

EWC BOARD OF TRUSTEES
May 13, 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 –**
- Capital Construction Projects

- 5:00 p.m. Dinner in the Cafeteria**

AGENDA

- 5:45 p.m. Open Meeting**
- *Introduction of Visitors*

Approve Agenda

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

President's Update:

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

Approve Consent Agenda – Appendix B

- **Approve Minutes:** April 8, 2014 meeting and executive session minutes. Please see **Appendix B1**.
Prepared by Holly Branham, Executive Assistant to the President and Board of Trustees
- **Approve Academic Calendar for 2016-2017:** Please see **Appendix B5** for the proposed academic calendar for 2016-2017.
Prepared by Dr. Dee Ludwig, Vice President for Learning
- **Approve Certification of Uncollectible Debts:** Please see **Appendix B8** for details relating to this request. Addendum #1 certifies uncollectible debts totaling \$1,876.81, which is composed of bankruptcy and deceased discharges. The circumstances of individual debts are confidential and are protected under the Family Educational Rights and Privacy Act (FERPA), a federal privacy law.
Prepared by Ms. Karen Parriott, Business Office Director
- **Approve Request to Schedule Public Hearing for Renewal of the One-Half Mill Levy for FY 2015 and FY 2016:** A notice of intent has been prepared and it is shown in **Appendix B11**, along with relevant state statutes. Approval of this assessment will be considered within the final FY-2015 College Budget that will be presented to the Board in July.
Presented by Mr. Ron Laher, Vice President for Administrative Services

- **Approve Request for June Public Hearing on Final Budget for FY-2014:** In order to comply with state statutes, it is necessary under the Uniform Municipal Fiscal Procedures Act to hold a public hearing on transfers of unexpended and unencumbered appropriations. The proposed hearing notice is presented in **Appendix B12**.

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

- **Approve Updating Safe-Deposit Box Signatories:** EWC maintains a safe-deposit box at Pinnacle Bank for important papers. The current signatories to access the box are Jim Maffe, Shelly Andrews, Karen Parriott, and Holly Lara. We request approval to remove Shelly Andrews from the signature card and add Ron Laher as an authorized signatory. All other signatories will remain the same.

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

- **Authorize Dr. Armstrong to Execute a Memorandum of Understanding (MOU) for the Construction of the Career and Technical Education Center (CTEC) on behalf of EWC:** The MOU shown in **Appendix B13** is being proposed by the State of Wyoming, Department of Administration and Information, Construction Management Division, to address payment of costs associated with the planning, design, and construction of the CTEC facility. The State is responsible for contracting directly with professionals and building contractors and overseeing progress toward completion of the project in consultation with EWC. EWC's responsibility is to reimburse the State for costs exceeding \$20 million (projected to be approximately \$3.1 million). David Evans is currently reviewing the MOU and his recommendation will be available at the time of the board meeting.

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

- **Approve CRO Agreement:** The City of Torrington and Eastern Wyoming College wish to continue working together to provide a Campus Resource Officer (CRO) for the EWC/Torrington Campus. The CRO would be an employee of the City of Torrington/Torrington Police Department and would provide services to EWC to enhance the quality of life on campus by providing safety and security, maintain a high level of visibility around the campus, maintain order and provide a range of general and emergency services which may include classroom instruction. This arrangement is similar to the one that has been in place since 2009 through the federally funded COPS grant. EWC will pay the City of Torrington \$20,000 for the services of a CRO for the 2014/15 school year. Please see **Appendix B17** for a copy of the MOU.

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

- **Approve the Resignation of Pam Capron, Cosmetology Instructor:** Ms. Capron has submitted her letter of resignation effective June 30, 2014.

Prepared by Mr. Stuart Nelson, Director of Human Resources

- **Approve the Resignation of Jennifer Hart, Psychology Instructor:** Ms. Hart has submitted her letter of resignation effective May 13, 2014.

Prepared by Mr. Stuart Nelson, Director of Human Resources

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 FY-2015 Preliminary College Budget

Please see **Appendix D** for the FY-2015 Preliminary Budget.

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

Recommended Action: Motion to approve the FY-2015 Preliminary College Budget, as presented.

Approve Appointment of David Vondy to the Position of Athletic/Fitness Center Director

The search committee, with Dr. Armstrong's approval, is recommending David Vondy for the position of Athletic/Fitness Center Director. David has a combined 17 years of administrative experiences in fitness centers, corporate sponsorships, fundraising, marketing, facilities and event management. David has a Master's of Science in Sport and Exercise Science and his Educational Leadership and Policy Studies degree from University of Northern Colorado. He received his Bachelor of Arts in Kinesiology from Western State Colorado University. David is a first round Hall of Fame Inductee for Wrestling and Football. He was a Wrestling Academic All American. David has served on numerous committees in the Mountaineer Athletic Association, Youth Sports organizations and at his current college. David is currently serving as Interim Assistant Athletic Director at Western State Colorado University and has also served as assistant wrestling coach at UNC, athletic director in Yuma, Brush, and Holyoke, Colorado schools

Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of David Vondy to the position of Athletic/Fitness Center Director, as presented.

