

EWC BOARD OF TRUSTEES
June 9, 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 – Proposed Administrative Rule Relating to the Violence Against Women Act (VAWA)**
- 4:30 p.m. Work Session – History Class Trip Presentation**
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- 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:** *May11, 2015 meeting and executive session. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees

- **Approve Renewal of Memorandum of Agreement Between EWC and the EWC Foundation:** *This memorandum of agreement established in 2004 between Eastern Wyoming College and the EWC Foundation is to be reviewed and renewed annually to comply with state requirements for the Wyoming Community College Endowment Challenge program. The Foundation approved the agreement at their May meeting. A copy of the Memorandum of Agreement can be found in **Appendix B5**.*
Prepared by Mr. Ron Laher, Vice President for Administrative Services

- **Approve North Campus Land Lease Renewal:** *Please see **Appendix B9** for a copy of the nominal-cost lease agreement between EWC and EWC Foundation for the College's educational use of the two-acre parcel located within the bounds of the former Hilltop Drive In movie theater. The land was originally donated by the Maxfield family to provide a site for the Animal Holding Facility.*
Prepared by Mr. Ron Laher, Vice President for Administrative Services

- **Approve Renewal Lease Agreement for Hinkley Property:** Please see **Appendix B12** for the 12-month lease agreement between EWC and EWC Foundation. The format is similar to the North Campus lease. The payment amount was established at the time the property was purchased (in 2004) so that a 6% rate of return is generated on the investment in land made by EWC Foundation (\$1,672.85 per month). EWC utilizes the 14-acre property as pasture for livestock in its Veterinary Technology and Ag/Livestock Judging Programs.

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

- **Approve Renewal of Goshen County Fair Association Facility Usage Contract:** For FY-15 EWC agreed to pay Goshen County Fair Association a fee of \$10,000 and 15% of the gate revenue from the EWC Rodeo. The renewal agreement requests EWC pay a fee of \$12,000 for use of the Pavilion and the Outdoor Arena. Complete details of the contract can be found in **Appendix B16**.

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

- **Approve Renewal of Goshen Community Theatre Agreement for FY-16:** The Goshen Community Theatre agreement is ready for renewal for fiscal year 2016. No significant changes were made to the agreement found in **Appendix B17**.

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

- **Approve Renewal of Campus Resource Officer Agreement:** Only the dates have changed with this agreement. Please see **Appendix B18** for details of this agreement.

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

- **Approve Memorandum of Understanding between EWC and Memorial Hospital of Converse County:** Ryan Smith, Chief Executive Officer, for Memorial Hospital of Converse County has indicated his Board agreed to provide \$100,000 per year to help with the nursing program expenses being established in Douglas. The money would be used to offset the cost of the nursing instructor and other related expenses. The MOU has been reviewed by the College Attorney and clearly outlines the expectations for both the hospital and Eastern Wyoming College. We are excited and grateful that Memorial Hospital of Converse County is willing to partner with us not only through this significant financial obligation but also through their foundation by helping provide the necessary equipment for the nursing program. Their hospital will also be a clinical site for the nursing program. The MOU can be found under **Appendix B20**.

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Approve Renewal of Memorandum of Understanding Between EWC and Wyoming Medium Correctional Institution (WMCI):** The purpose of this memorandum of understanding is to establish an agreement between EWC and WMCI to use the facilities located at EWC to provide a staging area and conference room for media and news agencies in the event of an emergency at the Wyoming Medium Correctional Institution. This agreement was first approved in April of 2012. Please see **Appendix B26** for the agreement.

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

- **Approve Resignation of Stuart Nelson, Human Resources Director:** Stuart Nelson has submitted his letter of resignation effective June 12, 2015.

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

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 Granting Emeritus Status to Dr. Lorna Pehl

The Curriculum and Learning Council, with Dr. Patterson's approval, is unanimously recommending Dr. Lorna Pehl be granted Emeritus Status. Emeritus Status provides the same privileges awarded benefitted personnel in the areas of EWC tuition waivers, fitness center waivers, bookstore discounts, cosmetology discounts, and athletic event passes.

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

Recommended Action: Motion to approve granting Emeritus Status to Dr. Lorna Pehl, as presented.

Approve Granting Emeritus Status to Dr. Dee Ludwig

The President's Leadership Team is unanimously recommending Dr. Dee Ludwig be granted Emeritus Status. Emeritus Status provides the same privileges awarded benefitted personnel in the areas of EWC tuition waivers, fitness center waivers, bookstore discounts, cosmetology discounts, and athletic event passes.

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

Recommended Action: Motion to approve granting Emeritus Status to Dr. Dee Ludwig, as presented.

Approve Appointment for Position of Chemistry Instructor

A recommendation will be hand-carried to the meeting.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Recommended Action: Motion to approve the appointment of a chemistry instructor, as presented.

Approve on First Reading Proposed Board Policy 6.10: Animal Care Policy

EWC does not currently have an overall policy addressing animal care. This policy is designed to fill that gap. It gives a general statement of position and compliance, defines terms, and outlines responsibilities and procedures for all employees involved in animal care and use. It also establishes and defines our IACUC. The policy can be found in **Appendix D**.

Prepared by Dr. Richard Patterson, College President

Recommended Action: Motion to approve on first reading the proposed Animal Care Policy 6.10, as presented.

