

EWC BOARD OF TRUSTEES
June 10, 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 – Master Plan/Building Projects, Trustee Involvement

5:00 p.m. Dinner in the Student Center

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:** May 13, 2014 meeting minutes and May 27, 2014 special meeting minutes. Please see **Appendix B1**.

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

- **Approve Renewal of Memorandum of Agreement Between EWC and the EWC Foundation:** *This memorandum of agreement established in 2004 between Eastern Wyoming College and the EWC Foundation is to be reviewed and renewed annually to comply with state requirements for the Wyoming Community College Endowment Challenge program. The Foundation approved the agreement at their May meeting. A copy of the Memorandum of Agreement can be found in **Appendix B6**.*

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

- **Approve North Campus Land Lease Renewals:** *Please see **Appendix B10** for copies of the lease agreements for use of Foundation land for the EWC North Campus. Two lease agreements are relevant for North Campus. One relates to the two-acre parcel that was donated by the Maxfield family. The other is for the portion of the drive-in property that the Foundation purchased and the lease payment generates a return on the Foundation's investment in the amount of 7% (payment amount is \$528.81 per month).*

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

- **Approve Lease Agreement for Hinkley Property:** Please see **Appendix B14** for a copy of the 12-month lease agreement between EWC and EWC Foundation. The format is similar to the other North Campus leases. The payment amount was established at a level that generates a 6% rate of return on the investment in land made by the EWC Foundation (payment amount is \$1,672.85 per month for 14 acres).
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Lancer Club Agreement:** The Lancer Club agreement is up for renewal for FY 2015 and no changes have been made. Please see **Appendix B16** for details.
Prepared by Holly Branham, Executive Asst to the President/Board of Trustees
- **Approve Recommendation to Award Service and Supply Agreement to Ideal Linen Supply:** We are asking for the Board of Trustees approval to enter into a three (3) year Service and Supply Agreement with Ideal Linen Supply, Scottsbluff, NE. There are no local suppliers who provide the various items our different departments require. Ideal Linen provides items such as dish towels, bar towels, wash cloths, hand towels, mops, walk off mats, shop coats, all Spartan chemicals and many other related items used by the Physical Plant, the Cafeteria, Student Center, Cosmetology, the Welding Department and residence halls. They also supply many of the janitorial products the Physical Plant uses. The total expenditures per year are approximately \$20,000. This is a multi-year service/supply agreement so Board approval is required to proceed. We have investigated other suppliers but Ideal Linen is the most comprehensive supplier of the items we use.
Submitted by Mr. Clyde Woods, Director for Procurement and Contracts
- **Approve Scheduled Replacement of Two Motor Pool Vehicles:** We are requesting Board of Trustees approval to seek bids for replacement of one of the Motor Pool vehicles, a 2008 Ford Taurus X. This vehicle is scheduled for replacement based on age, mileage and depreciation. The cost of this replacement is included in the approved FY-2015 budget. With your approval, I will be advertising for proposals on July 2, 2014. In conjunction with this new vehicle purchase we will be replacing two of the older Grounds/Maintenance vehicles. All funds are budgeted.
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.

Approve Appointment of Joel Alworth to the Position of Welding Instructor

Joel Alworth is currently teaching welding at Douglas High School. Joel has a master's degree in Curriculum and Instruction from Grand Canyon University. He completed his Bachelor's degree from the University of Wyoming in Technical Education. Joel also has an Associate's degree in Industrial Education from Casper College and a Welding Certificate from EWC.

Mr. Alworth has also worked as a fabrication welder. He led the SkillsUSA team at Douglas to the state Championship in 2014. Joel has been involved and taught community education courses in Douglas as well as concurrent classes for EWC.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Joel Alworth to the position of welding instructor, as presented.

Approve Appointment of Lori Britton to the Position of Science Instructor for Douglas Campus

Lori Britton is currently teaching High School English at Wheatland High School where she teaches Biology, Geology, Global Science and English as a Second Language. Lori also teaches concurrent classes in Biology, Medical Terminology, and Human Anatomy and Physiology for EWC. Mrs. Britton completed her Bachelors of Science Degree in Science Education with a minor in Psychology at the University of Wyoming. She completed her Master's degree at UW in Natural Science. Mrs. Britton has set up and teaches on-line courses using APEX learning and digital curriculum. She is responsible for teaching a four day comprehensive Bovine Artificial Insemination course. Her involvement in state-wide science curriculum development is on-going. Lori has experience working National Geographic and National Ag in the Classroom using GIS and developing lessons.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Lori Britton to the position of science instructor for the Douglas Campus, as presented.

