

EWC BOARD OF TRUSTEES
November 11, 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.

2:00 p.m. Work Session

- **2:00 p.m. -- Slaterpaul Architects -- Review of CTEC Building Parking & Site Planning**
- **4:30 p.m. Veterans Assistance at EWC – Presented by Ms. Amy Smith, VA Certifying Official**

AGENDA

5:45 p.m. Open Meeting

- ***Introduction of New Employees***
Curtis Clark, Maintenance Technician
Melissa Dishman, Families Becoming Independent (FBI) Coordinator
Tom Milstead, Gear-Up Coordinator
- ***Introduction of Jordan Rice, Athletic Trainer***
- ***Introduction of EWC Livestock Judging and Show Teams***
- ***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:** *October 14, 2014 meeting and executive session minutes, the October 20, 2014 special meeting and special executive session minutes, and the October 31, 2014 special meeting and special executive session minutes.* Please see **Appendix B1.**

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

- **Approve AIA Agreement with GSG Architecture for Fine Arts Renovation Phase III:** *We would like to continue working with GSG Architecture of Casper on the remodeling of the Fine Arts Building lobby, Phase III of the renovation. They are proposing a fee of \$56,625 for design services, construction documents, bidding and contractor selection, contract administration, and construction progress monitoring for the project. The initial fee first proposed was \$67,455, but GSG did agree to lower it to \$56,625 if EWC is able to provide more support during the bidding and construction stages of the project. We believe we can with existing personnel. The budgetary goal for this project is to plan the scope for no more than \$450,000 in total renovations and the revenue source for the project is state Major Maintenance Funding. GSG Architecture is currently involved in the Lancer Hall Additions and would be available during the Phase III construction stage to conduct reviews during the time they are also in Torrington for the student housing construction. Please see [Appendix B6](#) for a copy of the agreement.*

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

- **Approve Addendum to the Supplemental Funding Agreement for New Douglas Branch Campus:** *Last month, Converse County Commissioner, Chairman Jim Willox, reported to the EWC Board of Trustees on the status of financing the construction of the new Douglas branch campus building. Due to delays in planning the Douglas library renovations and related new addition, and higher-than-expected special purpose tax collections, it will not be necessary for the Joint Powers Board to issue lease revenue bonds for their one cent projects. The Supplemental Funding Agreement in place, effective on July 1, 2014, has recitals based on the original financing plan that we propose to alter with the addendum shown in [Appendix B25](#). The addendum has already been approved by Converse County officials.*

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

- **Approve Contract with PrestoSports for Hosting EWC Athletics Website:** *This contract will allow PrestoSports to serve as the host website for EWC Athletics. Individuals wanting to access information about EWC Athletics will be able to find the initial site on the EWC Home Page. When accessing specific information, the individual will be re-directed to a website hosted by PrestoSports. PrestoSports will use their expertise to develop a site that is more interactive than is currently available. The NJCAA and Region IX already have long term agreements with PrestoSports which will increase EWC's ability to have up-to-date statistics ready for viewing by the general public and potential athletic recruits. The agreement runs from 12/1/14 – 11/30/19 and costs \$2,250 annually. The Lancer Club has agreed to pay this annual cost through the duration of this contract. Please see [Appendix B26](#) for further details regarding PrestoSports.*

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

- **Approve Requesting Sealed Bids for Equipment and Furnishings for the New Douglas Campus Building and Pre-Authorize Supplier Selection:** *The new Douglas campus building is nearing completion and it is now necessary to move forward with equipping and furnishing the building for occupancy in a timely manner.*
 1. **We are therefore requesting Board of Trustees approval to conduct a sealed bidding process, as required by State statutes, for items required to fully furnish and equip the new building. These items will include the welding lab equipment and accessories, office and classroom furniture, as well as other items necessary to provide a functional building.**
 2. **We are also requesting that the Board of Trustees pre-authorize the president to approve supplier selections when bidding processes are completed. Selections will be made by the EWC team consisting of the Vice President for Learning, the Vice President for Administrative Services, the Douglas Campus Director and staff, and the Director for Procurement and Contracts.**

A budget for these purchases is being constructed from available funding sources.

