

EWC BOARD OF TRUSTEES
August 12, 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.

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

AGENDA

5:45 p.m. Open Meeting

- **Introduction of New Employees**
David Vondy, Athletic/Fitness Center Director
Julie Sherbeyn, Volleyball Coach
Travis Ackerman, Custodian
Shawn Boisse, Custodian
- **Introduction of EWC Volleyball Team**
- **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:** *July 8, 2014 meeting and executive session minutes and the July 25, 2014 special meeting minutes. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Approve the Resignation of Marilyn Cotant, ETSS Workforce Coordinator:** *Marilyn Cotant has submitted her letter of resignation effective August 15, 2014.*
Prepared by Mr. Stuart Nelson, Director of Human Resources
- **Ratify the Resignation of Lyman Reich, Maintenance Technician:** *Lyman Reich submitted his letter of resignation effective August 1, 2014.*
Prepared by Mr. Stuart Nelson, Director of Human Resources
- **Ratify the Resignation of Aaron Wolfe, Gear-Up Coordinator:** *Aaron Wolfe submitted his resignation effective July 31, 2014.*
Prepared by Mr. Stuart Nelson, Director of Human Resources

- **Ratify Eastern Hall Boiler Replacement:** *We are requesting that the Board of Trustees ratify the purchase of the Eastern Hall replacement potable hot water boiler. The replacement boiler and pump were purchased from Valley Plumbing and Supply. The new boiler was shipped August 4, 2014. A one week delivery time is expected. Installation will begin as soon as the boiler is on site.*

The cost of the boiler is \$28,500 and the cost to replace the recirculating pump is \$1,499.00 for a total cost of \$29,999.00 including installation.

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

- **Ratify Purchase of Motor Pool Vehicle Purchase:** *At the June 10, 2014 the Board of Trustees approved requesting bids for a replacement Motor Pool vehicle. We requested bids and received two. One bid from Big Sky Ford and two bids from Fremont Motors. We offered for trade-in a 2008 Ford Taurus-X. The bid results are:*

	<u>Big Sky Ford</u>		<u>Fremont Motors</u>
2015 Ford	Taurus SEL	2015 Ford Taurus SEL	2014 Dodge Charger
Base Bid	\$25,600.00	\$25,779.01	\$25,480.00
Trade-In	<u>\$ 6,800 .00</u>	<u>\$ 6,000.00</u>	<u>\$ 6,000.00</u>
Balance	\$18,800.00	\$19,779.01	\$19,480.00

As this dollar amount falls within Dr. Armstrong’s signature authority, he has approved this purchase from Big Sky Ford. We are asking the Board of Trustees to ratify this purchase decision.

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 Michele Ogburn to the Position of Director of Counseling and Disability Services

Michele Ogburn completed her Master’s degree in Social Work and her Bachelors of Arts degrees at the University of Wyoming. She is a Licensed Nursing Home Administrator and a Licensed Clinical Social Worker through the State of Wyoming. Michele is currently the Patient Services Senior Manager at Community Hospital of Goshen County. She has also served as a Staff Therapist at Peak Wellness, TFC coordinator at Peak Wellness, and works with the University of Wyoming in their Counselor prep program. Michele serves on the Comprehensive Community Coalition, serving agencies assisting suicide prevention, alcohol, tobacco and other drugs prevention. She is also a member of the Goshen County Crisis Intervention Team and the Goshen County Emergency Management Team. She will be a great asset to our students and staff at EWC.

The search committee requests the Board appoint Michele to this position.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Michele Ogburn to the position of Director of Counseling and Disability Services, as presented.

Approve Appointment of Douglas Nursing Director

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 nursing director for the Douglas Campus, as presented.

INFORMATION ITEMS

Student Services Update:

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

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

Human Resources Update:

New staff are arriving and we are completing all the paperwork for salary, payroll and benefits. Interviewed Counselor candidates and hired a new person to replace Debbie Ochsner who is now teaching social science for the college. Interviewed food service candidates to replace Bobbi Jo Stuck, Linda Young and Jerrina Curran, plus 2 part time helpers and a dishwasher. We are looking at the candidate pool for a nursing program director at Douglas Campus. We are taking applicants and screening for Marilyn Cotant's position as the ETSS Grant Coordinator. Applicants are being screened for the Webmaster position.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Instructional Program Reviews – Part Three:** Please see **Appendix F** for part three of the instructional program reviews featuring the music program.

