

EWC BOARD OF TRUSTEES
March 8, 2016
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.

3:00 p.m. Executive Session – Personnel

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

5:00 p.m. Dinner in the Cafeteria

AGENDA

5:45 p.m. Public Hearing on New Board Policies

Policy 2.8 Institutional Review Board -- (**Appendix F**)

Policy 2.10 Advertising – (**Appendix G**)

Policy 2.11 Commercial Printing – (**Appendix H**)

Open Meeting

- ***Due to Spring Break the Civitas Awards and the Student Senate update will be presented at the April board meeting.***
- ***New Employee Introductions***
 - Suzey Delger, Director of Nursing – Douglas Campus
 - April Clark, Nursing Instructor – Douglas Campus
- ***Introduction of Visitors***
 - Todd Peterson, EWC Foundation, and Members of VFW Post 2918

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:** *February 9, 2016 meeting and executive session minutes. Please see [Appendix B1](#).
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees*

Ratify Memorandum of Understanding between Eastern Wyoming College and Memorial

Hospital of Converse County: *This agreement was in effect for the current year. However, no clinical resources or funding was ever exchanged to support the new Douglas ADN Nursing Program due to the delay in starting the program until August 2016. The current year agreement has been updated for the 2016-2017 academic year. Please see [Appendix B4](#) for a copy of the agreement.*

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

Ratify Source Gas Service Line Agreement for CTEC: *This agreement provides for a new gas service connection for the CTEC and also covers required relocation of certain piping systems around the building site. The net cost of the agreement is \$14,000 and this cost will be funded by the project's \$23 million construction budget. Source Gas (now Black Hills Energy) will complete the contracted work this summer in coordination with the CMAR, FCI. Please see [Appendix B8](#) for a copy of the agreement.*

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 Selection of Campus ID Card Systems

This request was discussed and denied during the February 9, 2016 Board of Trustees meeting. We greatly appreciate the opportunity to bring the request back to the Board with more details for further discussion. Last fall, the EWC Campus ID Card Systems Review/Evaluation Committee developed a request for proposal (RFP) to replace EWC's Blackboard system that was initially acquired in 2008 for approximately \$75,000 and carries an annual maintenance contract costing almost \$17,000 per year. The RFP was issued in November and five card vendors responded with initial cost quotes ranging from ~\$60,000 to ~\$114,000 with projected ongoing annual maintenance costs of ~\$10,000 to ~\$18,000 annually.

The new system and related equipment will give EWC the continued ability to issue student ID cards that may be used at point-of-sale terminals or card readers in the cafeteria, student center, library, and fitness center. Additionally, the RFP provides for additional wireless readers that may be used at intercollegiate sports and other events to check access privileges. The Committee is recommending approval of the equipment, supplies, hosted software, installation, and training package proposed by Multicard, based on price, proximity to campus, and service record. The projected initial cost is \$60,174 and the ongoing annual maintenance cost is \$11,796. We have the opportunity to finance the system at a below-market interest rate

through the Wyrulec Revolving Loan Fund (RLF). Please refer to **Appendix D** for additional information regarding the campus ID card systems and related financing package. To maximize the financing opportunity by spreading the fixed upfront legal costs over a larger financing amount, we propose to bundle financing for the ID card systems (\$60,174) with a bulk purchase of seventy (70) desktop computers that were missed during last year's rotation (\$64,120). The bundle totals \$124,294. To meet local matching requirements, the RLF terms would require EWC to purchase an additional sixty (60) computers for \$54,960 next fiscal year for a total of 130 desktop computers. Both the local match and the loan payment would be budgeted for within the FY-2017 operating budget.

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

Recommended Action: Motion to approve the selection of the campus ID card systems offered by Multicard for the initial cost of \$60,174 that covers costs of the replacement equipment, installation of same, and training for college staff; including the projected ongoing maintenance costs of \$11,796; and authorize the proposed Wyrulec RLF financing package in the amount of \$124,294, as presented.

Approve Adoption Agreement for the Money Purchase Plan, TIAA-CREF Qualified 401(a) Volume Submitter Plan and Trust for Public Employees

Per EWC Policy 3.16, EWC provides retirement benefits to eligible permanent full-time employees through either the Wyoming Retirement System's (WRS) defined benefit plan or through a TIAA-CREF defined contribution plan. The TIAA-CREF program, a 401(a) retirement plan, is maintained at the institutional level and EWC is responsible for keeping the plan documents current, especially with regard to the non-elective employer contribution percentage that has been increasing incrementally over the past several years. As such, the adoption agreement for the plan and changes being recommended by legal counsel of Holland & Hart are presented in **Appendix E**.

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

Recommended Action: Motion to approve the Adoption Agreement with the changes being recommended by Attorney Leslie Thomson of Holland & Hart, as presented.