*Submitted by Dr. Dee Ludwig, Vice President for Learning;
Mr. Ron Laher, Vice President for Administrative Services; and
Mr. Clyde Woods, Director for Procurement and Contracts*

- **Ratify Requesting Sealed Bids for Budgeted FY-2015 Replacement of Computers and Pre-Authorize Supplier Selection:** *We are requesting that the Board of Trustees ratify advertisement for bids to make scheduled computer replacements and allow the selection of supplies for computer equipment by*

the President with input from the Computer Services Department and the Director for Procurement and Contracts. It has been the accepted past practice for the Computer Services Department to expend funds for the scheduled replacement of computers annually. In order to more closely adhere to State statutory requirements it has been decided to conduct a sealed bidding process this year. Therefore:

1. **We are requesting that the Board of Trustees ratify a recent decision to conduct a sealed bidding process for the scheduled replacement of computers per specifications advertised.**
2. **We are also requesting pre-authorization of the Board of Trustees to allow Dr. Patterson to select vendors for these FY-2015 computer replacements from submitted bids based on the best deals offered to the College.**

All funds are accounted for in the FY-2015 budget.

Submitted by Mr. Clyde Woods, Director for Procurement and Contracts,
Mr. Ron Laher, Vice President for Administrative Services and
Mr. Chuck Kenyon, IT Administrator

- **Ratify Change Orders #2 and #3 for Lancer Hall Additions:** *Small change orders for the new Lancer Hall Additions were processed earlier as requested by city and fire prevention authorities to meet code requirements not addressed in the construction documents as presented in **Appendix B39**. We recommend board ratification of these administration-approved change orders.*
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Ratify Change Order #3 for the Fine Arts Entry Renovation Project:** *This change order in **Appendix B56** reflects enhancements the College requested for the renovation of the Fine Arts Building entryway, and the additional cost is covered by restricted Major Maintenance Funding. We recommend board ratification of this administration-approved change order.*
Prepared by Mr. Ron Laher, Vice President for Administrative 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.

Approve on First Reading the Revisions to Board Policy 5.2 Withdrawal from Individual Classes and College and the Associated Administrative Rule

This proposed change is two-fold. First it changes the current policy regarding Withdrawal from Individual Classes and the College into an administrative rule. This will allow the Board to make changes to the rule in one meeting rather than the change having to be approved after a 45 day waiting period and public hearing as is now the case with a change in Board Policy.

Secondly, this proposed change moves back the date in which a student may withdraw from any and all classes and receive a grade of "W". The current policy states that students may withdraw from any or all classes before the last 15 calendar days of the semester and receive a grade of "W". In the Fall semester, this date often falls during the Thanksgiving Break when the College is closed. This change would eliminate this from occurring. The Curriculum & Learning Council feels that the change to **28** calendar days from the end of the semester (4 weeks) still

allows the student an adequate opportunity to determine if she or he has a reasonable chance of passing any individual class. Please see **Appendix D** for a copy of the policy.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 5.2 Withdrawal from Individual Classes and College and the associated administrative rule, as presented.

Approve Fiscal Year 2016 Scholarship and Grants Budget

The ad hoc Scholarship Committee is recommending adoption of the preliminary scholarship/grants budget for next year, as shown in **Appendix E**. No major changes are being recommended at this time. Room and board scholarships were adjusted for the new established rates. Wyoming Endowment Challenge scholarship amounts were updated to conform to EWC Foundation's expenditure policy and are based on a maximum percentage (3.5%) calculated on the average annual market value of pooled investments over the most recent three year period. The Committee is studying a proposal that will allow recruiters to have the authority to offer scholarships at set amounts during college fairs or when meeting with prospective students, which may or may not impact the final budget for FY-2016. Furthermore, at this time it is unlikely that the WCCC will change tuition rates for next year.

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

Recommended Action: Motion to approve the FY-16 Scholarship and Grants Budget, as presented.

INFORMATION ITEMS

Faculty Senate Update:

Faculty members have volunteered to serve on a committee to organize a Faculty Senate. The committee will then present a plan to the entire faculty for approval. I'm anticipating the date at which we will have a representative elected to be January 2015.

Prepared by Ms. Heidi Edmunds, Faculty Member

College Relations Update:

An army of EWC employees, students, volunteers and others came together to share information, answer questions, write letters, sign endorsement cards, record radio ads and a variety of other tasks to support the GO Bond proposition. This paid off in our recent success. I have included in **Appendix F** the breakdown by precinct across Goshen County. You will see that we carried all precincts but three and only lost those three by very small margins.

