

EWC BOARD OF TRUSTEES
December 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.

- 3:30 p.m. Executive Session – Complete President’s Evaluation**
Recommended Action: Motion to adjourn to executive session to discuss personnel.
- 5:00 p.m. Dinner in the Cafeteria**

AGENDA
Organizational Meeting

- 5:45 p.m. Open Meeting**
- ***Introduction of New Employees***
Kyle Rice, Director of Residence Life
 - ***Introduction of Civitas Awards***
 - ***Introduction of Visitors***
 - ***Student Senate Update***

Persistence and Completion Plan Presentation – Dr. Landa, Heidi Edmunds

Election of Board Officers	<u>Current Officers</u>
President	Angie Chavez
Vice President	John Patrick
Secretary	Marilyn Fisher
Treasurer	Mike Varney

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:** November 10, 2015 meeting and executive session and the November 17, 2015 work session and executive session minutes. Please see **Appendix B1**.
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Approve Designation of Depositories:** Points West Bank, Pinnacle Bank, First State Bank, U.S. Bank, Platte Valley Bank, Converse County Bank, and related signatories. Annually, the college must designate the institutions which may be used as depositories for college funds throughout the year and the related account signatories. See **Appendix B7**.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve the Designation of the Torrington Telegram as the College District’s Official Newspaper:** From time to time, the Board must publish legal notices and/or consider resolutions that make reference to “...official newspaper of the district...” The Torrington Telegram is a newspaper of general circulation within Goshen County, and Eastern Wyoming Community College District is coterminous with Goshen County. Approval of this designation will facilitate EWC giving notice when legally required to do so.
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 Appointment of WACCT Representatives

The appointment of two Wyoming Association of Community College Trustees board representatives is held annually at the December organizational meeting. Representatives to the WACCT will be expected to attend Wyoming Community College Commission meetings and WACCT meetings held every other month or as needed. These meetings are held on a rotating basis at one of the seven community colleges. Mike Varney and John Patrick are the current representatives. In addition, Mr. Varney serves on the WACCT Education Committee and Mr. Patrick is a member of the Advocacy Committee.

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

Recommended Action: Motion to appoint two board representatives to the Wyoming Association of Community College Trustees.

Approve Appointment of BOCES Representative

Mrs. Chavez is the current Board representative to the Board of Cooperative Educational Services (BOCES). A new representative will need to be appointed or Trustee Chavez reappointed.

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

Recommended Action: Motion to appoint a board representative to the BOCES.

Approve Appointment of Vice President of Administrative Services as Assistant to the Treasurer of the Board

From time to time it is necessary for me to sign financial documents under this title as required by banking institutions. This is also pursuant to Board Policy 1.3.

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

Recommended Action: Motion to appoint Ron Laher, EWC Vice President for Administrative Services as the Assistant to the Treasurer of the Board of Trustees, as presented.

Disclosure Statements for Board, Administration and Staff

Pursuant to W.S. 6-5-118, all public servants or officers must disclose the banks or other institutions in which they have an account where the institution transacts business with Eastern Wyoming College. Please refer to **Appendix D** for the disclosure statement.

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

Approve Increase in Student Activity & Use Fees

This proposal is to increase the Student Activity & Use Fees for Torrington and Douglas students starting with the 2016/17 academic year from \$24/credit hour to \$28/credit hour. The fees increased would be:

Student Support (supports scholarship funds): Increase from \$4/hr. to \$5/hour. Introduced in 1999 and has not been increased since then.

Student Activities (Admission to sporting, fine arts, recreational, and leisure activities for all Torrington & Douglas campus students): Increase from \$4/hr. to \$6/hr. Last increased in 2003 when it went from \$3 to \$4/hr.

Instructional Support (Supports general educational costs): Increase from \$8/hr. to \$9/hr. Introduced in 1999 and has not been increased since then.

Technology Fee (Support and upgrade technology infrastructure): No increase. Introduced in 2011.

The increase in Student Activities fees was approved by the EWC Student Senate.

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

Recommended Action: Motion to approve increasing the Student Activity & Use Fees to \$28 per credit hour, as presented.

