

Eastern Wyoming College Board of Trustees
March 11, 2014
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session at 4:00 p.m. on March 11, 2014 in the Dolores Kaufman Boardroom.

Those members present were John Patrick, Angie Chavez, Gary Olson, George Nash and Lowell Kautz. Mike Varney participated by telephone. Julie Kilty was the only member absent. Also attending the work session were Dr. Armstrong, Dr. Ludwig, Dr. Cogdill, Ron Laher, Tami Afdahl, Clyde Woods, and Oliver Sundby.

The work session was held to discuss future capital construction projects and proposed financing options. Dr. Armstrong and Ron Laher presented funding options for discussion.

Dr. Armstrong noted the State has appropriated \$20 million in funding for construction of the Career and Technical Education Center with EWC providing a match of approximately \$3 million to complete the funding package. Mr. Laher prepared two possible funding scenarios for consideration by the Board.

The first scenario shows the College proceeding with a general obligation bond in the upcoming November 2014 election bundling together the Career and Technical Education Center and the Agricultural Technology Education Center. In addition, the College would continue to seek funding opportunities with the University of Wyoming, seek grant funding from the Wyoming Business Council as well as fundraising through the Foundation to round out the financing package.

The second scenario contemplates the use of the general obligation bond election but would require the College to seek funding from the State if the UW funding does not materialize.

EWC is only able to raise \$6.4 million through the use of a general obligation bond because EWC's bonding capacity cannot exceed 4% of the county's assessed value. Mr. Patrick asked what would happen to the ATEC if the College cannot get the funding from UW, a SLIB grant, or funding from the State? Dr. Armstrong indicated with the \$20 million from the State we would move forward with the CTEC and continue to seek other resources for the ATEC.

Dr. Armstrong informed the Trustees that with the construction of the CTEC building the College will be able to address the drainage issue on campus and would also include phase one of changing the main parking lot into a commons area as outlined in the Master Plan.

Board President Olson asked if the College has funds available for marketing the campaign? Dr. Armstrong indicated the College would begin preparation of a budget for the campaign and would most likely need to request funds from the Foundation since the College will not be able to use tax dollars to fund it.

The work session adjourned at 4:55 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session at 5:45 p.m. on March 11, 2014 in the Dolores Kaufman Boardroom.

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

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

ACTION The Board was requested to approve the agenda. Mrs. Chavez moved and Mr. Varney seconded the motion to approve the agenda, as presented. Motion carried unanimously.

In his president's update, Dr. Armstrong provided a recap of the 2014 Legislative Session. He noted the community colleges received good support from the legislature this session. In addition, Dr. Armstrong and Trustee Kautz provided an update of the National Legislative Summit held in Washington D.C.

ACTION The consent agenda was considered by the Board. Mr. Patrick moved and Mr. Kautz seconded to approve the consent agenda, which included the minutes from the February 22, 2014 meeting and executive session, the minutes from the February 24, 2014 special meeting, the request to submit the Families Becoming Independent (FBI) program grant, and the request to seek proposals for the Lancer Hall Additions Project. The motion was unanimously passed.

ACTION Mr. Laher presented the financial report. In addition, Mr. Woods presented an update on the construction projects. Mr. Varney moved to approve the financial report, as presented. Mrs. Chavez seconded and the motion was unanimously passed.

ACTION The Board of Trustees were requested to adopt a formal resolution authorizing the issuance of facility refunding and improvement bonds, Series 2014, with a principal amount of \$4,230,000 for the Lancer Hall Additions project. Mr. Laher outlined the process leading up to the resolution authorizing the issuance of the bonds and working with the local banking institutions on the financing. Barbara Bonds, EWC bond attorney noted with the Board's adoption of the resolution the College will be able to move forward with authorizing the execution of the bonds and the closing documents. Platte Valley Bank will serve as the lead bank with participation from First State Bank, Points West Community Bank, and Pinnacle Bank. Mr. Nash moved to approve the resolution as presented; second by Mrs. Chavez. Motion carried unanimously.

ACTION The Trustees were requested to consider the reappointment of all non-tenured faculty for fiscal year 2015. Mr. Varney moved to approve the reappointment of all eligible non-tenured faculty, as presented. Seconded by Kautz. Motion carried unanimously.

