

**EWC BOARD OF TRUSTEES**  
**January 13, 2015**  
**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 Welding Faculty**
  - **Presentation on Violence Against Women Act (VAWA) Regulations**

**AGENDA**

- 5:45 p.m. Public Hearing -- Revisions to Board Policy 5.2 Withdrawal from Individual Classes and College and the Associated Administrative Rule (Appendix E)**

**Open Meeting**

- *Introduction of Visitors*

**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:** December 9, 2014 meeting and executive session. Please see **Appendix B1**.  
*Prepared by Holly Branham, Executive Asst to the President and Board of Trustees*
- **Ratify Welding Equipment Supplier Selection for the New Douglas Campus:** Per approval by the Board of Trustees at the November 11, 2014 meeting we issued an RFP for the new Douglas Campus welding equipment and selected a supplier. Two suppliers submitted bids, Matheson/Linweld and NORCO.

<b>Matheson/Linweld</b>	<b>\$88,296.00</b>
Plus 5% nonresident preference	<b><u>\$ 4,414.80</u></b>
	<b>\$92,710.80</b>
 <b>NORCO</b>	 <b>\$110,096.00</b>

Bid difference

**\$17,710.80**

A contract was awarded to Matheson/Linweld for the welding equipment. We are requesting that the Board of Trustees ratify the contract award to Matheson/Linweld for the new Douglas campus welding equipment.

*Presented by Mr. Clyde Woods, Director for Procurement and Contracts*

*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 Early Retirement Requests

Dr. Dee Ludwig meets the eligibility requirements and has submitted her letter (**Appendix D**) of intent to participate in the early retirement program, effective one month following the end of her current employment contract.

*Prepared by Mr. Stuart Nelson, Human Resources Director*

**Recommended Action: Motion to approve the early retirement request of Dr. Dee Ludwig, as presented.**

### Approve Reappointment of Administrators

Pursuant to EWC Administrative Rule 3.23.3, performance evaluations for college administrators at the assistant dean level and higher, excluding the college president, have been completed. All evaluations were positive with the recommendation to the Board of Trustees that administrators: Rex Cogdill, Ron Laher, and Mike Durfee be reappointed to their respective positions for fiscal year 2016.

*Prepared by Mr. Stuart Nelson, Human Resources Director*

**Recommended Action: Motion to approve the reappointment of Rex Cogdill, Ron Laher, and Mike Durfee for fiscal year 2016, as presented.**

### Approve on Final 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. In November, the Board passed the policy on first reading. Please see **Appendix E** for a copy of the policy.

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

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

## INFORMATION ITEMS

### **Student Services Update:**

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

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

### **College Relations Update:**

Please see **Appendix G** for the College Relations update.

*Prepared by Ms. Tami Afdahl, Director of College Relations*

### **Faculty Senate Update:**

The newly elected officers for the Faculty Senate will be introduced to the Board.

*Prepared by Ms. Heidi Edmunds, Faculty Member*

### **Human Resources Update:**

Payroll adjustments have been made for the increased and changed insurance premiums. We are completing the IPED and the U.S. Department of labor and statistics reports for 2014. The community college human resource officers will be meeting with Tom Gallagher later this month to go over progress on the salary study for the State of Wyoming.

*Prepared by Mr. Stuart Nelson, Director of Human Resources*

### **Institutional Development Update:**

Please see **Appendix H** for the Institutional Development update.

*Prepared by Mr. Oliver Sundby*

### **Learning Update:**

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

*Prepared by Dr. Dee Ludwig, Vice President for Learning*

- **Outcomes Assessment Report:** Kate Steinbock, Outcomes Assessment Coordinator will be on hand to present the Outcomes Assessment Report. The report was included with the board packet.

- **Performance Indicator Report:** Please see **Appendix J** for details of the report.

*Prepared by Ms. Kimberly Russell, Director of Institutional Research*

**Staff Alliance Update:**

The Staff Alliance has had several meetings and have elected the following officers: Clyde Woods, Chair; Mai Lee Olsen, Vice Chair; Holly Lara, Secretary/Treasurer; Stuart Woods, Parliamentarian; Holly Branham, At-Large Professional Staff Representative; and Dixie Kroenlein, At-Large Classified Staff Representative. The executive committee has been working on the bylaws and the members of the Alliance will be reviewing the proposed bylaws at their next meeting.

*Prepared by Mr. Clyde Woods, Staff Alliance Chair*

**Trustee Topics**

- **REMINDER: WACCT 2014-2015 Awards Ceremony and Legislative Reception – January 29, 2015:** Please see **Appendix K** for details related to the event.

**Executive Session – Personnel**

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

**Consideration of Conducting a Presidential Search**

**Recommended Action: Motion to ...**

**Adjournment**

**Upcoming Events:**

***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

March 9-13

***March 10***

March 25

March 27-29

Spring Break, no classes

***EWC Board Meeting***

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

EWC Spring Rodeo