Approve on Final Reading New Board Policy 2.8 Institutional Review Board

At this time, EWC would like to establish a formal institutional review board (IRB) within Board policies and create a framework for the development of associated administrative rules that deal with how human participants are employed in the conduct of institutional research activities. The goals are to provide oversight, define the eligible participants (or those that should specifically be excluded, e.g., minors), have protections in place so that participants' privacy, rights, welfare, and well-being are preserved, and ensure that advance consent/assent is properly documented and researchers receive the appropriate training to use human participants in their studies. In order for an institution to be eligible for certain federal research grants, the IRB must be described within written procedures. However, we anticipate that this IRB will be mainly dealing with research projects proposed by our own faculty as part of a program of professional development relating to the acquisition of a higher or an additional graduate degree credential. Please see **Appendix F** for the proposed policy.

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

Recommended Action: Motion to approve on final reading new Board Policy 2.8 Institutional Review Board, as presented.

Approve on Final Reading New Board Policies 2.10 Advertising and 2.11 Commercial Printing

The following policies are a formalization of the current process we follow. We have discussed these policies in the President's Cabinet meetings and at Leadership Team meetings. They were favorably received. Please see [Appendix G](#) & [Appendix H](#) for details.

Prepared by Ms. Tami Afdahl, Director of College Relations

Recommended Action: Motion to approve on final reading new Board Policy 2.10 Advertising, as presented.

Recommended Action: Motion to approve on final reading new Board Policy 2.11 Commercial Printing, as presented.

Approve Tuition Rate-Setting Policy

At the February Wyoming Community College Commission meeting, a discussion was held regarding tuition policy options. A matrix of options can be found in [Appendix I](#). The weight of each major option category signifies popularity among the various state-wide college Council members. There are subcategories to consider under some of the categories. A preference marked as 'N' means absolutely not if we can help it! Blank responses mean respondents are neutral on the specific option. The community college presidents have been requested to discuss these options with their boards and let the Commission know their preference regarding a tuition rate-setting policy.

*Prepared by Dr. Richard Patterson and
Mr. Ron Laher, Vice President for Administrative Services*

Recommended Action: Motion to

INFORMATION ITEMS

College Relations Update:

Please see [Appendix J](#) for the College Relations update.

Faculty Senate Update:

The EWC Faculty Senate met with Dr. Patterson in a special meeting Friday, February 20th. The senate shared their ideas and the ideas gathered from faculty members on suggested initiatives to decrease costs and increase revenue at the college to avoid or mitigate cuts to personnel.

The faculty senate also surveyed the faculty on their preferred process for personnel cuts at the president's recommendation. President Heidi Edmunds has collected the results along with comments from the faculty surveyed.

The senate has completed a recommendation reflecting the desires of the faculty on the selection of division chairs. This memorandum has been submitted to the leadership team for consideration. Please see [Appendix K](#) for details.

Prepared by Mr. Michael DeMers, Faculty Senate Vice President

Institutional Development Update:

An update will be provided relating to Ag visitations and planning.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

The Staff Alliance sponsored Faculty and Staff Fitness Challenge will conclude later this month. We will be awarding prizes and certificates of completion to participants within the next few weeks. The Spring Staff Alliance Social will be on Thursday, March 10th at 3:00 p.m. in the cafeteria. There will be ice cream sundaes, root beer floats, popcorn, and fun!

Per the request of the President, the Staff Alliance Executive Committee sent out a survey similar to that of the Faculty Senate's. The results will be sent to the President and the Board of Trustees to review prior to the board meeting.

Prepared by Ms. Mai Lee Olsen, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

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

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

Revised Administrative Rule:

Administrative Rule 6.10.2 Responsibilities & Procedures: The only change to this Administrative Rule is the addition of the Whistleblower Statement for reporting concerns regarding animal treatment. See **Appendix N**.

Trustee Topics

- **March 17, 2016** – Career and Technical Education Center Ground Breaking, 2:00 p.m.
- **Joint Retreat with Foundation Board** -- Date changed to May 19-20

Adjournment

Upcoming Events:

March 4-6	EWC Rodeo
March 7-11	Spring Break, No Classes
March 8	<i>EWC Board Meeting</i>
March 13	Daylight Savings Begins – Spring Forward
March 17	CTEC Ground Breaking Ceremony, 2:00 -- dirt turning, 2:30 -- Ceremony
March 25	Easter Break, College Closed
March 28	Easter Break, No Classes
March 30	Foundation Board Meeting, 11:30-1:00, CTCI
April 12	<i>EWC Board Meeting</i>
April 20	AG/Rodeo Awards Banquet, 5:00 p.m., Cafeteria
April 21-22	EWC Golf Team Tournament
May 1	Spring Concert, 3:00 p.m., Fine Arts Auditorium
May 5	HSEC Graduation, Tebbet Room 131/132
May 6	EWC Torrington Graduation, 7:00 p.m., Fine Arts Auditorium
May 7	EWC Douglas Graduation, Douglas
May 10	<i>EWC Board Meeting</i>
May 19-20	<i>Joint Retreat with Foundation Board</i>
May 25	Foundation Board Meeting, 11:30-1:00, CTCI
May 30	Memorial Day, College Closed
June 1-3	Governance Institute on Student Success, Casper