee Ludwig, Rex Cogdill, Ron Laher, and Mike Durfee for fiscal year 2015, as presented.**

### Approve Early Retirement Requests

The following people meet the eligibility requirements, and have submitted letters (**Appendix D**) of intent to participate in the early retirement program, effective one month following the end of their current employment contracts: Marlise Brower, Debra Doren, Emé Escamilla, Carmie Howe, Jim Maffe, and Leland Vetter.

*Prepared by Mr. Stuart Nelson, Human Resources Director*

**Recommended Action: Motion to approve the early retirement requests of Marlise Brower, Debra Doren, Emé Escamilla, Carmie Howe, Jim Maffe, and Leland Vetter, as presented.**

### Approve Resignation/Retirement of Verl Petsch, Jr.

Verl Petsch has submitted a letter indicating his intent to retire at the conclusion of his current contract ending June 30, 2014. A copy of his letter can be found in **Appendix E**.

*Prepared by Mr. Stuart Nelson, Human Resources Director*

**Recommended Action: Motion to approve the resignation and retirement of Verl Petsch, Jr., as presented.**

### Approve Supplemental Funding Agreement

This agreement conforms to the motion adopted by the EWC Board of Trustees on October 25, which provides \$900,000 in additional funding for the new campus building in Douglas. EWC would be responsible for repaying \$450,000, plus interest at 2.25% per annum. Further, the agreement has been reviewed by David Evans, EWC general counsel, and Jim Willox, Converse County Commission Chairman. Please see **Appendix F** for further details.

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

**Recommended Action: Motion to approve the supplemental funding agreement, as presented.**

## **Authorize EWC to Seek Tax Exempt Financing Proposals from Local Banks for Construction and Bond Refunding Financing**

EWC seeks to borrow a total of \$4,230,000 to expand student housing at Lancer Hall and to retire the existing 2006 revenue bonds. The desired repayment period is 20 years. The target interest rate is 3.5-4.0%. Barbara Bonds will provide the associated legal services to certify the qualified tax-exempt status of this private-placement bond issue. Valid proposals would be summarized for further Board action in February. Please see **Appendix G** for details.

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

***Recommended Action: Motion to authorize EWC to seek tax exempt financing proposals from local banks for construction and bond refunding financing, as presented.***

## **Information Items**

### **Student Services Update:**

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

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

### **College Relations Update:**

College Relations has been quite busy as we have been working with Paul to acclimate him to Eastern Wyoming College and the software that runs our website. He has jumped right in to the role perfectly and addressed many loose ends that needed attention. We are all excited about the skills he brings to our department and his willingness to assist in all areas.

In September we began recording the projects we work on in another manner so that we can review the total number. For the month of September the College Relations group was involved with and worked on over 145 different projects. In October – just over 200 different projects and November, just under 200 projects.

We worked with the Converse and Crook County staff and coordinators to create a combined schedule of credit and community education offerings for each county. Those publications were then mailed to every one in each county. We are excited about this new effort and look forward to expanding this effort in our other counties.

*Prepared by Ms. Tami Afdahl, College Relations Director*

### **Human Resources Update:**

Human Resources has been working with the early retirement program offered by the Board of Trustees. At this time there are six applicants for the early retirement program. Planning for staffing is taking place in conjunction with the Vice Presidents committee; scenarios and college needs are being addressed. The end of year tax statements and reporting are in the process of being completed. We are promoting electronic printing of tax documents for employees. Evaluations are in full swing. Supervisors and staff are completing documents to meet the requirements of Board Policy. Evaluations need to be completed by the end of January. The Affordable Care Act is coming to reality. Human Resources is trying to stay current on legalities and requirements that can affect our employees. At this time, college employees are seeing little effect from the new law. This may change when the employer mandate takes over late in the year. HR has been putting together information pertaining to salaries and benefits for use with the legislature.

*Prepared by Mr. Stuart Nelson, Human Resources Director*

### **Institutional Development Update:**

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

*Prepared by Mr. Oliver Sundby, Institutional Development Director*

## Learning Update:

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

*Prepared by Dr. Dee Ludwig, Vice President for Learning*

- **Outcomes Assessment Report:** Please see **Appendix K** for a copy of the report.  
*Presented by Ms. Kate Steinbock, Outcomes Assessment Coordinator and  
Dr. Dee Ludwig, Vice President for Learning*
- **Performance Indicator Report:** The Performance Indicator Report can be found in **Appendix L**.  
*Prepared by Ms. Kimberly Russell, Institutional Research Director*

## Trustee Topics

- **February Work Session – iPad Demonstration for Trustees**
- **Special Board Meeting** – We hope to schedule a special board meeting towards the end of January to select an architect and approve a contract for architectural services for the Lancer Hall Wings project.
- **Reminder:** WACCT Conference and Legislative Reception, February 20 – Please let Holly know if you plan to attend and would like her to register you.

## Executive Session – Personnel

***Recommended Action: Motion to adjourn to executive session to discuss personnel.***

## Adjournment

**Upcoming Events:**

January 8-10	Spring In-Service
<b>January 14</b>	<b>EWC Board Meeting</b>
January 20	Martin Luther King Day – College Closed
January 25	Sagebrush and Roses Dinner Dance
January 29	Foundation Board Meeting, 11:30-1:00, CTCI
February 10	Legislative Session Begins
<b>February 11</b>	<b>EWC Board Meeting</b>
February 13-14	Winter Break – No Classes
February 20	WACCT Conference and Legislative Reception
March 10-14	Spring Break – No Classes
<b>March 11</b>	<b>EWC Board Meeting</b>
March 26	Foundation Board Meeting, 11:30-1:00, CTCI