

Eastern Wyoming College Board of Trustees
February 10, 2015
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met for a work session on February 10, 2015 at 4:00 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Angie Chavez, John Patrick, Marilyn Fisher, Lowell Kautz, Mike Varney, Julie Kilty, and George Nash. Also attending the work session were Dr. Dee Ludwig, Gwen Yung, Chris Wenzel, Rick Vonbug, Donna Charron, and Amanda Fear.

The work session was held to review the programs of Health Technology and Cosmetology. Gwen Yung, Health Technology instructor reviewed the Certified Nursing Assistant (CNA) program. Many of her students come from a typically high risk population. She noted approximately half of her students go on to be a CNA. A state test is required and approximately 100% of her students pass the written test; the skills test is more difficult. Most of the CNAs are hired locally at a rate of \$10-12 per hour, including health benefits. The CNA courses are a pre-requisite for nursing certification in Wyoming.

Donna Charron and Amanda Fear, Cosmetology instructors provided the Board of Trustees with information about the Cosmetology program. EWC's program is an Applied Associate of Science degree; a two year program with a summer semester included. In addition, there are three certificate programs; hair technician, skin technician and nail technician. No general education requirements are needed for the certificate programs. All students taking the national exam pass with a 75% or greater; licensure is 100%. Entry level salaries are approximately in the \$15,000 range.

The work session closed at 5:00 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on February 10, 2015 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Board President Chavez opened the meeting at 5:45 p.m.

The Student Senate update was provided by Zach Eisenbarth, the newly elected president.

ACTION: The Board was requested to approve the agenda. Mr. Varney moved to approve the agenda, as presented. Ms. Kilty seconded and the motion was unanimously approved.

In his update, Dr. Patterson discussed the many activities that will be held at the College over the next week or so. He informed the Board that the formal notification regarding the Focused Visit from the Higher Learning Commission had been received and the report was accepted by the Institutional Action Council. Dr. Patterson shared an email he had received from Dave Dent regarding EWC's golf program noting that Coach Smith was doing a great job with the student athletes and he was pleased with the outcome of the meeting with EWC staff. In addition, Dr. Patterson provided an update on the happenings at the Legislature. The Administration is currently reviewing the budget for fiscal year 2016 and it looks to be a very tight budget year. The Converse County Commissioners formally turned over the building to EWC on February 4th and a dedication ceremony has been set for Thursday, April 23rd. Dr. Patterson also noted the search is underway for Dr. Ludwig's replacement. He is hoping the search committee if possible will have a recommendation by the March board meeting.

Dr. Patterson reminded the Trustees that the American Veterinary Medical Association will be conducting a focused visit on February 26 and 27. Dr. Patterson noted he wanted to put together a work group with several individuals to develop animal care guidelines for the institution. He would like to see one person from the veterinary technology department, one person from the agriculture department and one person from IACUC--most likely a community person.

ACTION: The consent agenda was considered by the Trustees. Mr. Varney moved and Ms. Fisher seconded the motion to approve the consent agenda, which included the minutes from the January 13, 2015 meeting and executive session, the authorization to open a construction bank account and a maintenance and repair bank account for management of the CTEC general

obligation bonds, the authorization for EWC to seek tax-exempt financing proposals from local banks for CTEC construction general obligation bond financing, the ratification of Lancer Hall change order #6 in the amount of \$2,024, and the ratification of Plan1 Architects AIA Professional Services agreement for the ATEC. The motion was unanimously passed.

ACTION: Mr. Laher presented the financial report. In addition, he invited the Board of Trustees to attend the Goshen County Recreation Board meeting to provide support for EWC, the City of Torrington and the Torrington Girls Softball Association's grant request for moving the softball field lights to another field. Mr. Patrick moved to approve the financial report; as presented. Second by Mr. Kautz. Motion carried unanimously.

ACTION: The Board was requested to consider a new administrative rule relating to awards, gifts, and prizes with respect to college operations. Mr. Laher explained the rule complements the College's existing purchasing policy and administrative rules by imposing special procedures, setting limits, and defining relevant IRS withholding and reporting requirements for budget managers. Ms. Fisher moved to approve this administrative rule as written; second by Ms. Kilty. Motion carried unanimously.

ACTION: Dr. Ludwig requested the Board consider adding a new vital initiative to Strategic Direction 2. Dr. Ludwig explained Eastern Wyoming College must develop a quality initiative for the Open Pathways accreditation cycle with the Higher Learning Commission. It is the administration's plan to apply and it is their hope to be admitted 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. Mr. Patrick moved 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. Mr. Varney seconded and the motion was unanimously passed.

The Board was provided with updates from the Staff Alliance, Student Services, Faculty Senate, Human Resources, and Learning.

Dr. Ludwig presented the 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 One 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.

Dr. Ludwig also presented the Day Ten Spring 2015 Enrollment Report. The on-campus day ten 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 day ten full-time equivalency (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 day ten FTE showed a decrease of 4.25 FTE compared to Spring 2014.

The Partnership Report and the Wyoming Community Colleges Annual Performance Report-- Performance Indicators for 2013-14 were presented.

Under trustee topics, the Trustees were asked if they preferred receiving the Wyoming Community College Commission meeting packets by email or hard copy. It was the consensus of the Board to receive the packets by email.

Ms. Branham requested the Board review the draft invitations for a reception to be held on Tuesday, March 3, from 4:00-6:00 p.m. welcoming Dr. Patterson as EWC's president. The Trustees did not indicate any conflicts with the date.

Board President Chavez stated she was appreciative of Dr. Patterson's list of goals he had sent out following his appointment as president at the January meeting.

It was the consensus of the Board to hold a strategic planning retreat on March 10 beginning at 10:00 a.m.

ACTION: Mr. Patrick made a motion that the Board of Trustees approve the transfer of the softball light poles to the City of Torrington; second by Mr. Nash. Motion carried unanimously.

Mr. Patrick also stated he would like the Board to consider holding executive sessions at the beginning of the meeting rather than at the end.

ACTION: A motion was made by Mr. Patrick and seconded by Mr. Kautz to adjourn to executive session to discuss personnel. Motion carried unanimously.

At 7:40 p.m., the executive session closed and the regular meeting was adjourned

Submitted by:

Holly L. Branham

Angie Chavez, Acting President

Marilyn Fisher, Secretary