

EWC BOARD OF TRUSTEES
December 9, 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.

4:00 p.m. Work Session – Discussion with Agriculture Faculty

AGENDA
Organizational Meeting

5:45 p.m. Open Meeting

- ***Introduction of New Employee***
Keith Smith, Web Master

- ***Introduction of Men's and Women's Basketball Teams***
- ***Introduction of EWC Speech and Debate Teams***
- ***Introduction of Civitas Awards***
- ***Introduction of Visitors***
- ***Student Senate Update***

Oath of Office for Newly Elected Trustees

It is with the deepest sense of responsibility and conviction that I assume my office as a Trustee of Eastern Wyoming College, and solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that we are to serve the interests of our entire community;
- That I will exemplify ethical behavior and conduct;
- That I will engage in an ongoing process of in-service education on issues of governance;
- That I will be prepared to participate in open, honest and civil deliberation with my colleagues, vote my conscience and support the decisions and policy we make; and That I will honor the division of responsibility between the board and the college president and staff, and contribute to creating a spirit of true cooperation.

Election of Board Officers Current Officers

President	vacant
Vice President	Angie Chavez
Secretary	John Patrick
Treasurer	Mike Varney

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:** November 11, 2014 meeting and executive session minutes and the November 14, 2014 strategic planning retreat summary. Please see **Appendix B1**.
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Approve College Central Network Online Service:** College Central Network is an online service offering an electronic job board through the Wyoming Community College Consortium, employment preparation tools, printable information sheets, podcasts, career related articles, and internship and event manager tools. Five of the seven Wyoming Community Colleges are members of the College Central Consortium: Casper College, Central Wyoming College, Laramie County Community College, Northern Wyoming College (Sheridan and Gillette), and Western Wyoming College. By joining the Consortium, EWC students and alumni will have access to more job opportunities locally, regionally, and nationally. The system offers an easy way for employers to post job openings, manage their postings, and view student resumes/portfolios (students control access).
*Other tools included in the package are internship management, case-management, event manager, resource documents, and tracking tools. The subscription fee is \$1500 per year. For the remainder of this year, we will be able to access the service for free. Please see **Appendix B6** for details.*
Prepared by Dr. Dee Ludwig, Vice President for Learning
- **Approve Resignation of Oliver Sundby, Director for Institutional Development:** Mr. Sundby has submitted his letter indicating he plans to retire effective May 29, 2015.
Prepared by Mr. Stuart Nelson, Director of Human Resources
- **Approve Designation of Depositories:** Points West Bank, Pinnacle Bank, First State Bank, U.S. Bank, Platte Valley Bank, Bank of the West, Converse County Bank, and related signatories. Annually, the college must designate the institutions which may be used as depositories for college funds throughout the year and the related account signatories. See **Appendix B16**.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve the Designation of the Torrington Telegram as the College District's Official Newspaper:** From time to time, the Board must publish legal notices and/or consider resolutions that make reference to "...official newspaper of the district..." The Torrington Telegram is a newspaper of general circulation within Goshen County, and Eastern Wyoming Community College District is coterminous with Goshen County. Approval of this designation will facilitate EWC giving notice when legally required to do so.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Ratify Change Order 4 & 5 for Lancer Hall Additions:** Change orders for the Lancer Hall Additions were processed in November as detailed in **Appendix B17**. The net contract savings for these change orders is \$9,052. We recommend board ratification of these administration-approved change orders.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Ratify Computer Supplier Selection for FY-2015:** We are requesting that the Board of Trustees ratify the selection of Dell Marketing, L.P. as the preferred supplier for computers for fiscal year 2015. This selection was made in accordance with the request to seek bids and select a supplier that was presented to and approved by the Board of Trustees at the November 11, 2014 meeting. Please see **Appendix B23** for the submitted RFP by Dell Marketing for pricing.
Submitted by Mr. Clyde Woods, Director for Procurement and Contracts & Mr. Chuck Kenyon, IT Administrator

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 Appointment of WACCT Representatives

The appointment of two Wyoming Association of Community College Trustees board representatives is held annually at the December organizational meeting. Representatives to the WACCT will be expected to attend Wyoming Community College Commission meetings and WACCT meetings held every other month or as needed. These meetings are held on a rotating basis at one of the seven community colleges. Mike Varney and John Patrick are the current representatives. In addition, Mr. Varney serves on the WACCT Education Committee and Mr. Patrick is a member of the Advocacy Committee.

