

EWC BOARD OF TRUSTEES
April 14, 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 I)**
- 5:00 p.m. Dinner in the Cafeteria**

AGENDA

- 5:45 p.m. Open Meeting**

- *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:** *March 10, 2015 meeting and executive session, and the March 10, 2015 retreat summary. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Approve Follett Bookstore Operating Agreement Addendum:** *We recommend approval of the contract addendum shown in **Appendix B6**, which extends tuition benefits to Follett Bookstore employees, similar to EWC Outreach Coordinators employed by public schools within EWC's service area.*
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve and Adopt EWC Board of Trustees Resolution Regarding Official Intent to Reimburse CTEC/ATEC Projects Expenditures with future G.O. Bond Proceeds:** *The resolution shown in **Appendix B7** is a reimbursement resolution relating to College expenditures for the Career and Technical Education Center and Agricultural Technology Education Center prior to bond funding and it is being recommended by Barbara Bonds for Board adoption in order to meet certain legal requirements listed*

within the resolution for general obligation bonds. Essentially, it allows EWC to be reimbursed for architectural and construction expenses incurred before the bonds are actually sold.

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

- **Approve FY-2016 Scholarship Budget Amendments:** *The FY-2016 scholarship budget was originally approved by the Trustees on 11/11/14. Since then, several amendments are being proposed by the EWC Scholarship Committee in order to finalize it, as shown in **Appendix B9**:*

*A new line was added for **Lancer Incentive Awards**, funded by EWC Honor Scholarship reductions and \$30,000 from EWC Foundation; **Renewable (year two) WY Border Scholarships** are presented on separate lines; and, **three new Foundation endowment scholarships** are shown on the last page.*

The Lancer Incentive is a new scholarship for degree-seeking incoming freshman students for their first year at EWC. May 2015 high school graduates can qualify for one of three levels of awards for the 2015-2016 academic year: the Eastern level requires a minimum high school GPA of 3.5 and/or a minimum composite score of 24 on the ACT to receive a \$1,500 award (\$750/semester); the Wyoming level requires a 3.0-3.499 GPA and/or 21-23 composite ACT score for a \$1,000 award (\$500/semester); and the College level requires a 2.5-2.999 GPA and/or 18-20 composite ACT score for a \$500 award (\$250/semester). Students must successfully complete at least 15 credit hours and maintain the minimum GPA required for their tier during the fall semester in order to be eligible for the second half of the award for the spring term.

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

- **Approve ATEC Owner's Representative Contract with GSG Architecture:** *We are requesting that the Board of Trustees approve the selection of GSG Architects as the EWC Owner's Representative for the ATEC project. We issued a request for Statements of Qualifications (SOQ) for the ATEC Owner's Representative position and GSG Architecture was the only firm that submitted an SOQ. Their proposal was reviewed and an interview was conducted by a committee consisting of Kelly Sittner, Kurt Sittner, Cactus Covello, Ron Laher and Clyde Woods. The fee for this service is \$58,886 which will be paid for by the EWC Foundation. A unanimous vote was received to accept the proposal.*

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

- **Accept North Campus Land Transfer from EWC Foundation for the ATEC Building Site:** *EWC Foundation has approved the transfer of ownership of 6 acres at North Campus to Eastern Wyoming Community College District for the ATEC building site. EWC intends to pursue annexation of the property into City limits under a special zoning class that will allow animals on the property for educational purposes. We recommend formal acceptance of the property by the College. The current value of the land is being established through a comparative market analysis by a licensed real estate broker and the gift value may be claimed as an in-kind donation with respect to the Wyoming Business Council grant to assist with the ATEC construction costs.*

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

- **Approve Seeking up to \$275,000 in Tax-Exempt Capital Lease Financing for a Replacement IT Backup System, Student Card System, and Desktop Computers:** *EWC is contemplating a number of large technology purchases and acquisition of these systems through a tax-exempt lease arrangement with a local bank is a way to make the purchases affordable within existing cash flow and budgetary constraints. According to a local banker, "If you can certify the lease/purchase as tax exempt (Barbara Bonds can help with that) you can expect rates at 2% or less. If not tax exempt then more along the lines of the 4% you suggested. The feds are always looking at our CRA (community reinvestment act) activities and the tax exempt and CRA implications of deals like this make them very desirable." Financing terms would be secured by conducting a competitive bidding process and legal fees for the transaction are expected to be around \$5,000 for the package. The funds would be used to buy a critical backup (data deduplication) system for the main computer network, replacement of the aging student ID card system that was installed in 2008, and the purchase of replacement desktop computers for labs and offices for this fiscal year's rotation so the computer rotation schedule does not fall behind. Lease payments would then be budgeted annually through the existing IT budget. The financing would be subject to credit approval and secured by a lien on the property purchased.*

