

Eastern Wyoming College Board of Trustees
July 8, 2014
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on July 8, 2014 at 4:00 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Gary Olson, Angie Chavez, John Patrick, Mike Varney, Julie Kilty, and George Nash. Trustee Kautz was unable to attend the work session.

The work session was held to review ATEC/CTEC building plans and plans related to the general obligation bond election.

Dr. Armstrong reviewed the plat of the North Campus, the Executive Summary of the Master Plan, and provided a new Master Plan document for trustees. Dr. Armstrong also reviewed the situation with parking as provided for in the Master Plan noting that once the sooner phase of the plan is completed the College will have 180 additional parking spaces.

Tami Afdahl, director of college relations provided an update of materials being created for the campaign related to the G.O. bond election. In addition, Dr. Ludwig shared the speaker's bureau schedule.

Ron Laher and Barbara Bonds reviewed the bond resolution for the ATEC/CTEC buildings.

The work session was closed at 5:00 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on July 8, 2014 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Gary Olson, Angie Chavez, John Patrick, Mike Varney, Julie Kilty, and George Nash. Trustee Kautz was unable to attend meeting.

A public hearing was held at 5:45 p.m. to hear comments on the Fiscal Year 2015 College Budget. There being no comments from the audience the hearing on the budget was closed and a public hearing on the Instruction and Supportive Services policies and the new Code of Ethics policy was held. There being no comments regarding the policies the public hearing was closed at 5:50 p.m. and the regular meeting opened.

New employees Sandy Harold, Learning administrative specialist; Brandi Graybill, Gear-Up technician; and Marisol Chavez, Admissions senior administrative assistant were introduced to the Trustees.

ACTION: The agenda was considered by the Board of Trustees. Mr. Varney moved to approve the agenda, as presented; Ms. Kilty seconded. The motion was unanimously passed.

Dr. Armstrong provided the Board with an update of activities over the past month. He noted the community college presidents and Jim Rose have been working with the Commission on a one page strategic plan and the university is visiting colleges discussing transfer agreements. Dr. Armstrong stated Carl Rupp will be chairing the steering committee and will be assisted by Dixie Roth and Joe Guth. Board members reiterated their desire to review the people sitting on the steering committee. Trustees were encouraged to serve on the committee if they had an interest in doing so. Dr. Armstrong further encouraged Trustees to share any names they feel might be helpful with the campaign or serving on the steering committee.

ACTION: The consent agenda was considered for approval. Mr. Varney made a motion and Mrs. Chavez seconded to approve the consent agenda, which included the June 10, 2014 meeting and executive session minutes, the Goshen Community Theatre Agreement, the Fair Board Association Facility Usage Agreement, the renewal of the Wyoming Department of Corrections and EWC Educational Services Agreement, and the Golf Course Agreement. Motion carried unanimously.

ACTION: Mr. Laher presented the financial report. In addition, Mr. Jarvis presented the construction project updates. Mr. Nash moved to approve the financial report; second by Mr. Patrick. Motion carried unanimously.

ACTION: Mr. Laher presented the fiscal year 2014 transfers of unexpended/unencumbered appropriations and requested budget authority increases. Mr. Laher noted a public hearing was held on June 30, 2014 with no comments being offered for consideration. The Board was requested to approve the transfers and budget authority increases. Mr. Patrick moved to approve the fiscal year 2014 transfers of unexpended/unencumbered appropriations and the requested budget authority increases, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION: The Trustees were reminded that 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. Mr. Laher noted a public hearing was held on June 30 and no comments were offered. Mr. Patrick moved and Ms. Kilty seconded the motion to approve the assessment of the one-half mill levy for FY-2015 and FY-2016, as presented. Motion carried unanimously.

ACTION: The Trustees were requested to approve the Fiscal Year 2015 College Budget. Ms. Kilty moved to approve the budget; second by Mr. Nash. Motion carried unanimously.

ACTION: The final reading was held for the proposed changes to the Instruction and Supportive Services Policies and Administrative Rules. Mrs. Chavez moved to approve on final reading the revisions to the Instruction and Supportive Services Policies and associated Administrative Rules, as presented. Mr. Nash seconded and the motion passed unanimously.

ACTION: The new Code of Ethics Policy was brought before the Board on final reading. Dr. Ludwig indicated Higher Learning Commission accreditation requires colleges to have a code of ethics policy. A motion was made by Mr. Nash and seconded by Ms. Kilty to approve on final reading the Code of Ethics Policy and associated Administrative Rules, as presented. The motion was unanimously passed.