Approve on First Reading Revisions to Board Policy 2.2: Campus Crime and Security

This proposed change updates this policy and removes verbiage that is either outdated or belongs in an Administrative Rule or Operating Procedure. Accompanying Administrative Rules

will be developed in June/July and will be reported to the Board. Please see [Appendix E](#) for the policy.

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

Recommended Action: Motion to approve on first reading the revisions to the Campus Crime and Security Board Policy 2.2, as presented.

Adopt Resolution to Provide Collateral for the Business Ready Community Loan for ATEC

The resolution shown in [Appendix F](#) is necessary for the Wyoming Business Council grant application. This resolution is currently being reviewed by legal counsel.

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

Recommended Action: Motion to adopt resolution to provide collateral for the Business Ready Community loan for ATEC, as presented.

Adopt Endowment Challenge Resolution

Please see [Appendix G](#) for the resolution that outlines a plan requiring Wyoming Community College Endowment Challenge funds be expended to provide endowment matching funds, as authorized by the Legislature during the 2015 General Session, on disciplines directly related to Wyoming's economy. This resolution is currently being reviewed by legal counsel.

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

Recommended Action: Motion to adopt resolution that outlines a plan requiring Wyoming Community College Endowment Challenge funds be expended to provide endowment matching funds on disciplines directly related to Wyoming's economy, as presented.

INFORMATION ITEMS

Human Resources Update:

Interviews are being held for the chemistry instructor on June 4th. Four candidates were selected from the pool of 21 applicants. Interviews for a full-time breakfast cook to start work in August are also being held. This will fill the vacancy created as of May 15th. Taking applications for Director of Human Resources. Dr. Patterson will finalize the timeline for hiring. The workforce training coordinator position for the Douglas Campus is currently being advertised and we will be interviewing next week.

Prepared by Mr. Stuart Nelson, Director of Human Resources

Learning Update:

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

Prepared by Dr. Dee Ludwig, Vice President for Learning

- **Instructional Program Reviews:** Please see [Appendix I](#) for details.
 - **Interdisciplinary Studies Program Review ([Appendix I1](#))** -- presented by Mr. Mike Durfee, Associate Vice President for Outreach & Learning
 - **[Business & Technology Division](#)** – presented by Mr. Rick Vonburg, Chair
 - Cosmetology Review – [Appendix I 8](#)**
 - Agriculture Cluster Review – [Appendix I 14](#)**

- Science Division – presented by Mr. Chris Wenzel, Chair
Certified Nursing Assistant Review – Appendix I 23
Math Cluster Review – Appendix I 30

- Arts, Humanities, Social & Behavioral Sciences Division – presented by Mr. Larry Curtis, Chair
English Review – Appendix I 41
Foreign Languages Review – Appendix I 45
Education Cluster Review – Appendix I 50
Art Review – Appendix I 58
Criminal Justice Review – Appendix I 63

- **Veterinary Technology Review – Appendix I 71** – presented by Dr. Lorna Pehl, Chair

Staff Alliance Update:

We have 10 groups, 34 people, registered for the Health & Wellness Challenge. The current challenge will continue until June 26. Almost all participants are recording exercise time in excess of the challenge guidelines. The next challenge will begin after Fall Semester starts.

Prepared by Mr. Clyde Woods, Staff Alliance Chair

Student Services Update:

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

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

College Relations Update:

Please see **Appendix K** for the College Relations update.

Prepared by Ms. Tami Afdahl, Director of College Relations

American Veterinary Medical Association (AVMA) Accreditation Report of Evaluation:

Dr. Patterson will discuss the highlights of the report and will speak to the follow up report due September 11, 2015 to address the unmet critical and major deficiencies. Please see **Appendix L** for details.

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

Revised Administrative Rules: Appendix M

- **Administrative Rule 3.8.1: Professional Growth and Development for Benefitted Employees** -- Clarifies who can receive professional development benefits, what benefits or activities are included, more clearly defines the timing associated with professional development activities, and clarifies the criteria for cost reimbursement.

- **Administrative Rule 6.4.3: Posting or Placing Printed Material** -- Changes include the Douglas Campus and provides for more emphasis on fire marshal requirements relating to papers taped to windows and doors.

- **Administrative Rule 6.4.4: Use of Electronic Marquee Sign** – Changes include adding the marquee sign at the Douglas Campus as well as further clarifying the appropriate use of the signs.

Trustee Topics

- Appointment of Douglas advisory member to EWC Board of Trustees – Next Steps (**Appendix N**)
- WACCT Meeting –June 25, 2015
- **Special Board Meeting – June 30, 2015, 8:00 a.m.**

Executive Session – Personnel

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

Adjournment

Upcoming Events:

June 9	<i>EWC Board Meeting</i>
June 15	Summer Registration Day
June 20	Foundation Golf Tournament
June 25	WACCT Meeting (tentative) Sheridan College
June 26	Wyoming Community College Commission Meeting, Sheridan College
July 3	College Closed – Independence Day Holiday
July 13	Summer Registration Day
July 14	<i>EWC Board Meeting</i>
July 30	College Closed—Fair Day
August 11	<i>EWC Board Meeting</i>
August 25	Fall Semester Begins
August 26	EWC Foundation Meeting, 11:30-1:00, CTCL