

EWC BOARD OF TRUSTEES MEETING

March 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 –

- Review of Master Plan
- Review of Financing Options for New Construction Projects

5:00 p.m. Dinner in the Cafeteria

AGENDA

5:45 p.m. Open Meeting

Introduction of Visitors

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:** *February 11, 2014 meeting and executive session minutes and the February 24, 2014 special meeting minutes. Please see **Appendix B1.***
Prepared by Holly Branham, Executive Asst to the President/Board of Trustees
- **Approve Request to Submit Grant:** *The ETSS grant program has been replaced by the Families Becoming Independent (FBI) program which will utilize Temporary Assistance for Needy Families (TANF) dollars coming to the State of Wyoming. The Department of Family Services will oversee this program which was previously under the Department of Workforce Services. However, the goals and objectives of the program are still very similar. Therefore, we request permission to submit the grant proposal to the Department of Family Services for approximately the same amount as last year (\$240,000). If funded, the grant would provide the salary and benefits for the grant coordinator and part-time administrative assistant. Additionally it would provide funding for qualified CNA students, CDL participants, and other short-term training provided by the College.*

Prepared by Dee Ludwig, PhD, Vice President for Learning

- **Approve Request to Seek Proposals for the Lancer Hall Additions Project:** *We are requesting permission to seek proposals for remodel of the Lancer Hall Additions project. This project will consist of the addition of two wings to the Lancer Hall Residence Hall.*

New Student Beds	40
New ADA Student Beds	6
New Resident Advisor Beds	<u>2</u>
Total New Beds	48

The project will include expanding the existing laundry facilities, converting one of the existing commons area into ADA or temporary housing room when need arises, the addition of two storage areas and new student mailboxes. Parking lot modifications will add 30 new spaces for a new total parking of 106 spaces. The total new gross square footage is 9,138.

*The bid documents will be available to contractors on April 1, 2014. Construction is expected to begin by May 12, 2014 with completion prior to the Fall Semester of 2015. Please see **Appendix B6** for floor plan.*

Submitted by Mr. Clyde Woods, Director for Procurement and Contracts

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.

Adoption of Formal Resolution Authorizing the Issuance of Facility Refunding and Improvement Bonds, Series 2014, Principal Amount of \$4,230,000

The Board of Trustees are being requested to approve a resolution authorizing the issuance by Eastern Wyoming Community College District, State of Wyoming, of its facility refunding and improvement revenue bond, Series 2014, in the principal amount of \$4,230,000, for the purpose of refunding outstanding obligations of the District and constructing and equipping student residence hall additions; ratifying certain action heretofore taken; authorizing the execution and delivery by the District of such bond and closing documents in connection therewith; prescribing the form of said bond; providing for the payment of the bond and the interest thereon; and providing other details in connection therewith. Please see **Appendix D** for complete details of the bond resolution.

Prepared by Ms. Barbara Bonds, EWC Bond Attorney

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

Approve Reappointment of Eligible Non-Tenured Faculty

Dr. Armstrong is recommending the reappointment of all eligible non-tenured faculty.

Prepared by Mr. Stuart Nelson, Human Resources Director

Recommended Action: Motion to approve the reappointment of all eligible non-tenured faculty, as presented.

Approve Awarding Contract for Fine Arts Entry Project

Bids are being opened for the Fine Arts Entry Project on Monday, March 10, with a recommendation being hand-carried to the board meeting.

Prepared by Mr. Clyde Woods, Director of Procurement and Contracts

Recommended Action: Motion to approve awarding contract for the Fine Arts Entry Project, as presented.

Approve Funding Proposal for New Construction Projects

The Board of Trustees may wish to take action on a funding proposal for the new construction projects as a result of the discussion during the work session.

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

Recommended Action: Motion to approve funding proposal, as presented.

Approve EWBOCES Fiscal Agency Agreement

Eastern Wyoming College, a member of the Eastern Wyoming Board of Cooperative Educational Services (EWBOCES), has been appointed as the EWBOCES acting fiscal agent for the period from July 1, 2014 to June 30, 2015. A draft of the proposed agreement is shown in **Appendix E**. This agreement has been prepared with legal advice from David Evans and O'Kelley Pearson.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve EWBOCES Fiscal Agency Agreement as presented.