ACTION Two bids for the renovation of the Fine Arts Entry project were received; namely, Goshen County Construction and Haass Construction. Mr. Woods informed the Board that the administration was recommending accepting Goshen County Construction's Base Bid of \$347,353, the Alternate 1 – Landscaping Phase 1 bid of \$56,721, and Alternate 3 – Lighting for Phase 1 bid of \$23,535 for a total project cost of \$427,609. Mr. Woods indicated Major Maintenance funds will be used for the Base Bid portion of the project and College funds will be used for the Alternates. Alternates 2 and 4 will be pursued when funding becomes available. The Board was informed the work for this project will begin May 27, 2014 with all interior work being completed no later than August 5, 2014. Final completion of the project is set for no later than September 1, 2014. Mr. Woods also noted that the State of Wyoming Department of Administration & Information, Office of Construction Management has approved the recommendation to award a contract to Goshen County Construction for this project. Mr. Nash moved to accept Goshen County Construction's Base Bid, Alternates 1 and 2 for a total project amount of \$427,609, as presented. Mr. Patrick seconded and the motion was unanimously passed.

ACTION The Trustees were requested to consider the proposed funding proposals for the financing of two construction projects; namely the Career and Technical Education Center (CTEC) and the Agricultural Technology Education Center (ATEC). The State has appropriated \$20 million for construction of the project and EWC will need to provide approximately \$2.9 million in matching funds. Through the use of a general obligation bond EWC would be able to collect the matching funds for the CTEC as well as funds towards the construction of the ATEC. The remaining balance would come from other resources such as fundraising, UW match and grants from the Wyoming Business Council. Dr. Armstrong requested the Board approve moving forward with a general obligation bond issue at the November 2014 election. Following the discussion, Mr. Patrick moved that the Board of Trustees direct the College Administration to proceed with options to fund both the ATEC and the CTEC buildings with funding to come from all available sources including, but not limited to, general obligation bonds, State Loan Investment Board (SLIB) grants, fundraising, matching funds with the University of Wyoming, and report back to the Board what their recommendations are at the next meeting. Mr. Nash seconded and the motion was unanimously passed.

ACTION Mr. Laher informed the Trustees that 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. He noted the agreement has been prepared with legal advice from David Evans and O'Kelley Pearson. A motion was made by Mrs. Chavez and seconded by Mr. Kautz to approve the EWBOCES Fiscal Agency Agreement, as presented. Motion carried unanimously.

ACTION Mr. Laher further reported that 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. He noted 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 Mr. Laher, Lori Moore (Payroll Specialist), and Karen Parriott (Business Office Director). The account would be jointly owned by EWC and EWBOCES. Mr. Varney moved and Mr. Nash seconded the motion to authorize the opening of a joint bank account, as presented. Motion carried unanimously.

Updates were provided by the offices of Human Resources, Learning, Student Services, and College Relations.

Dr. Ludwig provided the Board of Trustees with the Integrated Postsecondary Education Data Systems (IPEDS) report and the Wyoming Community College System Summer 2013 Enrollment Report. In addition, she provided the Trustees with the Fall 2013 summary which indicated the Fall 2013 headcount increased 1.5% and the FTE increased by 3.4% compared to Fall 2012. Dr. Ludwig also informed the Board that the Annual Enrollment Comparison report through Fall 2013 indicated EWC experienced an increase of 48 (2%) total students compared to 2012-13. Total Summer enrollment had an increase of 19 students and Fall had an increase of 29 students. The total headcount was 149 students above the five-year average. EWC experienced a 4.2% increase in FTE compared to 2012-13 and the FTE was 98.68 above the five-year average. The Board was also informed that as of March 1, all registrations have been entered with Outreach representing 35% and Goshen representing 62% of the FTE.

A discussion ensued regarding the golf program and whether the Board is supportive of phasing it out. Trustees requested the administration bring back to the next meeting the cost of the program for review and discussion.

Mrs. Chavez noted Trustee Nash is a finalist for the Jefferson Awards. The Board offered their congratulations to Mr. Nash

ACTION A motion was made by Trustee Patrick and seconded to adjourn to executive session at 7:20 p.m. to discuss personnel. Motion passed unanimously.

The executive session was closed at 7:40 p.m. and the regular meeting adjourned.

Submitted by:

Holly L. Branham

Gary D. Olson, President

John B. Patrick, Secretary