

EWC BOARD OF TRUSTEES
October 14, 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.

3:30 p.m. Work Session

- **3:30 - Introduction of Outreach Coordinators**
- **3:35 - Review Site Location for Career & Technical Education Center**
- **4:00 - Jim Willox – Converse County Commissioners**
- **4:30 - Audit Report Presentation**

AGENDA

5:45 p.m. Open Meeting

- ***Introduction of New Employees***
Melissa Dishman, Families Becoming Independent (FBI) Grant Coordinator
Tom Milstead, Gear Up Coordinator
- ***Introduction of EWC Rodeo Team***
- ***Introduction of Civitas Awards***
- ***Introduction of Visitors***
- ***Student Senate Update***

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:** *September 9, 2014 meeting and executive session minutes, the September 12, 2014 special meeting and executive session minutes, and the September 19, 2014 special meeting and executive session minutes. Please see **Appendix B1**.*

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

- **Approve Agreement Between Orthopaedic and Spine Center of the Rockies (OCR) and EWC for Athletic Trainer Services:** *This contract will allow the Orthopaedic and Spine Center of the Rockies (OCR) to provide athletic training services to the student athletes of Eastern Wyoming College through June 18,*

2016. OCR will provide a certified athletic trainer to provide services at no charge to EWC for the prevention, recognition, assessment, management, treatment and rehabilitation of injuries and illnesses sustained by student athletes of EWC. EWC will provide the facilities, equipment and supplies for its part of the agreement and will issue the trainer the necessary ID, keys and appropriate access to the EWC facilities. Other EWC responsibilities include: a) Appropriate sponsorship signage in the Gym; b) Placement of OCR/University of Colorado Health signage in the Athletic Training Room; and c) Advertisement placement in home game programs. The sponsorship content recognition will be agreed upon by OCR and EWC. Please see **Appendix B8** for further details.

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

- **Approve Performance Assessment Network Agreement:** Eastern Wyoming College has been approached by PAN Assessment Network to offer PAN testing in this area of the State. PAN is a national test vendor which provides online employment testing for a number of corporations and government agencies. Their government agency partners are: Transportation Safety Administration (TSA), United States Postal Service (USPS), U.S. Customs and Border Protection (CBP), and the Federal Bureau of Investigation (FBI). If EWC elects to partner with the PAN network, we would be joining Central Wyoming College, Western Wyoming Community College and the Casper Prometric Testing Center (not associated with Casper College) which are current PAN centers. All reports are that PAN is a good test partner. They have good customer and technical support, pay on time, and are easy to work with. The majority of tests given at Central and Western are for USPS, FBI, CBP, and TSA. They each administered between 75 and 80 of these exams during 2013. We would expect that these same tests will make up the bulk of PAN testing for EWC. Taking into account the differences in demographics and population base, we anticipate administering between 30 and 50 tests at Eastern Wyoming College, which could generate between \$500 and \$1000 in increased revenue for EWC.

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Accept FY 2014 Audit Report:** The FY-14 Audit Report was presented at the work session and we are requesting the Trustees accept the report.

Prepared by Mr. Ron Laher, Vice President for Administration

- **Ratify Contract Between Wyoming Military Department and Eastern Wyoming College:** During September, Eastern Wyoming College signed a contract with the Wyoming Military Department to provide the Wyoming Cowboy Challenge Academy (WCCA) training options to enhance students employability. EWC will provide the Wyoming Cowboy Challenge Academy with professional facilities and qualified instructors for Saturday courses consisting of Welding, Computer Applications and Culinary Arts. EWC will provide twenty days of training courses for four separate Wyoming Cowboy Challenge Academy cadet programs and the total number of student seats shall not exceed thirty-seven per WCCA cadet class. EWC will provide each WCCA student twenty-five instruction hours, five hours for five weeks per WCCA cadet class. EWC will provide each student with one hour of transferrable college credit, an EWC transcript and a course completion certificate. The amount of the contract is for \$44,000 and is effective through September 30, 2015. The Military Department requested Dr. Patterson sign the contract and return it immediately in order to begin the training as soon as possible. Please see **Appendix B16** for further details.

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Ratify Memorandum of Understanding between UW and EWC for Year Four of the GEAR-UP Agreement:** This agreement provides funding for the Eastern Wyoming College Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR-UP) program to serve low-income secondary education students in the College's six-county service area. The grant goals are to 1) Increase the academic preparation and performance level of low-income students for postsecondary education; 2) Increase high school graduation rates of low-income students; 3) Increase the postsecondary education, participation, and graduation rates of low-income students, and 4) increase the knowledge of postsecondary preparation and financing of GEAR UP students and families. With the pending retirement of the current UW GEAR UP Grant Manager, we had been asked to sign the agreement prior to her departure from the program which will take place in early October, and therefore are requesting that the Board ratify this agreement.

