

EWC BOARD OF TRUSTEES
February 10, 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 – Cosmetology and Health Technology Programs

AGENDA

5:45 p.m. Open Meeting

- **Introduction of New Employees**
 Alexandra DeMers, cook
- **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:** *January 13, 2015 meeting and executive session. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees

- **Authorization to Open Bank Accounts:** *Two separate public funds, interest bearing banks accounts will be needed to manage the CTEC general obligations bonds—a construction account and a maintenance & repairs account. The bonds will be issued this spring in the amount of \$3.1 million through a separate Board approval process, as recommended by our bond attorney, Barbara Bonds. EWC intends to use public bidding procedures to select a local bank offering the best account terms. These procedures will be coordinated by the Business Office.*
Prepared by Ron Laher, Vice President for Administrative Services

- **Authorize EWC to Seek Tax-Exempt Financing Proposals from Local Banks for CTEC Construction General Obligations Bond Financing:** *EWC plans to issue general obligation bonds in the amount of \$3,137,722 to meet its obligation to the State of Wyoming to provide the local matching funds for the proposed Career and Technical Education Center. The financing plan calls for this process to be completed by*

March 2015. However, the sale of the bonds will be timed around the advice of bond counsel and the need to have the funds on hand to pay construction costs. Therefore, we may delay the sale until this summer. A prerequisite to the sale is to identify the terms that local lenders are willing to offer based on market conditions and EWC is committed to using an open RFP process to determine the best terms available, and knowing these terms will certainly help us plan the timing of the sale. The desired repayment period for the financing is 15 1/2 years. The target interest rate is 4.5% or less. This general obligations bond issue was approved during the last general election. Barbara Bonds will provide the associated legal services to certify the qualified tax-exempt status of this private-placement bond issue. Valid proposals would be summarized for further Board action at an appropriate regular meeting in the future.

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

- **Ratify Lancer Hall Change Order #6:** A change order for the Lancer Hall Additions was recently processed as detailed in **Appendix B5**. The net contract add for this change order is estimated to be \$2,024. The roof trusses were designed without the necessary blocking to affix traditional insulation batts in the attics, which gave us an opportunity to revisit insulation systems available and upgrade to foam insulation. We recommend board ratification of this administration-approved change order.

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

- **Ratify Plan1 Architects AIA Professional Services Agreement for the ATEC:** Per the Board of Trustees approval granted in December, we have negotiated a suitable contract with Plan1 Architects. The contract will include all details as first proposed by EWC plus the inclusion of Benchmark of Torrington as the civil engineer for the project, plus building commissioning by Cator, Ruma & Associates, \$22,655 and a \$10,000 deduction in Plan1's original fee proposal for a total contract cost of \$497,655. We believe this is a fair and equitable price for the proposed work and ask that the Board of Trustees ratify our decision to enter into a contract with Plan1 Architects.

Submitted 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 Proposed Administrative Rule 6.0.4 Awards, Gifts, and Prizes

This proposed administrative rule complements our existing purchasing policy and administrative rules by imposing special procedures, setting limits, and defining relevant IRS withholding and reporting requirements for budget managers related to the use of awards, gifts, and prizes with respect to college operations. Having this guidance available within our policy collection will benefit EWC by providing written authority to follow and formal standards by which we may be measured and held accountable. The proposed administrative rule can be found in **Appendix D**.

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

Recommended Action: Motion to approve new Administrative Rule 6.0.4 Awards, Gifts, and Prizes, as presented.

Approve Adding Vital Initiative 2.6 to Strategic Direction 2

Eastern Wyoming College must develop a quality initiative for the Open Pathways accreditation cycle we are in with the Higher Learning Commission. We are planning on applying for admission to the Academy for Student Persistence and Completion which is offered by the HLC. One of the requirements in the application is that the College specifically reference its strategic plan to show that efforts to improve persistence and retention are listed as a priority or vital initiative. The suggestion to add vital initiative 2.6 speaks to that requirement. Please see [Appendix E](#).

Prepared by Dr. Dee Ludwig, Vice President for Learning

Recommended Action: Motion to approve adding vital initiative 2.6 - Strengthen student retention and persistence efforts by analyzing data and developing effective initiatives to Strategic Direction 2, as presented.

