

**Eastern Wyoming College Board of Trustees**  
**March 8, 2016**  
**Dolores Kaufman Boardroom**

**Work Session Minutes**

The Eastern Wyoming College Board of Trustees met in a work session on March 8, 2016 at 3:00 p.m. in the Dolores Kaufman Boardroom.

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

The work session was held to discuss the impending budget cuts.

Board President Chavez turned the work session over to the President to present the administration's budget efficiencies proposal. Dr. Patterson indicated the plan takes advantage of 1) retirements to reorganize departments for increased efficiencies, 2) increase resources through new course fees, charging for student printing in computer labs, and other cost saving measures, 3) looking at areas where we are overstaffed or underutilized. Dr. Patterson noted the College is facing \$912,000 shortfall for fiscal year 2017. Members of the President's Cabinet (the Vice Presidents, Human Resource Director, College Relations Director, and Institutional Development Director – all direct reports) were requested to cut budgets in their area by their percentage of the total budget.

Dr. Patterson also indicated the budget reductions of \$552,00 for the current fiscal year are almost complete.

Dr. Patterson responded to questions from the Trustees. Mrs. Chavez questioned if staff would be willing to take a 2% pay cut. Dr. Patterson indicated he would not support a pay cut since in order to meet the needed dollars it would most likely need to be a 6-8% cut across the board and he believed would cause further issues with morale.

Mr. Patrick asked if there were any cuts to administration? Dr. Patterson indicated the position of Director for Procurement and Contracts is being eliminated and there are no plans at this time to fill the CTEC owner's representative position held by Clyde Woods.

Dr. Patterson noted the music program has not been cut, but due to enrollment in the course we could not sustain a full-time instructor position. These classes will be covered through the use of adjunct instructors.

President Patterson then stated he hesitated to go any further with the plan as positions could easily be identified.

Mr. Willox presented an update on the Douglas Campus construction account. He noted EWC will likely receive a refund of approximately \$110,000 in October.

**ACTION:** At 3:55 p.m., a motion was made by Ms. Fisher and seconded by Mr. Kautz to adjourn to executive session to discuss personnel. The motion was unanimously passed.

The executive session was closed at 5:25 p.m.

**Board Meeting Minutes**

The Eastern Wyoming College Board of Trustees met in regular session on March 8, 2016 at 5:45 p.m. in the Dolores Kaufman Boardroom.

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

At 5:45 p.m., a public hearing was held to hear comments on three new Board Policies being proposed; namely, 2.8 Institutional Review Board, 2.10 Advertising, and 2.11 Commercial Printing. There being no comments from the audience the public hearing was closed and the regular meeting was opened.

Dr. Landa introduced Nursing Director Suzey Delger and Nursing Instructor April Clark.

Institutional Development Director John Hansen introduced members representing VFW Post 2918. Post 2918 recently donated to the EWC Foundation funds to be used for a full tuition scholarship. Todd Peterson, President of the Foundation presented the VFW with a certificate and thanked them for their generosity.

**ACTION:** The Board was requested to approve the agenda. Mr. Varney moved to approve the agenda with the addition of an executive session; second by Ms. Fisher. Motion carried unanimously.

In addition to his written update, Dr. Patterson provided a recap of the legislative session noting that House Bill 80 passed and is the legislation which will allow for the recalibration of the community colleges' funding model. Other items of note included the granting of tenure to Kelly Strampe, a Criminal Justice conference was held on campus on February 17<sup>th</sup>, serving as the graduation speaker at the Wyoming Law Enforcement Academy, meeting with the Douglas Advisory Council on Friday, and EWC is hosting a Job Fair on April 6<sup>th</sup>.

The WACCT award winners from EWC were announced; Mai Lee Olsen, Professional Staff Member of the Year and John Patrick, Trustee of the Year.

**ACTION:** The Board was requested to consider the consent agenda. Ms. Fisher moved to approve the consent agenda, which included the minutes from the February 9, 2016 meeting and executive session; second by Mr. Patrick. Motion carried unanimously.