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

- **Subject to Availability of Lease Financing above, Waive College Purchasing Policy to acquire a recommended Data Deduplication and Backup System from Venture Technologies, an authorized reseller of Avamar Backup Systems and DataDomain Appliances:** *A Backup and Data Deduplication solution for EWC data storage and retrieval of information was proposed by Venture Technologies at the request of Computer Services. The system will back up the virtual environment as well as our storage array network. Data Deduplication speeds up the process by using technology that only stores data that has changed since the last backup. This provides greater efficiency and allows for more data storage than conventional tape backup. The Avamar solution has scalability that can accommodate EWC's needs in the future. Providing a more reliable backup system for EWC's data system is a critical priority.*

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Ratify Change Order 7 for the Lancer Hall Expansion Project:** *Please see **Appendix B12** for details of change order #7 for the Lancer Hall Expansion project in the amount of \$7,964.94.*

Prepared by Mr. Clyde Woods, Director of 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 Waiving Early Retirement Policy and Accepting Dr. Pehl's Request for Early Retirement

We are requesting the Board of Trustees waive their Early Retirement Policy and accept Dr. Pehl's request for early retirement. This is one of those cost saving measures as discussed with the Trustees at last month's meeting. Please see **Appendix D** for Dr. Pehl's request.

Prepared by Dr. Richard Patterson, College President

Recommended Action: Motion to approve waiving the early retirement policy and accepting Dr. Pehl's request for early retirement effective at the end of her current contract, as presented.

Approve the Appointment of Roger Humphrey to the Position of Education Instructor

The search committee, with Dr. Patterson's approval is recommending the appointment of Roger Humphrey to the position of Education instructor. Mr. Humphrey has spent the past 32 years in various positions in the public school systems, serving as a classroom teacher, building principal and central office administrator. Roger is currently serving as the Assistant Superintendent for curriculum, assessment and professional development with Campbell County School District in Gillette. Mr. Humphrey has also served as the Director of Title I in Gillette, Assistant Superintendent in Goshen County, Elementary Principal at Baggs Elementary in Cheyenne and Elementary Principal in Pine Bluffs. Roger has completed his Master's Degree in Educational administration at Chadron, his Bachelors at the University of Wyoming and has an

Associate Degree from LCCC. Mr. Humphrey brings a wealth of experience and knowledge to EWC. He will serve our students at the highest level.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Roger Humphrey to the position of EWC Education instructor, as presented.

Approve Reappointment of Eligible Non-Tenured Faculty

Dr. Patterson is recommending the reappointment of all eligible non-tenured faculty.

Prepared by Mr. Stuart Nelson, Human Resources Director

Recommended Action: Motion to approve the reappointment of all eligible non-tenured faculty, as presented.

Adopt Business Ready Community Resolution of Support, and Approve ATEC Contingency and Development Agreement

The support resolution and related agreement will be hand-carried to the April Board Meeting. These documents are necessary in order for EWC to enter into a partnership with the City of Torrington to apply for a Business Ready Community Grant and Loan through the Wyoming Business Council. Both were developed with the assistance of Goshen County Economic Development and Wyoming Business Council staff members, and the agreement has been reviewed further by College legal counsel.

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

Recommended Action: Motion to adopt the Business Ready Community resolution of support, and approve ATEC Contingency and Development Agreement, as presented.

Award Bid for Softball Field Lights Relocation

The bid opening for the softball field lights relocation will be held on Friday, April 10th. As a result, a recommendation will be hand-carried to the board meeting.

Recommended Action: Motion to award bid for the softball field lights relocation, as presented.

INFORMATION ITEMS

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

Staff Alliance Update:

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

Prepared by Mr. Clyde Woods, Staff Alliance Chair

Student Services Update:

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

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

Faculty Senate Update:

The faculty senate met twice this month, discussing many topics of interest to the faculty. We will be having an end of the year get together after school is out, stay tuned for details.

Prepared by Mr. Ray Dewitt, Faculty Senate President

Human Resources Update:

Human Resources has been working with the other Community Colleges in Wyoming on finalizing a salary study. I have also been working with the HR Directors from all Wyoming CC's on the effects of part-time workers and the Affordable Care Act. Our candidate for the vice president's position has declined our offer and the committee is reconvening to move forward on the selection process. Offered contract to Education Instructor. Preparing budget scenarios for the increase in retirement contributions effective July 1, 2015. Work is being completed with the webmaster to update our HR page on the website, specifically for job advertising. HR is finalizing the Employee recognition reception on May 11, at 1:30 pm.

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

Trustee Topics**Executive Session – Personnel**

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

Adjournment

Upcoming Events:

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|-----------------|---|
| April 14 | <i>EWC Board Meeting</i> |
| April 15 | WACCT Meeting, Central Wyoming College, Riverton |
| April 16 | Wyoming Community College Commission Meeting, Central Wyoming College, Riverton |
| 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 <u>12:15 p.m.</u> |
| 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 | <i>EWC Board Meeting</i> |
| May 25 | Memorial Day, College Closed |
| May 27 | EWC Foundation Meeting, 11:30-1:00, EWC Community Training Center |
| June 5 | First Summer Pre-Registration Day |
| June 9 | <i>EWC Board Meeting</i> |
| June 20 | Foundation Golf Tournament |