Authorization to Open Bank Account

In fulfilling the responsibilities of the EWBOCES fiscal agency appointment, it is necessary to have a separate joint bank account to receive millage revenues from the participating school districts. These revenues will be redistributed back to the districts upon receipt. The account will best serve the EWBOCES if opened at Platte Valley Bank as it will need to be supported by an active EWC bank account with right of offset, which means that funds may be wired out without waiting for the bank to collect on the checks that have been deposited. Two signatures will be required to withdraw funds and the official signatories on the account are Ron Laher, Lori Moore (Payroll Specialist), and Karen Parriott (Business Office Director). The account would be jointly owned by EWC and EWBOCES.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to authorize the opening of a joint bank account, as presented.

Information Items

Human Resources Update:

Jennifer Hart and Tim Anderson have been approved for continuing contract/tenure status.

Interviews for the Volleyball position will take place the week of March 17th.

Interviews for the Athletic Director/Fitness Center Director will take place the week of March 24th.

Supplemental job descriptions to compliment the Fox-Lawson descriptions are moving forward.

Job applications are being updated with new fill-in forms being available on the EWC website. This will standardize and assist the college and applicants with the application

processes.

Employee service awards are being ordered. The employee awards presentation will be held on Monday, May 12 in the student cafeteria. Time will be set at a later date.

Prepared by Mr. Stuart Nelson, Human Resources Director

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **IPEDS Winter Collections Information:** Please see **Appendix G** for details of the Integrated Postsecondary Education Data Systems (IPEDS) report.
Prepared by Ms. Kimberly Russell, Institutional Research Director
- **Wyoming Community College System Summer 2013 Enrollment Report:** Please see **Appendix H** for details of the report.
- **Fall 2013 Enrollment Summary:** The Fall 2013 headcount increased 1.5% and the Full Time Equivalency (FTE) increased 3.4% compared to Fall 2012. Full-time headcount was up 9 students and part-time headcount was up 20 students resulting in a total increase of 29 students. The number of students who attended EWC for the first time in Fall 2013 was up 3 full-time students and up 9 part-time students. The number of students who had attended EWC anytime prior to Fall 2013 was up 6 full-time students and up 11 part-time students. Goshen County was up 42 full-time and up 4 part-time students, and Outreach decreased by 33 full-time and increased by 16 part-time students. Goshen County FTE increased by 73.25 FTE, and Outreach decreased by 28.05 FTE. Outreach accounted for 41.9% of the FTE. Please see **Appendix I** for further details of the report.
Prepared by Ms. Kimberly Russell, Institutional Research Director
- **Annual Enrollment Comparison Through Fall 2013:** EWC experienced an increase of 48 (2.0%) total students compared to 12-13. Total Summer enrollment had an increase of 19 students and Fall had an increase of 29 students. The total headcount is 149 students above the five-year average. EWC experienced a 4.2% increase in Full Time Equivalency (FTE) compared to 12-13. The FTE is 98.68 above the 5-year average. For complete details, please see **Appendix J**.
Prepared by Ms. Kimberly Russell, Institutional Research Director
- **March 1 Enrollment Report for Spring 2014:** As of March 1, all registrations have been entered. However, additional enrollment will occur throughout the semester. At this time, Outreach represents 35% and Goshen represents 62% of the Full Time Equivalency (FTE). Please see **Appendix K** for additional details.
Prepared by Ms. Kimberly Russell, Institutional Research Director

Student Services Update:

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

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

College Relations:

Things continue to be quite busy in College Relations. This is the time of year that we are finalizing the catalog and schedules. We also work with Jake Clark on helping with items for Lancer Rodeo. We continue to work on improvements to the EWC website and are looking forward to developing social media guidelines. Paul and I were invited to present briefly at the Spring Coordinator's meeting which went very well. We enjoy the enthusiasm from that great group. We have also spent time visiting multiple classrooms to capture

photos for our upcoming publications. As a group we also worked with Lynn on Strategic Planning.

Prepared by Ms. Tami Afdahl, College Relations Director

Trustee Topics

Executive Session – Personnel

Recommended Action: Motion to approve adjourning to an executive session to discuss personnel.

Adjournment

Upcoming Events:

March 10-14	Spring Break – No Classes
March 11	<i>EWC Board Meeting</i>
March 26	Foundation Board Meeting, 11:30-1:00, CTCI
March 31	Wyoming Community College Commission Meeting, Northwest College, Powell (No WACCT meeting scheduled)
April 3	WACCT Phone Conference
April 4-6	EWC Rodeo
April 8	<i>EWC Board Meeting</i>
April 16-17	EWC Golf Team Tournament
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 12	Employee Recognition and Retiree Luncheon
May 13	<i>EWC Board Meeting</i>