**ACTION:** Mr. Laher presented the financial report followed by the projects update by Mr. Jarvis. Mr. Varney moved to approve the financial report, as presented; Ms. Kilty seconded. Motion was unanimously passed.

**ACTION:** The campus ID card systems selection and financing was brought back before the Board for their consideration. Mr. Laher provided the Board with further information regarding the recommended Multicard System and the financing through the Wyrulec Revolving Loan Fund. He noted the selection of the campus ID card systems offered by Multicard for the initial cost of \$60,174 covers the replacement equipment needed, the installation of this equipment, and training for staff. In addition, there will be ongoing maintenance costs of \$11,796. The financing with Wyrulec will cover the cost of the ID card system and the purchase of 60 computers for a total financing package of \$124,292. Ms. Fisher moved to approve the project and the proposed financing, as presented. Ms. Kilty seconded and the motion was passed with Mr. Kautz opposing.

**ACTION:** The Board was requested to consider the Adoption Agreement for the Money Purchase Plan, TIAA-CREF Qualified 401(a) Volume Submitter Plan and Trust for Public Employees. Mr. Laher explained EWC provides retirement benefits to eligible permanent full-time employees through either the Wyoming Retirement System's defined benefit plan or through a TIAA-CREF defined contribution plan. The TIAA-CREF program is maintained at the institutional level and EWC is responsible for keeping the plan documents current. Ms. Fisher made a motion to approve the Adoption Agreement with the changes recommended by Attorney Leslie Thomson of Holland & Hart, as presented. Seconded by Mr. Patrick and the motion was passed unanimously.

**ACTION:** The Board was requested to approve on final reading the new Board Policy 2.8 Institutional Review Board. The new policy establishes a formal institutional review board within Board policies and will 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. Mr. Patrick moved to approve on final reading new Board Policy 2.8 Institutional Review Board, as presented; second by Mr. Kautz. Motion carried unanimously.

**ACTION:** The final reading was held for new Board Policy 2.10 Advertising. The new policy formalizes the current process used for advertising for the institution. Ms. Kilty moved to approve on final reading new Board Policy 2.10 Advertising, as presented. Mr. Patrick seconded and the motion was unanimously passed.

**ACTION:** The Trustees were requested to approve on final reading the new policy on commercial printing. This policy also formalizes the process for commercial printing at the

College. Ms. Kilty moved and Mr. Kautz seconded the motion to approve on final reading new Board Policy 2.11 Commercial Printing, as presented. Motion carried unanimously.

The Board then held a discussion regarding a tuition rate-setting policy being considered by the Wyoming Community College Commission. Possible choices included the use of inflationary indices, charging for all credit hours up to full-time at 15 instead of 12, use of differential tuition rates, use of geographical tuition rates, use of regional tuition rate comparators, and others. Discussion ensued with a consensus of the Board choosing the option of charging full-time at 15 credit hours instead of 12. Further discussion indicated interest in looking at in-state rates for all as well as inflationary indices.

The Board was provided with updates from College Relations, the Faculty Senate, Institutional Development, the Staff Alliance, Student Services, and Academic Services.

The Board was informed Administrative Rule 6.10.2 Responsibilities and Procedures was recently revised with the addition of the Whistleblower Statement for reporting concerns regarding animal treatment.

Under Trustee Topics the Board was reminded of the groundbreaking ceremony for the Career and Technical Education Center scheduled for March 17, 2016 at 2:00 p.m. and that the joint retreat with the Foundation had been changed to May 19-20.

**ACTION:** A discussion was held regarding a time to hold a special meeting. Mr. Patrick moved to meet for a special meeting on March 17, at 3:00 p.m.; second by Ms. Fisher. Motion carried unanimously.

**ACTION:** Mr. Patrick made a motion at 8:05 p.m. to adjourn to executive session following a five-minute break; Ms. Kilty seconded. Motion carried unanimously.

At 8:55 p.m., the executive session was closed and the regular meeting was adjourned.

Submitted by:

---

Holly L. Branham

---

Angie Chavez, President

---

Marilyn Fisher, Secretary