

**Eastern Wyoming College Board of Trustees
September 9, 2014
Dolores Kaufman Boardroom**

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on September 9, 2014 at 4:30 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Gary Olson, Lowell Kautz, John Patrick, Angie Chavez, Julie Kilty, Mike Varney and George Nash.

Lisa Johnson, executive director of the Goshen County Economic Development Corporation was on hand to make a presentation to the Trustees on the quarter cent sales tax initiative that will be on the ballot at the November 4, 2014 election.

Following the presentation the work session was moved to Room 132 of the Tebbet Building to meet with the Goshen County School District Board of Trustees. Following dinner, Dr. Armstrong presented information on the EWC general obligation bond election which will support the building of two new facilities on the EWC campus. In addition, the Goshen County School District Board was provided with statistical information relative to Goshen county students taking concurrent and dual enrollment courses. The work session was adjourned at 6:00 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on September 9, 2014 at 6:15 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Gary Olson, Lowell Kautz, John Patrick, Angie Chavez, Julie Kilty, Mike Varney and George Nash.

The meeting was called to order by Board President Olson at 6:15 p.m.

The Board was introduced to new employees Amanda Fear, cosmetology instructor; Josh McDaniels, math instructor; Jamie Michael, veterinary technology instructor and co-director, Dr. Colleen Mitchell, veterinary technology instructor; and Michele Ogburn, director of counseling and disability services.

Dr. Rex Cogdill introduced EWC Golf Coach Zach Smith. Coach Smith then introduced the members of the golf team. The EWC home golf match is scheduled for September 11 and 12 at the Torrington Golf Course.

Tabatha Mesich representing Veterinary Technology program students read a letter and submitted a petition to the Board of Trustees outlining their concerns with the current state of the program.

ACTION: The Board was requested to approve the agenda with the addition of the appointment of a Gear Up coordinator. Mr. Varney moved to approve the agenda with the addition; second by Mr. Patrick. Motion carried unanimously.

Dr. Armstrong reported on the in-service presenter who discussed adversity and resilience. He noted he had met with some of the Vet Tech students and he agreed they do care about their program. Dr. Armstrong commended Ron Laher and Karen Parriott on their work with the audit. He further noted the community college presidents are currently discussing the CCW metrics. The WACCT trustees will be looking at developing a legislative agenda which will most likely include the identified metrics, endowment funding, and recalibration of the funding model. Volunteers and staff continue to make G.O. bond presentations. Dr. Armstrong also indicated the Board will be considering an action plan for the Veterinary Technology program and suggested reviewing these items at a retreat with the Vet Tech program at the center.

Mr. Olson reported to the Board that he and Julie Kilty will be serving on a vet tech advisory council. In addition, he provided an update of what is happening in the Vet Tech area.

ACTION: The consent agenda was considered by the Board of Trustees. Mr. Varney moved and Mr. Patrick seconded the motion to approve the consent agenda, which included the August 8,

2014 meeting and executive session minutes, the August 18, 2014 special meeting and executive session minutes, and the Families Becoming Independent (FBI) grant and acceptance of the dollars. Motion carried unanimously.

ACTION: Mr. Laher presented the financial report and Mr. Jarvis provided an update on the construction projects. Mr. Patrick moved and Ms. Kilty seconded the motion to approve the financial report, as presented. Motion carried unanimously.

ACTION: The Board was reminded that at the June, July and August board meetings, the instructional program reviews were presented covering the Physical Education program, the Business Cluster, the Welding and Machine Tooling programs, and the Music program. Dr. Ludwig requested the Board of Trustees accept the 2014 program reviews. Mr. Nash moved to accept the instructional program reviews; second by Ms. Kilty. Motion carried unanimously.

ACTION: Mr. Laher reported to the Trustees a committee was created to review the room and board rates for fiscal year 2015 and to make a recommendation for consideration by the Board. Mr. Laher noted Food Service had a profit of \$20,000 in FY-14 and housing had an \$85,000 deficit. Mr. Laher noted housing is regularly supplemented by the operation fund as housing is unable to fund itself because our operation is too small. Dr. Cogdill agreed the committee process worked well. Ms. Kilty moved and Mr. Nash seconded the motion to approve a 4% increase in room and board rates for fiscal year 2016, as presented. The motion was unanimously passed.

ACTION: The Board was requested to approve the appointment of Melissa Dishman to the position of Families Becoming Independent Coordinator. Melissa previously served as the assistant for the ETSS grant. She holds a Bachelor of Science Degree in Business Administration from Bellevue University in Omaha, Nebraska. Ms. Kilty moved to approve the appointment of Melissa Dishman to the position of FBI grant coordinator; second by Mrs. Chavez. Motion carried unanimously.

