

EWC BOARD OF TRUSTEES
October 7, 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 p.m. – Fiscal Year 2015 Audit Report Presentation
4:30 p.m. – Tour of Athletic Training Room
- 5:00 p.m. Dinner in the Cafeteria**

AGENDA

- 5:45 p.m. Open Meeting**
- ***Introduction of New Employees***
Dr. Shridhar Budhi, Chemistry Instructor
Roger Humphrey, Education Instructor
Ed Meyer, Director of Human Resources
Brandy Horejs, GEAR-UP Coordinator
Autumn Pierce, Animal Caretaker
Ashly Nash, Custodian
 - ***Introduction of Civitas Awards***
 - ***Introduction of Volleyball Team***
 - ***Introduction of Visitors***
 - ***Student Senate Update***

Skills USA Presentation

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:** *September 9, 2015 meeting and executive session, and the September 18, 2015 special meeting. Please see Appendix B1.*

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

- **Ratify Memorandum of Understanding between State of WY, Dept of Corrections and EWC:** The purpose of this MOU is to establish an agreement to use the facilities located at EWC to provide a staging area and conference room for media agencies, news agencies, and WDOC public information staff in the event of an emergency situation at the Wyoming Medium Correctional Institution. The MOU will remain in force until such time that one or both parties wish to terminate the agreement. Please see Appendix B5 for the complete 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.

Accept Fiscal Year 2015 Audit Report

The audit report will be hand-carried to the meeting.

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

Recommended Action: Motion to accept the FY-15 Audit Report, as presented.

Approve Appointment of Director of Institutional Development

A recommendation will be hand-carried to the meeting.

Prepared by Mr. Tom McDowell and Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve a director of Institutional Development, as presented.

Approve 2015 Strategic Directions

The Trustees held a strategic planning retreat on September 18th, facilitated by Dr. Michelle Landa, vice president for Academic Services. Dr. Landa explained the proposed strategic planning process which had the Board of Trustees developing the strategic directions for the institution. She then worked with the Trustees on a gap analysis and a visioning exercise. Once completed the Board then reviewed the current strategic directions to see if there were any gaps and to reaffirm those that were still relative or add any new strategic directions needed. We are requesting the Board of Trustees approve the proposed 2015 Strategic Directions so the College can begin the next step in the planning process. Please see Appendix D for further details.

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

Recommended Action: Motion to approve the 2015 Strategic Directions, as presented.

INFORMATION ITEMS

Academic Services Update:

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

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

Institutional Research Reports:

- **Day Ten Fall Enrollment Report:** On-campus headcount on the tenth day of classes showed a 14% decrease compared to Fall 2014. Full-time headcount was down 48 students, and part-time headcount was down 36 students for a total decrease of 84 students. The number of first-time, full-time students was up 14 students; and the number of first-time, part-time students was down 6 students for a total increase of 8 first-time students. The number of previously enrolled, full-time students was down 62 students and the number of previously enrolled part-time was down 30 students for a total decrease of 92 previously enrolled students. First-time student headcount was 10 below the five-year average for full-time and 26 below the five-year average for part-time students. Previously enrolled student headcount was 44 students below the five-year average for full-time and 35 below the five-year average for part-time. Compared to the first day of classes, full-time headcount has decreased by 7 students, and part-time has increased by 13 students. The on-campus tenth day Full Time Equivalency (FTE) showed a decrease of 79.66 FTE compared to Fall 2014. This reflects a decrease of 3.58 FTE from the first day of classes. The Fall 2015 tenth day FTE was 84.68 below the five-year average. High school students are not included in this report. Please see [Appendix F](#) for complete details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

- **Douglas Day Ten Fall Enrollment Report:** Douglas headcount on the tenth day of classes showed an 18.8% increase compared to Fall 2014. Full-time headcount was up 7 students, and part-time headcount was up 11 students for a total increase of 18 students. The number of first-time, full-time students was up 12 students; and the number of first-time, part-time students was up 2 students for a total increase of 14 first-time students. The number of previously enrolled, full-time students was down 5 students and the number of previously enrolled part-time was up 9 students for a total increase of 4 previously enrolled students. First-time student headcount was 5 above the three-year average for full-time and 2 below the three-year average for part-time students. Previously enrolled student headcount was 3 students below the three-year average for full-time and 3 above the three-year average for part-time. Compared to the first day of classes, full-time headcount has increased by 2 students, and part-time has increased by 4 students. Douglas tenth day FTE showed an increase of 7.42 FTE compared to Fall 2014. This reflects an increase of 0.17 FTE from the first day of classes. The Fall 2015 tenth day FTE was 3.7 above the three-year average. This report does not include high school students. Please see [Appendix G](#) for complete details.

Prepared by Ms. Kimberly Russell, Director of Institutional Research

College Relations Update:

A preview of the new EWC Athletic website will be presented.

Prepared by Ms. Tami Afdahl, Director of College Relations

Faculty Senate Update:

The EWC Faculty Senate greatly appreciated the opportunity to hold a work session with the board last month.

Senate President Heidi Edmunds met with the state Faculty Alliance on Thursday, October 1st. Items discussed included a lack of consistent standards and practices regarding concurrent enrollment and qualification of concurrent enrollment instructors amongst community colleges in Wyoming, and faculty compensation issues. Many other community college boards are currently requesting and hearing faculty input regarding compensation policies and current standards statewide.

The senate will be welcoming Dr. Landa to our meeting scheduled October 1st, and we are greatly looking forward to working with her at that time as well as in the future on items of faculty interest.

Prepared by Mr. Michael T. DeMers, Faculty Senate Vice President

Human Resources Update:

The Human Resources Office has completed the Mountain States Salary Survey. This survey is an important source of comparative salary data for the community colleges in the region. In addition, the Equity in Athletics report has been completed.

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

Staff Alliance Update:

The staff alliance would like to send warm wishes to former chairman, Mr. Clyde Woods. We are going to miss his guidance and leadership in the Staff Alliance as he enjoys retirement. As an alliance, we are back in full swing now that the summer is over and everyone is back on to campus. At our last meeting, we discussed working with other EWC organizations and committees to host a "holiday social" at the end of the Fall semester. During the discussions members suggested having the event open to all EWC employees and their families. This social would have activities including a visit with Santa for children, bouncy houses, a carry-in style meal, etc. This would be in addition to our holiday carry-in that is hosted every year. We are still very much in the planning stages of this event and are hoping to have a better idea this month to then take to other organizations for help. We are looking forward to having a great year!

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

Trustee Topics

- **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 and Tours for Attendees, 5:00 – 6:00 p.m.
 - October 19 – Dinner for EWC Trustees and Commissioners, 6:30 p.m.
 - October 20 – Commission Meeting
 - **Please let Holly know if you will attend the WACCT meeting and/or the Commission meeting and if you wish to have a hotel room reserved for you in Douglas.**

- **Trustee Nominee for WACCT Leadership Award for 2015-2016 – Appendix I**

Executive Session – Personnel

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

Adjournment

Upcoming Events:

October 7

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

November 10

November 12

November 25

November 26-27

EWC Board Meeting

Scholarship Donor Reception, 6:30 p.m.

No Classes

College Closed – Thanksgiving Holiday

December 1

December 8

December 11

December 24 –

January 1, 2016

Evening of Elegance

EWC Board Meeting

JAC Budget Hearings, Cheyenne

Christmas Break, College Closed