

EWC BOARD OF TRUSTEES
July 8, 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 – ATEC/CTEC Buildings – G.O. Bond Election

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

AGENDA

5:45 p.m. Public Hearing – Fiscal Year 2015 College Budget (See Appendix F)

Public Hearing – Policies

- **Proposed Revisions to Instruction and Supportive Services Policies and associated Administrative Rules (See Appendix G)**
- **Proposed New EWC Code of Ethics Policy and associated Administrative Rules (See Appendix H)**

Open Meeting

- ***Introduction of New Employees***
David Vondy, Athletic/Fitness Center Director
Sandra Harold, Learning Administrative Specialist
Marisol Chavez, Admissions Senior Administrative Assistant
Brandi Graybill, Gear-Up Technician
- ***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:** June 10, 2014 meeting and executive session minutes. Please see Appendix B1.
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees

- **Approve Goshen Community Theatre Agreement:** *GCT wishes to continue their agreement for services for the 2014-2015 year. No significant changes were made to the agreement. Please see [Appendix B5](#) for details of the agreement.*

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

- **Approve Fair Board Association Facility Usage Agreement:** *The Goshen County Fair Association Facility Usage contract reflects no changes for the 2013-2014 school year. The charge will be a total of \$10,000 plus 15% of gate revenue generated at the EWC host rodeo. Please see [Appendix B6](#) for a copy of the facility usage contract.*

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

- **Approve Renewal of WDOC and EWC Educational Services Agreement:** *The purpose of this agreement is to provide education to Wyoming Department of Corrections inmates through classes offered by Eastern Wyoming College. This is a renewal agreement. The only change in the agreement is the updated EWC 2014-2015 Tuition and Fees Rate Schedule. Please see [Appendix B8](#) for a copy of the agreement.*

Prepared by Dr. Dee Ludwig, Vice President of Learning

- **Approve Golf Course Agreement:** *In [Appendix B12](#) is the renewal of the Golf Course Agreement between the City of Torrington and Eastern Wyoming College. No changes have been made to the agreement.*

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

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 Fiscal Year 2014 Transfers of Unexpended/Unencumbered Appropriations and Requested Budget Authority Increases

Pursuant to W.S. 16-4-112/113, a public hearing with notice lawfully published on June 18, 2014 in the Torrington Telegram was held for the purpose of soliciting public comment on proposed transfers of unexpended and unencumbered appropriations within the Current and Plant Funds for the fiscal year ending June 30, 2014, as more fully detailed in [Appendix D](#). No comments were offered for consideration during the public hearing held on June 30. The operational fund budget was increased by \$308,355; for equipment grants from EWC Foundation (\$67,363), additional community services and continuing education revenues (\$39,847), hail damage repairs (\$65,154), and the balance for concurrent enrollment contractual services and other miscellaneous budget adjustments. Auxiliary fund budgets were increased appropriately for re-projected housing and motor pool expenditures. Grants budgets were increased to support awarded and expended funds. Plant fund budgets were increased for expenditures related to the retirement of the 2006 series revenue bonds, Lancer Hall Additions, Fine Arts Building Entry

Remodel, and annual depreciation expense that was not provided for in the beginning approved budget.

Please approve the transfers and budget authority increases as presented.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the fiscal year 2014 transfers of unexpended/unencumbered appropriations and requested budget authority increases, as presented.

Approve Assessment of One-Half Mill Levy for FY-2015 and FY-2016

EWC's one-half mill levy supports continuing concurrent enrollment, dual enrollment, and other post-secondary education programs and services through the Eastern Wyoming Board of Cooperative Educational Services (EW BOCES), of which EWC is a member. A public hearing on the EWC assessment was held on June 30 and no comments were offered. Please refer to **Appendix E** to review the details of the FY-2015 budget that is scheduled to be considered by the EW BOCES on July 10.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the assessment of the one-half mill levy for FY-2015 and FY-2016, as presented.

Approve Proposed Fiscal Year 2015 College Budget

The Fiscal Year 2015 College Budget book can be found in **Appendix F**.

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

Recommended Motion: Motion to approve the Fiscal Year 2015 College Budget, as presented.

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

Please see **Appendix G** 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 final reading the proposed revisions to the Instruction and Supportive Services Policies and associated Administrative Rules, as presented

Approve on Final Reading the Proposed New Code of Ethics Policy and Associated Administrative Rules

Please see **Appendix H** 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 final reading the new Code of Ethics Policy and associated Administrative Rules, as presented.

Approve Request to Seek Bids for New Eastern Hall Domestic Hot Water Boiler and Waive Portion of Purchasing Procedures Administrative Rule 6.0.1

EWC Administrative Rule 6.0.1 requires that we have specific Board of Trustee approval to solicit bids for purchases expected to exceed \$30,000, which we are asking for at this time. In addition the policy requires that we present to the Board of Trustees, for their approval, a recommendation to purchase at their next regularly scheduled meeting after bids are received and analyzed.

The Eastern Hall domestic hot water boiler is failing and should be replaced prior to the beginning of the Fall-2014 semester so as not to inconvenience the residents of Eastern Hall. The cost of the new boiler is expected to exceed \$30,000 and take up to four weeks order processing time. This price will include the removal and disposal of the failing boiler, all labor, materials and equipment to perform the work in a workmanship like manner, and the costs of all applicable contractor bonds and insurance.