ACTION: The Trustees were informed the Eastern Hall domestic hot water boiler is failing and needs to be replaced prior to the beginning of the Fall 2014 semester. The cost of the new boiler is expected to exceed \$30,000 and may take up to four weeks to receive. The quoted price includes 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 Fall semester the administration requested the Board waive the formal presentation of a recommendation to purchase at their next regularly scheduled meeting and to authorize the administration to proceed with the purchase when the bids are received and analyzed. The Board would then ratify the purchasing decision at their next regularly scheduled meeting. Mr. Varney moved 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. Mr. Nash seconded and the motion passed unanimously.

ACTION: Mr. Laher and Barbara Bonds presented the bond election resolution for consideration by the Board of Trustees. The bond election is being held to secure funding through a general obligation bond for completion of the Career and Technical Education Center and funding to construct the Agricultural Technology Education Center. Mr. Patrick moved and Mr. Nash seconded the motion to approve the resolution calling for the bond election. The motion was unanimously passed.

ACTION: The Board was requested to approve the appointment of Debbie Ochsner to the position of social science instructor. Ms. Ochsner holds a Master of Social Work degree from the University of Wyoming and a Bachelor of Science degree with a minor in Psychology also from the University of Wyoming. In addition, Ms. Ochsner has 15 years of clinical experience and has been an adjunct instructor for EWC for a total of 6 semesters. Ms. Kilty moved to approve the appointment of Debbie Ochsner to the position of social science instructor; Mr. Varney seconded. The motion passed unanimously.

ACTION: The Board was also requested to approve the appointment of Amanda Fear to the position of cosmetology instructor. Ms. Fear is a 2005 graduate of the EWC cosmetology program, has owned her own salon, and is currently finishing her instructor's hours at the IBMC facility in Cheyenne. Mr. Varney moved and Ms. Kilty seconded the motion to approve the appointment of Amanda Fear to the position of cosmetology instructor. Motion carried unanimously.

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

Rick Vonburg, business and technology division chair and Dr. Ludwig presented the program review of the business cluster. In addition, they presented the program review for welding and joining technology and machine tool technology.

Dr. Ludwig presented the Summer 2014 Enrollment Preview which indicated 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%).

In addition, the Board was presented with the yearly grant update.

Dr. Cogdill provided the Board with additional information on Hathaway scholarships.

Under trustee topics, Mr. Patrick suggested Coach Smith visit with the Cottonwood County Club golf pro to get names of possible golfers to recruit. Mr. Nash suggested running an ad in the newspaper regarding those trustee areas up for election in November. Ms. Kilty asked what the college does for cyber security. Dr. Ludwig explained computer services works on this regularly as well as attend statewide meetings on this topic in order to keep up to date. Mr. Laher shared what his office oversees and that the College has policies in place to address security issues as it relates to financial information.

Dr. Armstrong spoke to the funds budgeted for the bond election. He noted the College has set aside in the budget \$20,000 and the Foundation has donated \$10,000 to the political action committee. The College is currently finalizing the budget and Dr. Armstrong hopes that Trustees Olson, Patrick, and Kautz will help provide support for the additional request to the Foundation.

ACTION: At 7:25 p.m., Mr. Patrick moved to adjourn to an executive session to discuss personnel. Mr. Varney seconded and the motion was unanimously passed.

The regular meeting was reconvened at 9:25 p.m.

ACTION: Following the executive session, the Board of Trustees discussed Dr. Armstrong's current contract for 2014-2015. Mr. Laher had provided the Trustees with information concerning compensation for the Wyoming community college presidents. Mr. Laher had noted some of the presidents receive housing and/or auto allowances as well as deferred compensation plans. Dr. Armstrong currently has his group insurance and retirement paid by the College. The Trustees indicated they wanted to provide a fair compensation package to Dr. Armstrong that would at the very least bring him to the average of the community college presidents' salaries and benefits. It was the consensus of the Trustees that they did not wish to make housing and auto allowances part of the package and would prefer increasing the salary to account for these things. Insurance and retirement would continue to be paid by the College. Following the discussion, a motion was made by Mr. Varney and seconded by Ms. Kilty to approve a two year contract (July 1, 2014 through June 30, 2016) for Dr. Armstrong at a salary of \$184,607 with the appropriate adjustments to retirement and insurance. Motion passed unanimously.

There being no further business the meeting was adjourned at 9:30 p.m.

Submitted by:

Holly L. Branham

Gary D. Olson, President

John B. Patrick, Secretary