Approve Appointment of Math Instructor – Douglas Campus

Interviews for the Douglas Math instructor position are being held on May 6, 2014. A recommendation will be hand-carried to the meeting.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of a math instructor for the Douglas Campus, as presented.

Approve on First Reading the Proposed Revisions to Instruction and Supportive Services Policies and Associated Administrative Rules

Please see **Appendix E** for the proposed changes to the Instruction and Supportive Services Policies and associated Administrative Rules. This is the next section of the Policy Manual to be updated with shorter and more concise policies and procedures being moved to administrative rules.

Prepared by Holly Branham, Executive Asst to the President/Board of Trustees

Recommended Action: Motion to approve on first reading the proposed revisions to the Instruction and Supportive Services Policies and associated Administrative Rules, as presented.

Approve on First Reading the New Code of Ethics Policy 3.10 and Associated Administrative Rules

Please see **Appendix F** for the proposed new Code of Ethics Policy and associated Administrative Rules.

Prepared by Holly Branham, Executive Asst to the President/Board of Trustees

Recommended Action: Motion to approve on first reading the new Code of Ethics Policy and associated Administrative Rules, as presented.

Approve Revision to Administrative Rule 6.1.2 Smoking Rule

Please see **Appendix G** for the proposed revision to the Smoking Rule. This update provides clarification regarding the use of e-cigarettes, personal vaporizers or electronic nicotine delivery systems on campus.

Prepared by Holly Branham, Executive Asst to the President/Board of Trustees

Recommended Action: Motion to approve the revisions to Administrative Rule 6.1.2 Smoking Rule, as presented.

Approve Douglas Donor Recognition and Permanent Naming Amounts

Please see **Appendix H** for a copy of Dr. Armstrong's memo to Oliver Sundby, Gary Olson, Patrick Korell, and John Patrick regarding the proposed "naming rights" for the Douglas Building. This issue was tabled to allow for further discussions. As you can see by from the memo that issue has been resolved. As a result, we are requesting board approval of the permanent naming amounts as proposed by Dr. Armstrong.

Prepared by Holly Branham, Executive Asst to the President/Board of Trustees

Recommended Action: Motion to approve the proposed permanent naming amounts for the Douglas Building, as presented.

Approve Seeking Funding for Both the ATEC and CTEC Buildings Through a Ballot Proposition

Recommended Action: Motion to approve seeking funding for both buildings through a ballot proposition, as presented.

INFORMATION ITEMS

Student Services Update:

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

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

College Relations Update:

Holly and I recently traveled to Cheyenne and spent time visiting with LCCC folks about their recent bond. They shared examples, resources and lots of great advice. We appreciate their support and willingness to share following their successful bond campaign.

The College Relations office has been quite busy with end of the semester projects and new projects. We have recently completed the summer community education schedule and did similar schedules which included community ed and credit courses for the outreach sites in

Converse, Crook and Platte counties. This is a new initiative for us and we are excited to see where this grows from here.

As the semester comes to an end we also gear up for all of our summer projects as we prepare for the fall semester. We will also be working with Dr. Armstrong on informational materials for the pending construction projects.

Prepared by Ms. Tami Afdahl, Director of College Relations

Human Resources Update:

Please see **Appendix J** for the Human Resources update.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Spring Integrated Postsecondary Education Data Systems (IPEDS) Collection Information:** Please see **Appendix L** for details of the Spring IPEDS information.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Graduate and Transfer Survey Results:** Please see **Appendix M** for a copy of the survey results.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

Trustee Topics

- **May 27, 2014 – Special Board Meeting**
 - **Determine face-to-face meeting or teleconference**
 - **Time of meeting**
 - **Lancer Hall bid opening and selection of contractor**
 - **Personnel appointments**

Adjournment

Upcoming Events:

May 6-9	Finals Week
May 8	High School Equivalency Graduation, Tebbet Room 131, 6:00 p.m.
May 9	EWC Graduation, Fine Arts Auditorium, 7:00 p.m.
May 10	EWC Douglas Graduation, 2:00 p.m.
May 12	Employee Recognition and Retiree Luncheon, 11:30-1:30, Cafeteria
May 13	<i>EWC Board Meeting</i>
May 20	Newcastle Graduation Reception
May 26	Memorial Day – College Closed
May 27	<i>Special EWC Board Meeting</i>
May 28	Foundation Board Meeting, CTCL, 11:30 a.m.
June 10	<i>EWC Board Meeting</i>
June 13	Wyoming Community College Commission Meeting, Casper College
June 21	Foundation Golf Tournament
July 4	Independence Day – College Closed
July 8	<i>EWC Board Meeting</i>