ACTION: The Board was informed the search committee recommended hiring Thomas Milstead for the Gear Up coordinator position. Mr. Milstead has a bachelor's degree in Journalism from Averett University. He has three years in management and is well skilled in software practices. A motion was made by Mr. Nash to approve the appointment of Thomas Milstead to the position of Gear Up Coordinator, as presented. Ms. Kilty seconded the motion. Motion carried unanimously.

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

Dr. Ludwig presented the on-campus first day of enrollment report. The report indicated the on-campus headcount on the first day of classes showed an 11.5% decrease compared to Fall 2013. Full-time headcount was down 47 students and part-time headcount was down 28 students for a total decrease of 75 students. The number of first-time, full-time was down 84 students; and the number of first-time, part-time was down 16 students for a total decrease of 100 first-time students. The number of previously enrolled, full-time was up 37 students and part-time was down 12 students. Full-time student headcount was 36 students below the five-year average and part-time student headcount was 31 students below the 5 year average. Total headcount was 67 students below the 5 year average. The on-campus first day FTE showed a decrease of 66.66 FTE compared to Fall 2013. The Fall 2014 first day FTE was 44.51 below the five-year average.

In addition, Dr. Ludwig made a presentation on the upcoming Higher Learning Commission Focus Visit scheduled for October 6-7, 2014. The Focus Visit is centered around the recommendations on increasing diversity at EWC as outlined in the 2010 Comprehensive Visit report. The Trustees are scheduled to meet with the evaluators on Monday, October 6, 2014 at 2:00 p.m. in the AC Conference Room. Trustees were requested to let Holly know if they will be able to attend.

Dr. Armstrong commented on the amount of work that goes on in the Learning area. He stated he recently had the opportunity to attend a UW football game where he visited with several UW administrators who shared with him their appreciation for the work Dr. Ludwig does for EWC and her association with her colleagues around the state.

Becky Lorenz, IACUC chair invited the Board of Trustees to attend the Molly Greene IACUC workshop to be held on September 26, from 8:00 to 1:00 in Room 132.

Under trustee topics, President Olson provided the Board with a copy of a proposed action plan for the Veterinary Technology Program for consideration by the Board as well as a written update of activities.

ACTION: Mr. Patrick indicated he would like to encourage the faculty of the college to form a faculty senate as well as encourage the creation of a staff senate with appointed representatives to attend the board meetings to speak on topics of concern or interest. Mr. Patrick then made a motion stating that the Board of Trustees of Eastern Wyoming College urges the faculty of this college to form a faculty organization to represent the views and concerns of the faculty of Eastern Wyoming College to the Board of Trustees. The Board will leave the form and function of this organization to the wisdom of the faculty, but the Board does anticipate that the organization will elect or appoint, as it chooses, one of its members to represent the organization at all public Board meetings. When this organization has formed itself, and elected or appointed a representative as described above, the Board directs the administration of the college to include said representative on every meeting agenda. To facilitate the operation of this organization, the Board directs the administration to provide funding to this organization in the amount of no more than one thousand dollars per year. Seconded by Mrs. Chavez. Discussion ensued. Dr. Armstrong stated a faculty senate is worthwhile and is helpful to trustees, faculty, and administration. He further stated it would also be good to give the professional staff opportunity to be represented. The motion was unanimously passed.

Mr. Patrick shared that he and Mr. Kautz met for two hours yesterday with Veterinary Technology students. He noted the students were concerned about the quality of education and their future. Mr. Patrick further stated that he had been told by a Vet Tech student that she had been told by Holly Branham that she could not come to the board meeting until she spoke to Dr. Armstrong. Discussion ensued with Vet Tech students commenting that several of them will transfer if the situation isn't remedied and that there is great deal of tension in the building between new and old instructors.

Mr. Varney questioned Dr. Cogdill about the position of coordinator of athletics and what this position was. Dr. Cogdill stated the coordinator for athletics and intramurals is the position occupied by Lance Petsch. This position does serve as a backup in case the athletic director is unable to attend an event. Mr. Varney stated he did not want his questions to be misconstrued as to Mr. Petsch's inability to serve. He further stated he believes Mr. Petsch will do a good job in whatever position he is assigned.

Mr. Kautz questioned why there wasn't a national search for a golf coach and why Zach Smith's appointment as golf coach was not brought before the Board. Dr. Cogdill responded that this position is a part-time position and only pays approximately \$4,000.

ACTION: At 8:15 p.m. the Board decided to hold an executive session and requested a 10 minute recess before the executive session would begin. Mr. Patrick moved to adjourn to executive session to discuss personnel; seconded by Nash. Motion carried unanimously.

The executive session was adjourned at 10:24 p.m. with no action being taken.

Submitted by:

Holly L. Branham

Gary D. Olson, President

John B. Patrick, Secretary