

EWC BOARD OF TRUSTEES
August 11, 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**
- **Adult Education Presentation by Diane McQueen**
 - **GEAR UP Presentation by Jenny Ingram, Grant Manager/GEAR UP Wyoming**
- 5:00 p.m. Dinner in the Cafeteria**

AGENDA

- 5:45 p.m. Public Hearing on New and Revised Policies**
- Revised Board Policy 2.2 Campus Crime and Security (**Appendix D**)
 - New Board Policy 6.10 Animal Care Policy (**Appendix E**)

Open Meeting

- **Introduction of New Employees**
Michelle Landa, Vice President for Academic Services
Tom Andersen, Interim Athletic Director
Neal Sherbeyn, Interim Fitness Center Director/Interim Men's Basketball Coach
- **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:** *July 14, 2015 meeting and executive session. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees

- **Approve Golf Course Agreement for FY-2016:** *The renewal of the Golf Course Agreement between the City of Torrington and Eastern Wyoming College can be found in Appendix B5. No changes have been made to the agreement.*

Prepared by Holly Branham, Executive Asst to the President and 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 on Final 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This proposed change updates this policy and removes verbiage that is either outdated or belongs in an Administrative Rule or Operating Procedure. Kelley Pearson has reviewed the proposed revisions to the policy and has not recommended any changes. Please see Appendix D for details.

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

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

Approve on Final Reading New 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. Kelley Pearson has reviewed the policy and made some minor changes noted in blue. The policy can be found in Appendix E.

Prepared by Dr. Richard Patterson, College President

Recommended Action: Motion to approve on final reading new Board Policy 6.10 Animal Care Policy, as presented.

INFORMATION ITEMS

Douglas Update:

Converse County Advisory Member Jim Willox will provide the Trustees with a status report on the 6th penny tax, and the loan Converse County and EWC made to balance the budget for the Douglas Campus.

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

Human Resources Update:

Shawn Boisse, Custodian, has resigned his position, effective July 31, 2015.

We are currently in various stages of filling six open positions: Nursing Instructor, Douglas Campus (new position), Director of Development (Oliver Sundby), Director of Human Resources (Stuart Nelson), GearUp Coordinator (Tom Milstead), Animal Caretaker (Kate Norton), and Custodian (Shawn Boisse)

Prepared by Mr. Tom McDowell, Interim Human Resources Director

Academic Services Update:

Please see **Appendix F** for the Academic Services update.

Prepared by Dr. Michelle Landa, Vice President for Academic Services

- **Spring 2015 Enrollment Summary:** The Spring 2015 headcount decreased 15.1% and the Full Time Equivalent (FTE) decreased 7.9%. Full-time headcount was down 67 students and part-time headcount was down 46 students resulting in a total decrease of 113 students. The number of students who attended EWC for the first time in Spring 2015 was down 46 full-time students and up 64 part-time students. The number of students who had attended EWC anytime prior to Spring 2015 was down 46 full-time students and down 110 part-time students. Goshen County was down 54 full-time students and down 100 part-time students, and Outreach decreased by 13 full-time students and increased by 54 part-time students. Goshen County FTE decreased by 95.96 FTE, and Outreach increased by 2.08 FTE. Outreach accounted for 43.4% and Goshen County accounted for 56.6% of the FTE. The complete summary can be found in **Appendix G**.

Prepared by Ms. Kimberly Russell, Director for Institutional Research

- **Annual Enrollment Comparison Summary for 2014-2015:** The annual headcount for 2014-15 decreased by 311 students for a 7.3% decrease in the total number of students enrolled. The annual full-time enrollment decreased by 90 (6.2%) students, and the annual part-time enrollment decreased by 221 (7.3%) students. Outreach had an increase of 32 (1.5%) students and Goshen County had a decrease of 343 (15.5%) students. The annualized Full Time Equivalent (FTE) for 2014-15 decreased by 169.24 (6.3%) FTE. Goshen County had a decrease of 181.13 (11.4%) FTE, and Outreach had an increase of 12.47 (1.1%) FTE. Outreach represented 44.4% of total FTE. Please see **Appendix H** for completed details of the summary.

Prepared by Ms. Kimberly Russell, Director for Institutional Research

- **Hathaway Annual Report for 2014-2015:** The Hathaway Scholarship was awarded to 150 EWC students for a total Hathaway Scholarships distribution of \$288,609 during the 2014-2015 year. Please see **Appendix I** for a complete breakdown of the scholarships awarded.

Prepared by Ms. Kimberly Russell, Director for Institutional Research

- **Wyoming Department of Education Remediation Study WDE-679:** The Institutional Research Office has submitted the WDE-679 report to the Wyoming Department of Education. This is the report required for 2013-14 Wyoming high school graduates attending Wyoming community colleges and UW during the 2014-15 school year who tested into remedial math or English. EWC had 92 students enrolled who met the definitions of this year's report. These students were from 26 different high schools. Of these 92 students, 53 tested into remedial math (57.6%), 23 tested into remedial English (25.0%), and 22 tested into both remedial math and remedial English (23.9%). The average cumulative GPA for all students was 2.74 and the average cumulative GPA for remedial students was 2.38. Additional information is provided in **Appendix J**.

Prepared by Ms. Kimberly Russell, Director for Institutional Research

Student Services Update:

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

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

Trustee Topics

- **Strategic Planning Retreats:** In May, the Trustees approved changing the timeline for strategic planning (see **Appendix L**) and agreed to hold three retreats/work sessions for the purposes of strategic planning. We have identified the following dates for those retreats/work sessions:
 - **September 11, 2015** – the purpose of this retreat is for the Board of Trustees to develop the strategic priorities for the College and setting the goals for the next fiscal year.
 - **January 22, 2016** – the purpose of this retreat is reviewing the Institutional Overall Strategic Action Plans compiled by the Academic Services Office.
 - **June 14, 2016** – this will be a work session held prior to the regular June board meeting to review those accomplishments from the previous fiscal year.

Please let Holly or Dr. Patterson know if there is a conflict with any of these dates.

- **Joint Retreat with EWC Foundation** – Dates to consider – October 2 or October 9

Approve Changing Date of October Board Meeting

We are requesting changing the October 13 meeting to Wednesday, October 7 since Dr. Patterson and Trustee Kautz are planning to attend the ACCT Annual Congress and will need October 13 as a travel day. By moving the meeting to Wednesday, October 7 should also accommodate Mr. Varney's council meeting schedule.

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

Recommended Action: Motion to approve changing the October board meeting to October 7, 2015, as presented.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

August 11

August 25

August 26

EWC Board Meeting

Fall Semester Begins

EWC Foundation Meeting, 11:30-1:00, CTCI

September 7

September 8

September 11

September 30

College Closed – Labor Day Holiday

EWC Board Meeting

Strategic Planning Retreat – Set Priorities

EWC Foundation Meeting, 11:30-1:00, CTCI

October 13

October 14-17

October 15-16

October 19-20

EWC Board Meeting

ACCT Annual Congress, San Diego, CA

Fall Break, No Classes

Wyoming Community College Commission Meeting, Hosted by EWC at the Douglas Campus