

EWC BOARD OF TRUSTEES
March 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 – Review of Proposed Revisions to Governance Policies (Appendix D)**
- 5:00 p.m. **Dinner in the Student Center**

AGENDA

- 5:45 p.m. **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:** *February 10, 2015 meeting and executive session. Please see **Appendix B1**.
*Prepared by Holly Branham, Executive Asst to the President and Board of Trustees**

- **Approve Submission of EWC’s Application for the Academy for Student Persistence and Completion:** *Eastern Wyoming College is on the Open Pathway for accreditation with the Higher Learning Commission—North Central Association. A quality initiative must be declared at the mid-way point of the accreditation cycle. The College has prepared an application for the Academy for Student Persistence and Completion which would be our quality project. The application is included in **Appendix B6**.
*Prepared by Dr. Dee Ludwig, Vice President for Learning**

- **Ratify Furniture Supplier Selection for the New Douglas Campus:** *Per approval of the Board of Trustees at the November 11, 2014 meeting we issued an RFP for the new Douglas Campus furniture and selected a supplier. Only one supplier, Torrington Office Supply submitted a bid. The bid amount is \$105,958.49. This amount falls under the budgeted amount and therefore a purchase order was issued. We are requesting that the Board of Trustees ratify the contract award to Torrington Office Supply for the new Douglas Campus furniture.*

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 First Reading of Proposed Revisions to Governance Policies 1.0 -1.6 and 1.8-1.9

We are requesting the Trustees approve on first reading the revisions to the Governance policies as discussed in the work session. These revisions are bringing the policies and administrative rules in line with current state statutes and/or current practices. Board Policy 1.7 Grievance Policy is under review by the Personnel Advisory Council. We hope to bring a proposed revision of this policy at a future date. Please see **Appendix D** for a review of the proposed revisions.

Prepared by Dr. Richard Patterson, College President

Recommended Action: Motion to approve on first reading the proposed revisions to the Governance Policies as discussed in the work session.

Approve Appointment of EWC Board Representative to the Workforce Community Advisory Board

In July 2014, President Obama signed the Workforce Investment Opportunities Act (WIOA) which requires that the Department of Workforce Services, the Department of Vocational Rehabilitation, the Adult Education department at EWC, and Wyoming Family Literacy work together to create a local Workforce Community Advisory Board. This board will act as a steering committee for this new collaboration of services. Marilyn Fisher has been approached and invited to serve as the board representative but it will take board action to make that appointment. Please see **Appendix E** for further details.

Prepared by Dr. Richard Patterson, College President

Recommended Action: Motion to approve the appointment of Marilyn Fisher to be the board representative to the Workforce Community Advisory Board, as presented.

Approve Foundation Facility Naming Recommendations

At its January 28th meeting, the Foundation considered three items relative to facility naming, and which require Board of Trustee approval under the College's facility naming policy. I am requesting Board approval of the recommendations listed below. (Further details are provided by Mr. Sundby in **Appendix F.**)

Prepared by Dr. Richard Patterson, College President

Recommended Action: Motion to approve the street that runs from West C Street, past the Cosmetology building and behind the main campus to Eastern Hall be named "Platte Valley Bank Drive."

Recommended Action: Motion to approve the new configuration of West C Street entry ways and pedestrian walkway in the commons area planned with construction of the CTEC building be named "Pinnacle Bank Drive."

Recommended Action: Motion to approve the CTEC Commons area be named for Mr. Franklin Smith in recognition of his generosity and love of the College.

INFORMATION ITEMS

Staff Alliance Update:

Please see **Appendix G** for the Staff Alliance update.

Prepared by Mr. Clyde Woods, Staff Alliance Chair

Student Services Update:

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

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

Faculty Senate Update:

The Faculty Senate continues to meet on a regular basis and discuss issues and developing initiatives. Ray attended the monthly leadership meeting and passed along the information from that meeting to the other senators to be passed along to the rest of the faculty.

Prepared by Mr. Ray Dewitt, Faculty Senate President

Human Resources Update:

The Employee Recognition Ceremony will be held on May 11th at 1:30 in the cafeteria. Vice President Interviews will be held on March 16, 18 and 20. Three finalists to be on campus. Education Instructor candidates are being narrowed, interviews possibly the week of March 23rd. Starting to receive applications for the Criminal Justice Instructor position

Prepared by Mr. Stuart Nelson, Director of Human Resources

Institutional Development Update:

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

Prepared by Mr. Oliver Sundby

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Integrated Postsecondary Education Data Systems (IPEDS) Winter Collection Information:** Please see **Appendix K** for details of the report.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Fall 2014 Enrollment Report:** The Fall 2014 headcount decreased 6.0% and the full-time equivalency (FTE) decreased 4.1% compared to Fall 2013. Full-time headcount was down 25 students and part-time headcount was down 92 students resulting in a total decrease

of 117 students. The number of students who attended EWC for the first time in Fall 2014 was down 94 full-time students and down 44 part-time students. The number of students who had attended EWC any time prior to Fall 2014 was up 69 full-time students, and down 48 part-time students. Goshen County was down 54 full-time and down 69 part-time students, and Outreach increased by 29 full-time and decreased 23 part-time students. Goshen County FTE decreased by 78.08 FTE, and Outreach increased by 21.63 FTE. Outreach accounted for 45.3% of the FTE. Please see **Appendix L** for details of the report.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Annual Enrollment Report Through Fall 2014:** EWC experienced a decrease of 198 (8.1%) total students compared to 2013-14. Total Summer enrollment had a decrease of 81 students and Fall had a decrease of 117 students. The total headcount is 81 students below the five-year average. EWC experienced a 5.0% decrease in full-time equivalency (FTE) compared to 2013-14. The FTE is 2.61 below the 5 year average. Please see **Appendix M** for details of the report.

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **March 1 Enrollment Report:** All registrations to date have been entered. However, additional enrollment will occur throughout the semester. At this point in time, Outreach represents 42% and Goshen represents 58% of the full-time equivalency (FTE). Please see **Appendix N** for details.

Prepared by the Wyoming Community College Commission

Trustee Topics

Executive Session – Personnel

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

Adjournment

Upcoming Events:

March 3	Welcome Reception for Dr. Patterson, 4:00-6:00 p.m.
March 9-13	Spring Break, no classes
March 10	EWC Board Meeting
March 25	Foundation Board Meeting, 11:30-1:00, Community Training Center
March 27-29	EWC Spring Rodeo
April 3	Good Friday, College Closed
April 6	Easter Break, no classes
April 14	EWC Board Meeting
April 15	Ag/Rodeo Banquet
April 22	Athletic Banquet, 6:30 p.m., Goshen County Fairgrounds
April 23	Dedication and Grand Opening of the EWC Douglas Campus, 2:00 p.m., program at 2:30 p.m. EWC bus will leave from the parking lot at 12:30 p.m.
April 23 -24	EWC Golf Team Tournament
April 29	EWC Spring Concert, 7:00 p.m.
May 7	High School Equivalency Test (HSET) Graduation, 6:00 p.m.
May 8	EWC Graduation, 7:00 p.m.
May 9	EWC Douglas Graduation, 2:00 p.m.
May 11	Employee Recognition and Retiree Reception, 1:30 p.m., EWC Cafeteria
May 12	EWC Board Meeting
May 25	Memorial Day, College Closed