

**Eastern Wyoming College Board of Trustees
August 11, 2015
Dolores Kaufman Boardroom**

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on August 11, 2015 at 4:00 p.m. in the Dolores Kaufman Boardroom.

Those members attending were John Patrick, Marilyn Fisher, Mike Varney, and George Nash. Those members unable to attend were Angie Chavez, Julie Kilty, and Lowell Kautz.

Diane McQueen provided the Board of Trustees with a presentation on the Adult Education program.

Jenny Ingram, grant manager for GEAR-UP Wyoming was also on hand to provide the Board with an update of the program.

The work session was closed at 5:00 p.m.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on August 11, 2015 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members attending were John Patrick, Marilyn Fisher, Mike Varney, George Nash, Julie Kilty and Lowell Kautz. Angie Chavez participated by telephone. Mr. Patrick presided over the meeting in Mrs. Chavez's absence.

A public hearing was held to hear comments on the new Animal Care Policy and the revised Campus Crime and Safety Policy and associated Administrative Rules. Dr. Cogdill reviewed the changes made to the Campus Crime and Safety Policy since the June meeting. There being no comments from the audience, the public hearing was closed and Vice President Patrick opened the regular meeting at 5:50 p.m.

New employees Michelle Landa, Vice President for Academic Services; Tom Andersen, interim Athletic Director; and Neal Sherbeyn, interim Fitness Center Director/interim Men's Basketball Coach were introduced to the Trustees.

ACTION: The Board was requested to approve the agenda with one addition; namely the appointment of an attorney for an upcoming personnel hearing. Mr. Nash moved and Ms. Kilty seconded the motion to approve the agenda, as amended. Motion carried unanimously.

In his update, Dr. Patterson informed the Board that the selection of a contractor for the CTEC building is being considered by the Construction Management Division. He noted the ATEC proposal to the Wyoming Business Council (WBC) has been submitted and ran into some political headwinds. EWC modified the application by withdrawing the loan portion in hopes of making the application stronger. The WBC will review the application at their September 10 meeting. The State Loan and Investment Board (SLIB) will consider the application in October. Dr. Patterson further noted the new academic year is gearing up with volleyball players and Bridge students on campus, faculty to follow next week, and classes beginning in two weeks.

Mr. Patrick shared a conversation he had with Lisa Johnson regarding the grant application to the Wyoming Business Council and the possibility the application will be denied. He indicated Ms. Johnson suggested the Commission might look favorably on funding the \$3 million of the ATEC project. It was the consensus of the Board to do what can be done with the Wyoming Community College Commission and move forward with the Business Council.

ACTION: The Board considered the consent agenda for approval. Mr. Varney moved and Ms. Fisher seconded the motion to approve the consent agenda, which included the July 14, 2015 meeting and executive session minutes and the Golf Course Agreement for FY-2016. Motion was unanimously passed.

ACTION: The financial report was presented by Mr. Laher. Keith Jarvis and Clyde Woods presented the projects update. A motion was made by Trustee Kautz to approve the financial report, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION: Dr. Cogdill requested the Trustees approve the revisions to Board Policy 2.2 Campus Crime and Security on final reading. The proposed change updates the policy and removes outdated language. Dr. Cogdill noted he has been working closely with Kelley Pearson from Hickey and Evans on this policy and the new administrative rules. Mr. Varney moved to approve Board Policy 2.2 Campus Crime and Security on final reading; second by Ms. Kilty. Motion carried unanimously.

ACTION: Dr. Patterson requested the Board approve the new Animal Care Policy. The policy 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 EWC's Institutional Animal Care and Use Committee. Ms. Kilty moved and Mr. Nash seconded the motion to approve on final reading the new Board Policy 6.10 Animal Care Policy, as presented. Motion carried unanimously.

ACTION: The Board was requested to approve the Lancer Club Agreement for FY-16. Discussion ensued regarding the agreement. Following the discussion, Ms. Kilty moved to approve the document as currently stated and be strengthened at a later date; Ms. Fisher seconded. The motion passed with Mr. Varney and Mr. Kautz opposing.

ACTION: The Board was requested to ratify Change Order #5 for the Lancer Hall Expansion project. The change relates to a deduction of \$2,500 for work that was deleted from the project. Ms. Fisher moved to ratify the change order; second by Mr. Varney. Motion carried unanimously.

Newly appointed advisory member Jim Willox provided the Board of Trustees with an update on the 6th penny tax, and the loan Converse County and EWC made to balance the budget for the Douglas Campus construction. Mr. Willox noted the 6th penny tax will expire September 30th. In addition, he stated the County is projected to over collect approximately \$1.2 million and that may reduce EWC's loan repayment period.

Tom McDowell stated in his Human Resources update that custodian Shawn Boisse had resigned effective July 31, 2015.

The office of Academic Services and Student Services provided updates of their areas.

Ms. Kimberly Russell, Director of Institutional Research presented the Spring 2015 Enrollment Summary. The Summary indicated 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.

In addition, Ms. Russell presented the 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 students, and the annual part-time enrollment decreased by 221 students. Outreach had an increase of 32 students and Goshen County had a decrease of 343 students. The annualized Full Time Equivalent (FTE) for 2014-15 decreased by 169.24 FTE. Goshen County had a decrease of 181.13 FTE, and Outreach had an increase of 12.47 FTE. Outreach represented 44.4% of total FTE.

The Board was provided with the annual Hathaway 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.

The Board was informed the Institutional Research Office had submitted the Wyoming Department of Education Remediation Study (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.

Trustee Topics:

The Trustees discussed dates for future strategic planning retreats. Following the discussion it was agreed to hold the first retreat on September 18, 2015, the second retreat on January 22, 2016, and the final retreat on June 14, 2016. The last two dates may change if conflicts arise.

ACTION: The Trustees discussed changing the date of their October board meeting to Wednesday, October 7, since Dr. Patterson and Trustee Kautz will be attending the ACCT Annual Congress in San Diego. Mr. Varney moved to change the date; seconded by Ms. Fisher. Motion carried unanimously.

A discussion was held regarding the joint retreat with the Foundation. Mr. Patrick suggested the joint retreat be put on hold until such time the decision of the Wyoming Business Council is known regarding EWC's application for grant dollars to help fund construction of the ATEC. It was the consensus of the Board to place the retreat on hold.

ACTION: Mr. Nash moved and Mr. Varney seconded the motion to adjourn to executive session at 7:20 p.m. to discuss personnel. Motion carried unanimously.

At 7:45 p.m. the regular meeting was reconvened.

ACTION: Mr. Varney moved to have the Board approve the appointment of Jim Eddington as attorney for the Board for the limited purpose of advising the Board regarding the conduct of personnel hearing 1-2015. Mr. Nash seconded and the motion was unanimously passed.

ACTION: Mr. Kautz moved to appoint John Patrick as hearing officer for personnel hearing 1-2015; seconded by Mr. Varney. Motion carried unanimously.

There being no further business the meeting adjourned at 7:50 p.m.

Submitted by:

Holly L. Branham

Angie Chavez, President

Marilyn Fisher, Secretary