Approve Appointment of Math Instructor for Torrington Campus

Interviews are being conducted and a recommendation will be hand-carried to the board meeting.

Prepared by Mr. Stuart Nelson, Director of Human Resources

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

Approve Granting Emeritus Status to Verl Petsch and Leland Vetter

The Curriculum and Learning Council, with Dr. Armstrong's approval, is unanimously recommending both Verl Petsch and Leland Vetter be granted Emeritus Status. Emeritus Status provides the same privileges awarded benefitted personnel in the areas of EWC tuition waivers, fitness center waivers, bookstore discounts, cosmetology discounts, and athletic event passes.

Prepared by Holly Branham, Executive Assistant to the President and Board of Trustees

Recommended Action: Motion to approve granting Emeritus Status to Verl Petsch and Leland Vetter, as presented.

Approve Granting Honored Retiree Status

The Leadership Team is recommending the Board of Trustees grant Honored Retiree Status to Carmie Howe, Eme Escamilla, and Jim Maffe. Honored Retiree Status provides the same privileges awarded benefitted personnel in the areas of EWC tuition waivers, fitness center waivers, bookstore discounts, cosmetology discounts, and athletic event passes.

Prepared by Holly Branham, Executive Assistant to the President and Board of Trustees

Recommended Action: Motion to approve granting Honored Retiree Status to Carmie Howe, Eme Escamilla, and Jim Maffe, as presented.

Accept the State of Wyoming, Dept. of Administration and Information, Construction Management and the EWC Advisory Group's Selection for Architectural Services for the Construction of the Career and Technical Education Center

The Wyoming Department of Administration, Construction Management and the EWC Advisory Group, with Dr. Armstrong's participation, conducted interviews of the selected architectural firms who submitted Statements of Qualifications for the Career and Technical Education Center (CTEC) construction project. Four out of the ten firms submitting were asked to interview. Those firms interviewed were GSG Architecture, Casper, Wyoming; TSP, Sheridan, Wyoming (Master Plan); CTA Architects Engineers, Billings, Montana and Slaterpaul Architects, Denver, Colorado.

Slaterpaul Architects received the highest rating as the most qualified firm by the matrix scoring chart designed by the A&I Construction Management team. This selection will be qualification based as required by State Statute. We unanimously support the selection of Slaterpaul Architects and ask that the Board of Trustees accept this recommendation **subject to successful fee negotiations.**

*Submitted by Mr. Clyde Woods, Director for Procurement and Contracts;
Mr. Ron Laher, Vice President for Administration; Keith Jarvis, Director for Physical Plant;
Dr. Tom Armstrong, President*

Recommended Action: Motion to accept the State Construction Management and the EWC Advisory Group's selection of Slaterpaul Architects for architectural services related to the Career and Technical Education Center project, as recommended.

INFORMATION ITEMS

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Instructional Program Reviews – Part One:** Please see **Appendix E** for the program review of EWC's Physical Education Program.

*Prepared by the Physical Education Faculty, the Science Division Chair,
and the Vice President for Learning*

- **Strategic Planning 2014-2015 Summary:** Please see **Appendix F** for the strategic planning summary.

*Prepared by Ms. Lynn Wamboldt,
Administrative Specialist for Institutional Effectiveness*

Student Services Update:

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

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

Human Resources Update:

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

Prepared by Mr. Stuart Nelson, Director of Human Resources

Trustee Topics

- **WACCT Meeting** – June 13, 2014, **7:00-9:00 a.m.**, Casper College Gateway Building, Room 218
(See Appendix I)

Executive Session – Personnel

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

Adjournment

Upcoming Events:

June 10	<i>EWC Board Meeting</i>
June 13	WACCT Meeting, 7:00 a.m., Casper, Location to be determined
June 13	Wyoming Community College Commission Meeting, Casper College, 9:00 a.m.
June 21	Foundation Golf Tournament
July 4	Independence Day – College Closed
July 8	<i>EWC Board Meeting</i>
July 27	Fair Day – College Closed
August 12	<i>EWC Board Meeting</i>
August 26	Fall Semester Begins