In order to expedite the ordering and installation prior to the beginning of the Fall-2014 semester of a new boiler we are asking for the Board to waive the formal presentation of a recommendation to purchase at their next regularly scheduled meeting and authorize us to proceed with the purchase when bids are received and analyzed. The Board will then formally ratify the purchasing decision at their next regularly scheduled meeting.

Please approve our request to seek bids for the replacement of the Eastern Hall domestic hot water boiler.

Also, please approve our request to waive that part of the EWC Administrative Rule 6.0.1 which requires us to present a purchase recommendation to the Board of Trustees prior to purchasing the replacement boiler.

See **Appendix I** for a copy of the Purchasing Procedures Administrative Rule 6.0.1.

*Submitted by Mr. Clyde Woods, Director for Procurement and Contracts
With the approval of Mr. Ron Laher, Vice President for Administrative Services
and Mr. Keith Jarvis, Director for Physical Plant*

Recommended Action: Motion to approve seeking bids for replacement of the Eastern Hall domestic hot water boiler and waiving Administrative Rule 6.0.1 in order to expedite the purchase.

Approve Bond Resolution

Please see **Appendix J** for the general obligation bond resolution relative to the Agricultural Technology Education Center and the Career and Technical Education Center.

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

Recommended Action: Motion to approve the Bond Resolution.

Approve the Appointment of Debbie Ochsner to the Position of Social Science Instructor

Mrs. Ochsner has a Master of Social Work degree from the University of Wyoming (2003). Debbie has a Bachelor of Science degree with a minor in Psychology from the University of Wyoming also and completed that in 1999. Mrs. Ochsner has 15 years of clinical experience and has been an adjunct instructor for a total of 6 semesters. Debbie has been serving as the Director of Counseling and Disability Services here at Eastern Wyoming College since 2005. Prior to that she worked at Peak Wellness as a counselor. Mrs. Ochsner has also trained RA's on suicide Prevention, Crisis Intervention and Health and Wellness. She directed the Daniels Fund Program, the Strengthening Families Program and led the Therapeutic Foster Care Parent Training for the State of Wyoming.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Debbie Ochsner to the position of social science instructor, as presented.

Approve the Appointment of Amanda Fear to the Position of Cosmetology Instructor

Amanda Fear is a 2005 graduate of the EWC cosmetology program. She has owned her own salon and is currently finishing her instructor's hours at the IBMC facility in Cheyenne. Amanda lives in Torrington and brings a wealth of experience in all avenues of Cosmetology. She is highly skilled in Hair, nails and skin techniques. She will be a nice addition to our program

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Amanda Fear to the position of cosmetology instructor, as presented.

INFORMATION ITEMS

College Relations Update:

I recently spent a morning at the Wyoming Medium Correctional Institution as I was invited to provide media training to their public information officers. The office continues to be extremely busy this time of year and we prepare for the next academic year. We are working with Zach and Mai Lee on the new viewbook to be used for recruitment. A great deal of our time is being spent on preparing information items for the bond campaign. EWC will have a float in the parade and will have a booth in the Ag Hall during the Goshen County Fair.

Prepared by Ms. Tami Afdahl, Director of College Relations

Human Resources Update:

EWC has hired Brandi Graybill as the new GearUP Technician. Brandi has worked in the program since 2006 and will be a great addition to our staff.

Debbie Ochsner was hired as the new Social Science Instructor to replace Jennifer Hart. Debbie is our current counselor and we are advertising to hire her replacement.

At this time we are advertising for a webmaster, part time food service, full time food service (cook) and the counselor positions.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Institutional Development Update:

Please see **Appendix K** for the Institutional Development update.

Prepared by Mr. Oliver Sundby, Director of Institutional Development

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Instructional Program Reviews – Part Two:** Please see **Appendix M** for part two of the instructional program reviews featuring the Business Cluster and the Welding and Machine Tooling Program.

*Prepared by the Business and Welding Faculty,
Business & Technology Division Chair Rick Vonburg,
and Dr. Dee Ludwig, Vice President for Learning*

- **Summer 2014 Enrollment Preview:** The Summer 2014 Enrollment preview indicates EWC experienced a 17.2% decrease in total student headcount as compared to Summer 2013. The total student headcount of 384 students reflects an overall decrease of 80 students. Full-time enrollment increased by 7 students and part-time enrollment was down 87 students (18.8%). FTE decreased by 14.8 (12.5%). Please see **Appendix N** for further details.

Prepared by Ms. Kimberly Russell, Director for Institutional Research

- **Yearly Grant Update:** Please see **Appendix O** for the grant update.

Prepared by Ms. Lynn Wamboldt, Administrative Specialist for Learning & Effectiveness

Student Services Update:

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

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

Trustee Topics

- **Association of Community College Trustees Annual Leadership Congress, Chicago, IL, October 22-25, 2014.** Early registration deadline is August 15th. Early registration fee is \$895, \$1,045 after August 15th. The conference hotel is the Hyatt Regency Chicago. Rooms will go very quickly. Please let Holly know if you are interested in registering for the conference.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

July 4 Independence Day – College Closed

July 8 *EWC Board Meeting*

July 27 Fair Day – College Closed

August 6-25 Filing Period for Open Board of Trustee Seats

August 12 *EWC Board Meeting*

August 26 Fall Semester Begins

September 1 Labor Day – College Closed

September 9 *EWC Board Meeting*