We are excited for the arrival of Keith Smith, webmaster, to join the College Relations team. Several individuals have done a remarkable job of keeping us going day-to-day but we need to have someone on board to really address the back-log and to help take the EWC website to the next level.

The College Relations team continues to work with and support a variety of departments and projects not only across campus but in the outreach areas.

Prepared by Ms. Tami Afdahl, Director of College Relations

Human Resources Update:

The Human Resources office has been fulfilling the requirements of the Affordable Care Act. This includes giving all employees the federally mandated documents affecting their insurance coverages. We are also working with all employees to comply with open enrollment

period requirements that start on November 15th. There are also new reporting requirements for Human Resources that run through the IRS with new tax reporting forms. HR has been working with the State of Wyoming Department of Labor and Statistics to complete a community college salary study. I attended the Title IX training in Cheyenne in regard to the new Violence Against Women Act that was passed by the US Congress and will affect all higher educational institutions. October was retirement planning month. Daily newsletters were sent to every staff member with facts and information on retirement planning.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Institutional Development Update:

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

Prepared by Mr. Oliver Sundby, Director of Institutional Development

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Fall Integrated Postsecondary Education Data Systems (IPEDS) Collection Information:**

Please see **Appendix I** for details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Fall 2014 October 15th Enrollment Summary:** The October 15, 2014 headcount decreased 6.7% and the FTE decreased 4.49%. Full-time headcount was down 83 students and part-time headcount was down 43 students resulting in a total decrease of 126 students. The number of students who attended EWC for the first time in Fall 2014 was down 106 full-time students and down 76 part-time students. The number of students who had attended EWC any time prior to Fall 2014 was up 23 full-time students and up 33 part-time students. Goshen County was down 73 full-time students and down 30 part-time students and Outreach decreased by 10 full-time students and decreased 13 part-time students. Goshen County FTE decreased by 65.16 FTE, and Outreach increased by 4.02 FTE. Outreach accounted for 44.8% of the FTE. Please see **Appendix J** for further details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Summer Enrollment Final Report:** EWC experienced a 16.8% decrease in total student headcount as compared to Summer 2013. The total student headcount of 401 students reflects an overall decrease of 81 students. Full-time enrollment was up 2 students. Part-time enrollment was down 83 students (17.5%). Full Time Equivalency (FTE) was decreased by 18.33 (14.6%). For further details, please see **Appendix K**.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Western Undergraduate Exchange (WUE) Report:** Please see the WUE report in **Appendix L**.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Dual/Concurrent Enrollment Summary SEA52 Report:** Please see **Appendix M** for details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Equity in Athletics Report:** Please see **Appendix N** for details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

Student Services Update:

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

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

Veterinary Technology Program Update for November -- Dr. Richard Patterson

Trustee Topics

- **WACCT 2014-2015 Trustee Leadership Award Nomination** – Please see **Appendix P** for details.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

November 4

November 11

November 11

November 13

November 14

November 20

November 27-28

Election Day

Veteran's Day Program, Fine Arts Auditorium, 12:30 p.m.

EWC Board Meeting

Scholarship Donor Recognition Dinner, 6:30 p.m., EWC Cafeteria

Board Retreat, 9:00-4:00, Dolores Kaufman Boardroom

Wyoming Community College Commission Meeting via conference call

College Closed – Thanksgiving Break

December 3

December 3

December 4

December 9

December 9-12

December 24 –

January 2, 2015

Foundation Board Meeting, 11:30-1:00, Community Training Center

Christmas Concert, 7:00 p.m., Fine Arts Auditorium

Evening of Elegance, 5:00-7:00 p.m., EWC Cafeteria

EWC Board Meeting

Finals Week

College Closed – Christmas Break

January 13, 2015

January 13

January 19

January 28

January 29

January 30

January 31

EWC Board Meeting

2015 Legislative Session Begins

College Closed -- Martin Luther King Day,

Foundation Board Meeting, 11:30-1:00, Community Training Center

WACCT Legislative Reception and Awards Ceremony, Little America, Cheyenne

Wyoming Community College Commission Meeting, LCCC, Cheyenne

Sagebrush and Rose Dinner Dance