Prepared by Holly Branham, Exec Asst to the President/Board of Trustees

Recommended Action: Motion to appoint two board representatives to the Wyoming Association of Community College Trustees.

Approve Appointment of Representative to the Foundation

Trustee Kautz's term on the Foundation is expiring and the Trustees will need to reappoint him or appoint a new representative to replace him.

Prepared by Holly Branham, Exec Asst to the President/Board of Trustees

Recommended Action: Motion to appoint a representative to the Foundation.

Approve Appointment of BOCES Representative

Mrs. Chavez is the current Board representative to the Board of Cooperative Educational Services (BOCES). A new representative will need to be appointed or Trustee Chavez reappointed.

Prepared by Holly Branham, Exec Asst to the President/Board of Trustees

Recommended Action: Motion to appoint a board representative to the BOCES.

Approve Appointment of Vice President of Administrative Services as Assistant Treasurer to the Board

From time to time it is necessary for me to sign financial documents under this title as required by banking institutions. This is also pursuant to Board Policy 1.3.

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

Recommended Action: Motion to appoint Ron Laher, EWC Vice President for Administrative Services as the Assistant Treasurer to the Board of Trustees.

Approve Selection of Architectural Firm for Agricultural Technology Education Center Building

Interviews of four architectural firms were held on Wednesday, December 3. Scores are being tallied and a recommendation will be hand-carried to the meeting.

Prepared by Mr. Clyde Woods, Director of Procurement and Contracts

Recommended Action: Motion to approve the selection of an architectural firm for the ATEC building, as presented.

Disclosure Statements for Board, Administration and Staff

Pursuant to W.S. 6-5-118, all public servants or officers must disclose the banks or other institutions in which they have an account where the institution transacts business with Eastern Wyoming College. Please refer to **Appendix D** for the disclosure statement.

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

INFORMATION ITEMS

Faculty Senate Update:

A committee working on the formation of a faculty senate has met several times and distributed a survey to instructors in order to gain further information about the desired structure of the organization. A Faculty Meeting is scheduled for Monday, December 15 where we hope to elect representatives to the senate. That group will be responsible for drafting bylaws and a constitution. We hope to introduce our EWC faculty representatives to you in January.

Prepared by Ms. Heidi Edmunds, Faculty Member

Human Resources Update:

- We have completed all the open enrollment documents and are uploading all new information and updated premium information on the state website.
- HR has been working with instruction to prepare for the hiring of a nursing instructor at the Douglas Campus.
- The Mountain States Salary Survey has been completed and uploaded to the Salt Lake Community College database.
- The Staff Alliance group has had two meetings and are in the process of gathering constitutions and by-laws from the other colleges.
- We are preparing for the upcoming in-service days and getting all staff the information on VAWA (Violence Against Women Act) updates.

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

- **Workforce Development Activities Report:** Please see **Appendix F** for the Workforce Development Activities Report for 2013-2014.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Integrated Postsecondary Education Data Systems (IPEDS) Data Feedback Report for 2014:** Please see **Appendix G** for the report.

Presented by Dr. Dee Ludwig, Vice President for Learning

- **EWC Technical Advisory Committees for 2014-2015:** Please see **Appendix H** for a list of the current advisory committees currently in place, the faculty members and the committee members serving on each. The Advisory Committees are required to meet at least twice per year. If you would like to attend one of these advisory committee meetings, please let Holly know.

*Prepared by Ms. Lynn Wamboldt, Institutional Effectiveness
Administrative Specialist and Perkins Coordinator*

Student Services Update:

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

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

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

Six Vet Tech students took the National exam 3/15-4/15/14 and six passed. Four Vet Tech students took the National exam 7/15-8/15/14 and four passed. In total, ten Vet Tech students have taken their exams this year and all ten have passed.

Trustee Topics

- **WACCT 2014-2015 Awards Ceremony and Legislative Reception – January 29, 2015:** Please let Holly know if you wish to attend and would like a room reserved. Please see **Appendix J** for details related to the event.
- **Board of Trustees hosted Open House – December 14, 2014, Cottonwood Country Club, 6-8 p.m.**

Executive Session – Personnel

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

Adjournment

Upcoming Events:

December 9

December 9-12

December 24 –

January 2, 2015

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 Roses Dinner Dance

February 10

February 12-13

February 26-27

EWC Board Meeting

Winter Break, no classes

AVMA Site Visit