

EWC BOARD OF TRUSTEES
July 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 – Discussion with EWC Foundation

5:00 p.m. Dinner in the Student Center

AGENDA

5:45 p.m. Public Hearing on Fiscal Year 2016 College Budget – Appendix E

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:** *June 9, 2015 meeting and executive session, and the June 30, 2015 special meeting and executive session. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Approve Renewal of WDOC and EWC Educational Services Agreement:** *The purpose of this agreement is to provide education to Wyoming Department of Corrections inmates through classes offered by Eastern Wyoming College. The only change to this renewal agreement is the updated EWC 2015-2016 Tuition and Fee Rate Schedule. Please see **Appendix B8** for a copy of the agreement.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Approve Concurrent/Dual Enrollment Agreements:** *The purpose of this agreement is to establish a partnership that provides postsecondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201. These agreements are renewed on an annual basis. EWC has agreements*

with the following school districts: Converse County School Dist. 1, Converse County School Dist. 2, Crook County School Dist. 1, Goshen County School District, Niobrara County School District, Platte County School Dist. 1, Platte County School Dist.2, Weston County School Dist. 1, and Weston County School Dist. 7. Please see **Appendix B9** for an example of a Concurrent/Dual Enrollment Agreement.

Prepared by Mr. Mike Durfee, Associate VP for Outreach & Learning

- **Approve Addendum No. 2 to the Lease Agreement between EWC and UW for the Communications Tower and Facility:** This is a renewal agreement for the UW communications tower and facility on EWC property and is for the period of April 1, 2015 through March 29, 2020. No changes have been made to this agreement. Please see **Appendix B14**.

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

- **Ratify Pittman Electric Contract for the Ballfield Lights Relocation Project:** The Pittman Electric contract to remove and relocate the softball field lights is funded as follows:

Goshen County Recreation Board Grant	\$42,000.00
City of Torrington	\$29,571.25
EWC (CTEC GO Bonds)	<u>\$24,537.25</u>
Total Contract	\$96,108.50

The City is planning to spend an additional \$18-24,000 to have the light poles painted after they have been put in place at the Jirdon Park field. EWC will pick up the cost of removal and disposal of the existing concrete bases. We hired Precision Demolition, the low bidder, and expect to pay them \$4,984.00 for this portion of the project. Please see **Appendix B17** for further details.

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

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 Fiscal Year 2015 Transfers of Unexpended/Unencumbered Appropriations and Requested Budget Authority Increases

Pursuant to W.S. 16-4-112/113, a public hearing with notice lawfully published on June 19, 2015 in the Torrington Telegram was held for the purpose of soliciting public comment on proposed transfers of unexpended and unencumbered appropriations within the Current and Plant Funds for the fiscal year ending June 30, 2015, as more fully detailed in **Appendix D**. No comments were offered for consideration during the public hearing held on June 30. The operational fund budget was decreased by a total of \$20,553; mid-year budget reductions for the enrollment decline and other program changes were \$110,118 and budgets were adjusted upward for equipment grants from EWC Foundation (\$19,700), recapture/redistribution of state aid (\$53,911), and the balance for concurrent enrollment contractual services and other miscellaneous budget adjustments (\$15,954). The Housing Auxiliary Fund budget was increased by \$29,999 for a boiler replacement. Grants budgets were increased by \$358,300 to support awarded and expended funds. The Plant Fund debt service budget was increased by a nominal

amount for an interest expense calculation difference. Please approve the transfers and budget authority increases as presented.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the fiscal year 2015 transfers of unexpended/unencumbered appropriations and requested budget authority increases, as presented.

Approve Assessment of Optional Mill Levy for FY-2016 and FY-2017

EWC's optional mill levy supplements the Operating Fund budgets in the areas of student recruiting, workers' compensation, audit & legal expenses, and athletic scholarships. A public hearing on the continuation of this assessment was held on June 30 and no comments were offered. The hearing was advertised on May 29. We recommend approval of this mill levy as the funding is integral to EWC's ability to offer programs at the present level.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the assessment of the optional mill levy for FY-2016 and FY-2017, as presented.

Approve Proposed Fiscal Year 2016 College Budget

The Fiscal Year 2016 College Budget book can be found in **Appendix E**.

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

Recommended Action: Motion to approve the Fiscal Year 2016 College Budget, as presented.

Accept Instructional Program Reviews

At the June meeting, the Board of Trustees were presented with program reviews in the following program areas: Interdisciplinary Studies, Cosmetology, Agriculture cluster, Certified Nursing Assistant, Math cluster, English, Foreign Language, Education cluster, Art, Criminal Justice, and Veterinary Technology. We are requesting the Board accept the 2015 program reviews.

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

Recommended Action: Motion to accept the instructional program reviews, as presented.