INFORMATION ITEMS

Staff Alliance Update:

Mr. Woods will provide an update at the meeting.

Prepared by Mr. Clyde Woods, Staff Alliance Chair

Student Services Update:

Please see [Appendix F](#) for the Student Services update.

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

Faculty Senate Update:

President Ray DeWitt attended the leadership meeting held on the 26th and found the meeting to be very informative and enlightening. The Faculty Senators also met this month and discussed several issues and put the final polishing touches on our constitution. We hope to have a full faculty vote on Tuesday the 11th during the faculty meeting for final ratification. We are closely following a couple bills in the Wyoming Legislature which are of concern.

Heidi Edmunds attended the Wyoming Community College Commission meeting last Friday representing the State Faculty Alliance.

Prepared by Mr. Ray Dewitt, Faculty Senate President

Human Resources Update:

The Human Resources Directors from all the Community Colleges met in Casper to discuss the salary study with Tom Gallagher of the Wyoming Research and Planning Office. We are moving forward with the survey. We also discussed the new IRS forms that will be required for the Affordable Care Act. Also talked about staffing needs. EWC is currently advertising for a Vice President of Academic Services and an Education Instructor. These close later this month. Evaluations are being completed, reviewed and filed. Working with Ron Laher on salary data for the upcoming budget.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Learning Update:

Please see [Appendix G](#) for the Learning update.

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Day One Spring 2015 On-Campus Enrollment Report:** The Spring 2015 enrollment data for the first day of classes showed a 6.2% decrease in the total number of students enrolled in on-campus courses compared to Spring 2014. Full-time headcount is down 41 students, and part-time enrollment showed an increase of 2 students. Full-time enrollment was 29 students below the five-year average, and part-time was 13 students below the five-year average. Total enrollment is 42 students below the five-year average. The On-Campus Day 1 full-time equivalency (FTE) showed a decrease of 9.3% or 55.37 FTE compared to Spring 2014. The FTE was 46.91 below the five-year average. Please see **Appendix H** for details of the report.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Day Ten Spring 2015 Enrollment Report:** The on-campus 10 day enrollment data showed a decrease of 7.5% in the total number of students enrolled comparing Spring 2014 to Spring 2015. Full-time headcount decreased by 39 students while part-time headcount decreased by 10 students. Spring 2015 full-time is 27 students below the five-year average. Part-time enrollment is 36 students below the five-year average. Total enrollment is 63 students below the five-year average. The on-campus 10 day FTE showed a decrease of 53.54 FTE compared to Spring 2014. Spring 2015 on-campus FTE is 43.06 FTE below the five-year average. The off-campus 10 day FTE showed a decrease of 4.25 FTE compared to Spring 2014. Please see **Appendix I** for details of the report.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Wyoming Community Colleges Annual Performance Report – Performance Indicators for 2013-14:** Please see **Appendix K** for details.

Prepared by the Wyoming Community College Commission

Trustee Topics

- **Future Commission Packets:** Hard copy or email copy.
- **Welcome Reception for Dr. Patterson** – Tuesday, March 3, 4:00-6:00 p.m., Fine Arts Lobby

Executive Session – Personnel

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

Adjournment

Upcoming Events:

February 10

February 12-13

February 26-27

EWC Board Meeting

Winter Break, no classes

AVMA Site Visit

March 3

March 9-13

March 10

March 25

March 27-29

Welcome Reception for Dr. Patterson, 4:00-6:00 p.m.

Spring Break, no classes

EWC Board Meeting

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

EWC Spring Rodeo

April 3

April 6

April 14

April 15

April 23 -24

April 29

Good Friday, College Closed

Easter Break, no classes

EWC Board Meeting

Ag/Rodeo Banquet

EWC Golf Team Tournament

EWC Spring Concert, 7:00 p.m.

May 7

May 8

May 9

May 12

May 25

High School Equivalency Test (HSET) Graduation, 6:00 p.m.

EWC Graduation, 7:00 p.m.

EWC Douglas Graduation

EWC Board Meeting

Memorial Day, College Closed