*Prepared by Mr. Michael DeMers, Music Instructor;
Mr. Larry Curtis, Arts, Humanities, Social & Behavioral Sciences Division Chair; and
Dr. Dee Ludwig, Vice President for Learning*

- **Spring 2014 Enrollment Report:** The Spring 2014 headcount increased 8.8% and the Full Time Equivalency (FTE) increased 4.3%. Full-time headcount was up 37 students and part-time headcount was up 25 students resulting in a total increase of 62 students. The number of students who attended EWC for the first time in Spring 2014 was down 3 full-time students and down 9 part-time students. The number of students who had attended EWC any time prior to Spring 2014 was up 40 full-time students and up 34 part-time students. Goshen County was up 34 full-time students and up 14 part-time students, and Outreach increased by 3 full-time students and increased by 13 part-time students. Goshen County FTE increased by 49.42 FTE, and Outreach decreased by 0.23 FTE. Outreach accounted for 39.8% and Goshen County accounted for 60.2% of the FTE. Please see **Appendix G** for further details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Annual Enrollment Comparison Summary for 2013-2104:** The annual headcount for 2013-14 increased by 110 students for a 2.6% increase in the total number of students enrolled. The annual full-time enrollment increased by 51 (4.2%) students, and the annual part-time enrollment increased by 59 (2.0%) students. Outreach had an increase of 8 (0.4%) students and Goshen County had an increase of 102 (4.8%) students. The annualized Full Time Equivalency (FTE) for 2013-14 increased by 54.56 (4.2%) FTE. Goshen County had an increase of 129.33 (8.9%) FTE, and Outreach had a decrease of 20.72 (1.8%) FTE. Outreach represented 41.2% of total FTE. Please see **Appendix H** for complete details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Hathaway Annual Report:** Hathaway Scholarships were awarded to 112 students for a total Hathaway Scholarships distribution of \$243,424 at EWC during 2013-2014 year. To see the breakdown of the individual levels of the Hathaway Scholarships please see **Appendix I**.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **National Community College Benchmark Project (NCCBP) Summary:** Please see **Appendix J** for details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Complete College America Report:** For details of the report, please see **Appendix K**.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Wyoming Department of Education Remediation Study (WDE-679):** The WDE-679 report has been submitted to the Wyoming Department of Education. This is the report required for 2012-13 Wyoming high school graduates attending Wyoming community colleges and UW during the 2013-14 school year who need remediation in math or English. EWC had 127 students enrolled who met the definitions of this year's report. These students were from 31 different high schools. Of these 127 students, 98 needed remedial math (77.2%), 53 needed remedial English (41.7%), and 48 needed both remedial math and remedial English (37.8%). The average cumulative GPA for all students was 2.37 and the average cumulative GPA for remedial students was 2.15. For additional details, please see **Appendix L**.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

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.
- **Tentative Joint Work Session with GCSD Board of Trustees, September 9, 2014**

Executive Session – Personnel

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

Adjournment

Upcoming Events:

August 6-25	Filing Period for Open Board of Trustee Seats
August 12	<i>EWC Board Meeting</i>
August 19-22	In-Service Week
August 20	All Staff Get Acquainted Picnic, Trustees Invited, 5-7 p.m., Cafeteria
August 21	Informational Meeting for anyone considering running for Board of Trustees
August 26	Fall Semester Begins
August 27	Foundation Meeting, 11:30-1:00, Community Training Center
September 1	Labor Day – College Closed
September 9	Joint Work Session with Goshen County School District Board of Trustees (tentative)
September 9	<i>EWC Board Meeting</i>
September 23	EWC Hosted Informational Meeting on ATEC/CTEC Projects, 6:30 p.m., Cafeteria
September 24	Foundation Meeting, 11:30-1:00, Community Training Center
October 6-7	Higher Learning Commission Focused Visit
October 8-9	WACCT Summit, Laramie
October 14	<i>EWC Board Meeting</i>
October 16-17	Fall Break, no classes
October 21	Outreach Trip to Newcastle and Upton (tentative)
November 4	Election Day