Approve Appointment of Sridhar Budhi to the Position of Chemistry Instructor

The selection committee, with Dr. Patterson's approval, recommends Sridhar Budhi for the Chemistry Instructor position vacancy created by Dr. Pehl's retirement. Dr. Budhi holds a B.Sc., 2002, from University of Madras, Chennai, India in Chemistry; a M.Sc., 2005, from the Indian Institute of Technology, Chennai, India in Chemistry; a M.S., from the University of South Dakota, Vermillion, SD; and a Ph.D., 2015, from the Colorado School of Mines, Golden, CO., National Renewable Energy Laboratory and Iowa State University. Sridhar has been teaching undergraduate chemistry classes and labs for the University of South Dakota, Iowa State University, and Colorado School of Mines since 2008. He was selected for the "Best Teaching Assistant Award" in 2009 by the USD chemistry department. He, his wife, and brand new baby are looking forward to life in rural Wyoming.

Prepared by Mr. Tom McDowell, Interim Human Resources Director

Recommended Action: Motion to approve the appointment of Sridhar Budhi to the position of Chemistry Instructor, as presented.

Ratify Appointment of Henry Woehl to the Position of Douglas Welding Lab Coordinator

The selection committee, with Dr. Patterson's approval recommends Henry Woehl for the newly created Welding Lab Coordinator position in Douglas. Henry holds a B.S., 1975, from Chadron State College, Chadron, NE, in Industrial Arts, a M.S. 1976, from Purdue University, West Lafayette, IN, in Industrial Education with a secondary area in Industrial Engineering. He is also an AWS Certified Welding Inspector and Educator. Henry retired in 2013 from the Converse County School District #1 after thirty-seven years of teaching in the vocational department at Douglas High School. He has a long time relationship with EWC and has been heavily involved with Skills USA. Henry has also worked in the field as a welder for E and N Roustabouts in Douglas. Henry and Connie continue to live and serve in the Douglas community.

Prepared by Mr. Tom McDowell, Interim Human Resources Director

Recommended Action: Motion to ratify the appointment of Henry Woehl to the position of Douglas Welding Lab Coordinator, as presented.

Approve Requesting Funds from Foundation in Support of the Development Function

I had visited with the Board at a previous meeting about the development office and the Foundation's willingness to provide some type of financial support. I believe it was the consensus of the Board that a request to the Foundation for \$20,000 per year to help support the development function would be preferable. In addition, I believe the Trustees and the Foundation president both agree that the development director should continue to report directly to the president

The HR Office will begin advertising the position shortly and the responsibilities I see as key to this position are the coordination and development of institutional advancement activities in the areas of alumni development, foundation coordination, and community relations associated with diversified resource development.

Prepared by Dr. Rick Patterson, College President

Recommended Action: Motion to approve a request to the Foundation for \$20,000 annually to support the development function, as presented.

INFORMATION ITEMS

Human Resources Update:

Kate Norton, Vet Tech Animal Caretaker, has resigned her position, effective July 31, 2015.

Current vacant positions: Nursing Instructor, Douglas Campus (new position), Director of Development (Oliver Sundby), Director of Human Resources (Stuart Nelson), Animal Caretaker (Kate Norton).

Prepared by Mr. Tom McDowell, Interim Human Resources Director

Academic Services Update:

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

Prepared by Ms. Lynn Wamboldt, Administrative Specialist for Academic Services

- **Summer 2015 Enrollment Preview:** EWC experienced a 7.3% increase in total student headcount as compared to Summer 2014. The total student headcount of 412 students reflects an overall increase of 28 students. Full-time enrollment decreased by 8 students

and part-time enrollment was up 36 students (9.6%). Full Time Equivalency (FTE) decreased by 3.95 (3.8%). Please see **Appendix G** for further details.

Prepared by Ms. Kimberly Russell, Director for Institutional Research

Student Services Update:

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

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

New Administrative Rules: Appendix I

- **Administrative Rule 2.2.1:** Sexual Misconduct – **New** (I1)
- **Administrative Rule 2.0.1:** President’s Cabinet – **New** (I12)
- **Administrative Rule 2.0.2:** President’s Leadership Team – **Revised** (I12)

Trustee Topics

- **Association of Community College Trustees Annual Leadership Congress, San Diego, CA, October 14-17, 2015.** Early registration deadline is August 7th. Early registration fee is \$940, \$1,175 after August 7th. The conference hotel is the Manchester Grand Hyatt. Rooms will go very quickly. Please let Holly know if you are interested in registering for the conference. So far Trustee Kautz and Dr. Patterson will be attending.

Executive Session – *Personnel and Real Estate*

Recommended Action: Motion to adjourn to executive session to discuss personnel and real estate.

Adjournment

Upcoming Events:

July 13 Summer Registration Day
July 14 EWC Board Meeting
July 30 College Closed—Fair Day

August 11 EWC Board Meeting
August 25 Fall Semester Begins
August 26 EWC Foundation Meeting, 11:30-1:00, CTCl

September 7 College Closed – Labor Day Holiday
September 8 EWC Board Meeting
September 30 EWC Foundation Meeting, 11:30-1:00, CTCl