

EWC BOARD OF TRUSTEES
May 12, 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 Fiscal Year 2016 Preliminary College Budget (Appendix E)**
- 5:00 p.m. Dinner in the Student Center**

AGENDA

- 5:45 p.m. Public Hearing for Governance Policies 1.0-1.6 and 1.8-1.9
(Appendix F)**

Open Meeting

- ***Introduction of Visitors***
- ***Presentation from Veterinary Technology Faculty***

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:** *April 14, 2015 meeting and executive session. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees

- **Approve Academic Calendar for 2017-2018:** *Please see **Appendix B4** for the proposed academic calendar for 2017-2018.*
Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Approve Certification of Uncollectible Debts:** *Addendum #1 certifies uncollectible debts totaling \$1,253.00, which is composed of bankruptcy discharges. The circumstances of individual debts are confidential and are protected under the Family Educational Rights and Privacy Act (FERPA), a federal privacy law. Please see **Appendix B7** for details relating to this request.*
Prepared by Ms. Karen Parriott, Business Office Director

- **Approve Request to Schedule Public Hearing for Renewal of the Optional Mill Levy for FY 2016 and FY 2017:** Please see **Appendix B10** for details.
Presented by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Request for June Public Hearing on Final Budget for FY-2015:** Pursuant to W.S. 16-4-112, a public hearing will be held on Tuesday, June 30, 2015 at 10:30 a.m. on EWC's main campus in the Dolores Kaufman Boardroom, Room 274, of the Eastern Wyoming College Tebbet Classroom Building, for the purpose of soliciting public comments on proposed transfers of unexpended and unencumbered appropriations within the Current, Endowment, and Plant Funds for the fiscal year ending June 30, 2015. Please see **Appendix B11** for details.
Presented by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Change Order #8 to the Lancer Hall Additions Project:** We are requesting approval from the Board of Trustees to proceed with Change Order #8 to the Lancer Hall Additions project in the amount of \$4,306. Please see **Appendix B12** for the details of the change order.
Prepared by Mr. Keith Jarvis, Director for Physical Plant and Mr. Clyde Woods, Director for Procurement and Contracts
- **Ratify Amendment One to Contract Between Wyoming Office of Tourism and Eastern Wyoming College:** The purpose of the Amendment is to add \$7,500 to the existing Contract for scholarship purposes. Please see **Appendix B13** for further details.

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 the Appointment of Dr. Michelle Landa to the Position of Vice President for Academic Services

Michelle is currently the Director of Institutional Effectiveness at Treasure Valley Community College in Ontario, Oregon. TVCC is a Community College offering 44 majors and 54 technical career programs. Michelle has also worked for the College of Western Idaho as the Institutional Effectiveness Director. Mrs. Landa has served as the Dean of Instruction, Student Services, Institutional Effectiveness at Brown Mackie College in Boise. Michelle has also worked as a Professional Consultant for EBS where a database was developed to assist higher education. Michelle received her Ed.D from Argosy University, Master of Art's Degree from Seton Hall University and her Bachelor of Arts' from California State University. She has also taught communications at the College of Western Idaho, Bakersfield College and Taft Colleges. Michelle brings with her a strong background in management of instruction and data collection. We request the Board approve her appointment.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of Dr. Michelle Landa to the position of Vice President for Academic Services, as presented.

Approve Compensation Cost Adjustments for Fiscal Year 2016

Please refer to recommendations 1 through 3 in **Appendix D**.

*Prepared by Mr. Stuart Nelson, Director of Human Resources and
Mr. Ron Laher, Vice President for Administrative Services*

Recommended Action: Motion to approve the fiscal year 2016 compensation cost adjustments, as presented.

Approve Fiscal Year 2016 Preliminary College Budget

Please see **Appendix E** for the FY-2016 Preliminary Budget.

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

Recommended Action: Motion to approve the FY-2016 Preliminary College Budget, as presented.

Approve on Final Reading the Revisions to Governance Policies 1.0-1.6 and 1.8-1.9

We are requesting the Trustees approve on final reading the revisions to Governance Policies 1.0-1.6 and 1.8-1.9. The policies can be found in **Appendix F**.

Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees

Recommended Action: Motion to approve on final reading the revisions to Governance Policies 1.0-1.6 and 1.8-1.9, as presented.

Approve Removing Old Douglas Building from Service and Transferring Ownership to Converse County School District No. 1

As the new facility in Douglas has been completed, EWC is ready to transfer ownership of the North Grade School back to Converse Co. School District No. 1. Our legal counsel is recommending that EWC execute a quitclaim deed for the property to memorialize the event (see **Appendix G**). The property ownership would automatically revert to the District if it is not used for educational purposes for a period of six months. The legal description of the property in "Exhibit A" is being prepared for the deed by BenchMark of Torrington. We extend our great appreciation to Converse Co. School District for allowing us to use the property for these past many years since 1991, which has been instrumental in our ability to offer instructional programs in Douglas, and we recommend that the building be removed from active service and ownership transferred as outlined above.

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

Recommended Action: Motion to approve removing the old Douglas Building from service and transferring ownership to Converse County School District No. 1, as presented.

Approve ATEC Revenue Recapture Plan for Wyoming Business Council Grant/Loan Application

We are recommending that the Board discuss and approve the revenue recapture plan shown in **Appendix H**, along with any such modifications that will enhance or strengthen the acceptance of the plan by the Wyoming Business Council. Additional relevant information will be presented at the Board meeting. This plan makes EWC responsible for monitoring and devising appropriate financial records to track revenue that the ATEC may generate. The plan covers a five year timeframe.

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

Recommended Action: Motion to approve the ATEC revenue recapture plan for the Wyoming Business Council Grant/Loan application, as presented.

INFORMATION ITEMS

Institutional Development Update:

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

Prepared by Mr. Oliver Sundby, Director of Institutional Development

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Spring 2015 Integrated Postsecondary Education Data Systems (IPEDS) Collection Information:** Please see **Appendix K** for details of the IPEDS report.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Higher Learning Commission Update:** Please see **Appendix L** for the HLC update.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

Staff Alliance Update:

The Staff Alliance regularly scheduled meeting was held on April 15, 2015. Items discussed included the proposed summer work hours' schedule, which was presented to Dr. Patterson and the Leadership Team; the proposed changes to the Donated Health/Wellness days administrative rule and will be presented to Dr. Patterson and the Leadership Team; the Faculty and Staff Health & Wellness Exercise Challenge, which Mai Lee Olsen prepared and presented to the Leadership Team, where it was very well received. Julie Sherbeyn gave a presentation for the March of Dimes Rally.

The next meeting of the Staff Alliance is scheduled for May 13, 2015 at 3:00 PM.

Prepared by Mr. Clyde Woods, Staff Alliance Chair

Student Services Update:

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

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

Faculty Senate Update:

The faculty senate successfully completed two fundraising campaigns to raise funds for an end-of-the-year party for faculty and staff, and to congratulate retiring faculty members with a small token of gratitude.

Elections were held on Thursday, April 30th for senators whose terms have expired. New and returning senators will meet and elect officers during in-service on Monday, May 11th.

Prepared by Mr. Ray Dewitt, Faculty Senate President

Human Resources Update:

The committee is screening Chemistry Instructor applications. Interviews will be either this week or next. Have received about 18 applications. Interviewed Michelle Landa and offered her the position of Vice President for Academic Services. We are excited to have Michelle coming on board July 1st. Contracts and Letters of Appointment have been sent to all employees

returning next year. HR Directors are gathering and submitting data to the Vice Presidents of Administrative Services to assist with a salary study for the legislature.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Trustee Topics

- WACCT Executive Director -- Mike Varney

Executive Session – Personnel

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

Adjournment

Upcoming Events:

May 7	High School Equivalency Certificate (HSEC) 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 2	Goshen County Student Registration Day
June 5	Summer Registration Day
June 9	<i>EWC Board Meeting</i>
June 15	Summer Registration Day
June 20	Foundation Golf Tournament
July 3	College Closed – Independence Day Holiday
July 13	Summer Registration Day
July 14	<i>EWC Board Meeting</i>