

**EWC BOARD OF TRUSTEES**  
**September 8, 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 –**
- **4:00 – 4:30 Faculty Senate Discussion** (Statement to the Board - **Appendix J**)
  - **4:30 – 5:00 Erin Taylor, WACCT Executive Director**
- 5:00 p.m. Dinner in the Cafeteria**

**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:** *August 11, 2015 meeting and executive session. Please see **Appendix B1**.*  
*Prepared by Holly Branham, Executive Asst to the President and Board of Trustees*
- **Ratify Restructuring the Copy Center Clerk to Copy Center Technician:** *The Copy Center Clerk is currently classified at the A-13 Administrative Assistant Level. Increasing her responsibilities with clerical support for the Division Chairs would upgrade her position to the next level, B-21, Technician. Administrative Rule 3.2.2 mandates classified staff position upgrades will be placed on the salary schedule at the new position level (up to Step 5) or granted a \$1,200 annual salary increase, whichever is greater. Restructuring this position would increase her annual salary from \$25,859.57 to \$27,492.*  
*Prepared by Mr. Tom McDowell, Interim Director of Human Resources*

*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 Appointment of Brandy Horejs to the Position of GEAR-UP Coordinator

The GEAR-UP Selection Committee, with Dr. Cogdill's and Dr. Patterson's approval, is recommending Brandy Horejs for the vacant GEAR-UP Coordinator position. Brandy has been an EWC employee since 2007. She started in the copy center and then moved into the business office where she has remained as the Accounts Payable Clerk. During this time Brandy has furthered her education with B.A., Business Administration from Chadron State College, 2007 and a Master of Business Administration, Chadron State College, 2012.

*Prepared by Mr. Tom McDowell, Interim Director of Human Resources*

**Recommended Action: Motion to approve the appointment of Brandy Horejs to the position of GEAR-UP coordinator, as presented.**

## INFORMATION ITEMS

### Academic Services Update:

Please see [Appendix D](#) for the Academic Services update.

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

### Institutional Research Reports:

- **Day One Fall On-Campus Enrollment Report:** On-campus headcount on the first day of classes showed an 11.5% decrease compared to Fall 2014. Full-time headcount was down 33 students, and part-time headcount was down 33 students for a total decrease of 66 students. The number of first-time, full-time was up 27 students; and the number of first-time, part-time was down 11 students for a total increase of 16 first-time students. The number of previously enrolled, full-time was down 60 students and part-time was down 22 students. Full-time student headcount was 51 students below the five-year average and part-time student headcount was 48 students below the five-year average. Total headcount was 99 students below the five-year average. On-campus first day FTE (Full Time Equivalency) showed a decrease of 64.42 FTE compared to Fall 2014. The Fall 2015 first day FTE was 83.58 below the five-year average. Please see [Appendix E](#) for additional information.

*Prepared by Ms. Kimberly Russell, Director of Institutional Research*

- **Douglas Day One Fall Enrollment Report:** Douglas headcount on the first day of classes showed a 21.3% increase compared to Fall 2014. Full-time headcount was up 3 students, and part-time headcount was up 14 students for a total increase of 19 students. The number of first-time, full-time was up 9 students; and the number of first-time, part-time was up 6 students for a total increase of 15 first-time students. The number of previously enrolled, full-time was down 4 students and part-time was up 8 students. Full-time student headcount was the same as the three-year average and Part-time student headcount was 5 students above the three-year average. Total headcount was 5 students

above the three-year average. Douglas first day FTE (Full Time Equivalency) showed an increase of 10.00 FTE compared to Fall 2014. The Fall 2015 first day FTE was 5.72 above the five-year average. Please see **Appendix F** for further details.

*Prepared by Ms. Kimberly Russell, Director of Institutional Research*

### **College Relations Update:**

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

*Prepared by Ms. Tami Afdahl, Director of College Relations*

### **Faculty Senate Update:**

The Faculty Senate sponsored a back to school Picnic in the Park for all EWC employees on Tuesday, August 18, the first day that employees gathered for Fall In-Service. The picnic was well attended and enjoyed by those who participated. It is anticipated that the Faculty Senate will continue to facilitate similar events. Additionally, the Senate began regular meetings following the summer break and continues defining its role and scope of operation as well as identifying issues impacting faculty.

*Prepared by Ms. Heidi Edmunds, Faculty Senate President*

### **Human Resources Update:**

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

*Prepared by Mr. Tom McDowell, Interim Director of Human Resources*

### **Staff Alliance Update:**

The faculty and staff fitness challenge has officially ended. The Grand Fitness team winners were: 2 Fast 2 Furious with Mike Durfee and Ellen Creager (Lancer Gold level), Intimidation Nation with Sue Schmidt, Marisol Chavez, Dixie Kroenlein, and Mai Lee Olsen (Lancer Power level), and McAwesmit Fat Busters with Amy Smith, Holly West, and Beck McAllister (Lancer Rookie Level). The Great Fitness team winner was the Tebbet Basement Bawdy Babes comprised of Melissa Dishman, Susie Schaefer, JoEllen Keigley, and Donna White.

The next alliance meeting will be held on September 9<sup>th</sup> where we will hopefully move forward with recommending an administrative rule change to the Leadership Team and discuss the possibility of having a college wide social later in the semester.

*Prepared by Mai Lee Olsen, Staff Alliance President*

### **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 3.10.5:** Sponsored Research Activities

### **Trustee Topics**

- **Strategic Planning Retreat** – September 18<sup>th</sup> – 8:00 – 2:00, breakfast and lunch will be provided
- **October 19-20 -- Wyoming Community College Commission Meeting hosted by EWC at the Douglas Campus**
  - October 19 –WACCT Meeting, 2:00 p.m.
  - October 19 --Reception for Attendees, time to be determined

- October 19 – Dinner for EWC Trustees and Commissioners, time to be determined
- October 20 – Commission Meeting
- Please let Holly know if you will be able to attend and if you wish to have a hotel room reserved for you in Douglas.

**Executive Session – *Personnel***

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

**Adjournment**

## Upcoming Events:

September 7	College Closed – Labor Day Holiday
<b>September 8</b>	<b>EWC Board Meeting</b>
September 10	Wyoming Business Council considers ATEC Proposal, Sheridan
<b>September 18</b>	<b>Strategic Planning Retreat – Set Priorities</b>
September 30	EWC Foundation Meeting, 11:30-1:00, CTCI
October 1	State Land & Investment Board considers ATEC Proposal
<b>October 7*</b>	<b>EWC Board Meeting</b>
October 14-17	ACCT Annual Congress, San Diego, CA
October 15-16	Fall Break, No Classes
<b>October 19-20</b>	<b>Wyoming Community College Commission Meeting</b> , Hosted by EWC at the Douglas Campus
<b>November 10</b>	<b>EWC Board Meeting</b>
November 11	Scholarship Donor Reception, 6:30 p.m.
November 25	No Classes
November 26-27	College Closed – Thanksgiving Holiday

**\*: Board of Trustees meeting changed to Wednesday, October 7<sup>th</sup> to accommodate attendance at the ACCT Annual Congress in San Diego, CA, October 14 -17.**