Approve Scholarship and Grants Budget for FY-17

The budget proposal features the following:

- Higher commitment levels made to the Lancer Incentive recruitment awards and Black and Gold completion awards
- The final planned elimination of the EWC Honor Scholarship Program
- Textbook awards for athletes were increased to an even \$600/year
- An alignment of senior citizens' tuition waivers and WDOC Agreement tuition/fee waivers to their current utilization levels
- A cap on dual enrollment scholarships is under discussion, but this is contingent upon the excess waivers being covered by GCSD #1 BOCES funds
- As in prior years, the maximization of Foundation state match awards to leverage EWC's financial aid package for the benefit of students

Mike Durfee and I met with GCSD #1 about capping dual enrollment scholarships in the future. We made progress in introducing the idea, but are a ways from getting them to commit their dollars. We will continue to work on this. Meanwhile, we have decided to increase that

underfunded scholarship line by \$10,000 from our own BOCES funds as it reflects the offer made to GCSD #1 (that we consider sharing the increase equally). If we wanted to shore up this line even more, we could consider reducing the Lancer Incentive line slightly.

Please see **Appendix E** for the fiscal year 2017 Scholarship and Grants Budget.

Prepared by Mr. Ron Laher, Vice President Administrative Services

Recommended Action: Motion to approve the FY-17 Scholarship and Grants Budget, as presented.

Approve Proceeding with Planning and Construction of Agricultural Building

Recommended Action: Motion to direct the administration to proceed with the planning and construction of the agricultural building using available resources from the college, the general obligation bond, and the EWC Foundation, as presented.

Approve Proceeding with Assessment and Planning Related to Agricultural Program

Recommended Action: Motion to direct the administration to proceed with the assessment and planning related to the agricultural program, as presented.

Approve Lease Agreement Between EWC and EWC Foundation for Nighswonger Property

The proposed lease agreement can be found in **Appendix F**.

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

Recommended Action: Motion to approve the lease agreement between EWC and the EWC Foundation for the Nighswonger property.

INFORMATION ITEMS

Staff Alliance Update:

The Staff Alliance will be holding officer elections this month and will be inducting the new group at our December 9th meeting. This past month, the alliance nominated Elaine Rush for the Classified Employee WACCT nomination and Mai Lee Olsen for the Professional Staff nomination. The alliance is working with the Faculty Senate to organize and host the Holiday Social on Monday, December 14th.

Prepared by Ms. Mai Lee Olsen, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

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

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

Faculty Senate Update:

The Faculty Senate has continued its research and discussion into the initiatives proposed previously by Dr. Landa. The senate has formalized a position on the amendment to the HLC policy regarding faculty qualifications. The position statement (**Appendix I**) was presented to the leadership team at the November 30th meeting.

The EWC Faculty Senate is co-hosting the EWC Christmas party with the EWC Staff Alliance, and is greatly looking forward to a fun evening of family and fellowship with our colleagues on Monday, December 14th.

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

Human Resources Update:

The Board will be provided with an update regarding the Mountain States Salary Survey, current vacancies and hiring status, and protecting EWC and its students through employee background checks.

Prepared by Mr. Ed Meyer, Director of Human Resources

Institutional Development Update:

Mr. Hansen will provide the Board with an update on the upcoming Sagebrush and Roses event.

Prepared by Mr. John Hansen, Director of Institutional Development

Trustee Topics

- **Reminder:** Holiday Social, December 14, 5:00 p.m. , EWC Verl Petsch Jr. Gymnasium Lobby, Hosted by the Staff Alliance and the Faculty Senate

Consider Participating in Governance Institute for Student Success (GISS) – Wyoming

Please see [Appendix J](#) for complete details from Erin Taylor, Executive Director of WACCT. The WACCT Education Committee is working to bring ACCT's Governance Institute for Student Success team to Wyoming, including all seven colleges, the Commission, and possibly UW and the Catholic College. The WACCT Education Committee is considering a 1 ½ day workshop in April or May and request the Trustees discuss their interest in participating in this event. [Appendix J6](#) shows the cost breakdown for the institute.

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

Action:

Executive Session -- Litigation

Recommended Action: Motion to approve adjourning to executive session to discuss litigation.

Adjournment

Upcoming Events:

December 6	EWC Christmas Concert, 3:00 p.m.
December 8	EWC Board Meeting
December 11	JAC Budget Hearings, Cheyenne
December 14	EWC Holiday Social, 5:00-8:00 p.m., EWC Verl Petsch Jr. Gymnasium Lobby
December 24 – January 1, 2016	Christmas Break, College Closed
January 6-8, 2016	Spring In-Service
January 12	EWC Board Meeting
January 18	Martin Luther King Day, College Closed
January 22	Strategic Planning Retreat
January 27	EWC Foundation Meeting, CTCL, 11:30-1:00
February 9	EWC Board Meeting
February 11-12	Winter Break, No Classes
February 17	Wyoming Community College Commission Meeting, LCCC
February 18	WACCT Awards and Legislative Reception, Little America