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

Trustees, please feel free to contact Dr. Patterson 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.

INFORMATION ITEMS

Institutional Development Update:

Please see **Appendix D** for details of the development update.

Prepared by Mr. Oliver Sundby, Director of Institutional Development

Student Services Update:

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

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

Human Resources Update:

HR has been working with the Worker's Compensation Division in relation to the rates and the increases proposed statewide for 2015. We are entering the Open-Enrollment window for health and wellness benefits as outlined by federal law. The state has updated rates and costs for the upcoming year. All areas experienced an increase in costs. Lori and I attended the statewide meeting in Cheyenne outlining the changes and updates in costs with coverages. Beginning November 1st, employees have the opportunity to change their plans and options. This is the only time during the year, not counting outlined events, employees have the opportunity to make changes in their coverages. I have completed the Wyoming Community College Salary survey that is housed in Rock Springs. I am currently working on the Mountain States Salary and benefits survey that is utilized by the Community Colleges and the commission.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Day Ten Fall On-Campus Enrollment Report:** On-campus headcount on the tenth day of classes showed a 10.2% decrease compared to Fall 2013. Full-time headcount was down 9 students, and part-time headcount was down 50 students for a total decrease of 68 students. The number of first-time, full-time students was up 15 students; and the number of first-time, part-time students was down 89 students for a total decrease of 74 first-time students. The number of previously enrolled, full-time students was down 24 students and the number of previously enrolled part-time was up 30 students for a total

increase of 6 previously enrolled students. First-time student headcount was 32 below the five-year average for full-time and 27 below the five-year average for part-time students. Previously enrolled student headcount was 7 students above the five-year average for full-time and 17 below the five-year average for part-time. Compared to the first day of classes, full-time headcount has increased by 8 students, and part-time has increased by 16 students.

On-campus tenth day Full Time Equivalency (FTE) showed a decrease of 31.50 FTE compared to Fall 2013. This reflects an increase of 11.55 FTE from the first day of classes. The Fall 2014 tenth day FTE was 29.85 below the five-year average. Please see **Appendix G** for details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Wyoming Community College System Annual Enrollment Report for 2013-2014:** Please see **Appendix H** for the report.

Veterinary Technology Program Update: September/October 2014

All administrative changes and realignments have taken place and appear to be functioning well. I am meeting with Dr. Pehl and Dr. Walker on a regular basis and have visited with each of the instructors in the department on several occasions. No major concerns are being reported currently.

I visited in person with Dr. Tracy Thompson, USDA Veterinary Medical Officer. We discussed the concerns and EWC's commitment to resolve them.

A general meeting with all Vet Tech students and faculty was held on September 16 to discuss the program changes and to answer their questions. The informal feedback from students was and continues to be positive.

I have been visiting the program facility at least twice each week at various hours for an informal walk through and talk with faculty and students. Faculty indicate these have been well received and welcomed by the students.

On September 26, I along with a number of EWC faculty, staff, and IACUC members attended a five-hour training on the role, responsibilities, and function of IACUC.

Prepared by Dr. Richard Patterson, Interim President

Trustee Topics

- Report on Wyoming Summit on Community Colleges
- Discuss possible dates for future Board Retreat (**Appendix I**)

Executive Session – Personnel

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

Adjournment

Upcoming Events:

October 6-7	Higher Learning Commission Focused Visit
October 8-9	Wyoming Summit on Community Colleges, Laramie, Hilton Garden Inn
October 9	WACCT Meeting, immediately following the summit at 5:00-7:00 p.m.
October 10	Wyoming Community College Commission Meeting, Laramie, Holiday Inn
October 14	<i>EWC Board Meeting</i>
October 16-17	Fall Break, no classes
October 29	Fall Concert, 7:00 p.m., Fine Arts Auditorium
November 4	Election Day
November 11	<i>EWC Board Meeting</i>
November 13	Scholarship Donor Recognition Dinner, 6:30 p.m., cafeteria
November 19	Foundation Board Meeting, 11:30-1:00, Community Training Center
November 27-28	College Closed – Thanksgiving Break
December 9	<i>EWC Board Meeting</i>
December 9-12	Finals Week
December 24 – January 2, 2015	College Closed – Christmas Break