

EWC BOARD OF TRUSTEES
April 12, 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.

4:00 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. Open Meeting

- Civitas Awards
- Student Senate Update

- *Introduction of Resident Assistants*
- *Introduction of Debate Team*
- *Introduction of Livestock Judging and Show Teams*
- *Introduction of Golf Team*
- *Introduction of Diversity Club*
- *Introduction of Visitors*

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:** March 8, 2016 meeting and executive session minutes, the March 17, 2016 special meeting and special executive session minutes, and the March 22, 2016 special meeting and special executive session minutes. Please see **Appendix B1**.

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

- Approve Follett Bookstore Operating Agreement:** *The current Follett Bookstore operating agreement has been in effect since June 1, 2011. Upon expiration on May 31, 2016, it will renew automatically for successive one-year terms. Rather than let the current agreement continue forward, we have been advised by our attorneys to review and update the terms and conditions, which we have done and the new agreement covering a three-year period being proposed is shown under **Appendix B7**. This agreement has been reviewed by Attorney Kelley Pearson and her staff. We have requested that Follett consider higher sales commissions for EWC and are awaiting further word from them. In the interim, we request approval of the contract form as presented at the stated commission rates or higher, as available.*

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

- Approve FY-2017 Scholarship and Grants Budget Amendments:** *The EWC Scholarship Committee is requesting approval of recommended amendments to the 2016-17 scholarship/grants budget approved by the Board on December 8. These amendments mostly relate to raising the value of tuition and fees scholarships by the amount of the recent rate increases. Student fees at EWC were raised from \$24 to \$28 per credit hour for 2016-17 and the Wyoming Community College Commission raised tuition rates by 7% on March 21, starting in the fall. The total cost of these amendments is \$57,568, which will be mostly funded by revenue from the rate increases and restricted sources (Excellence in Higher Education Endowment funding). Division fees scholarships were eliminated too and this will provide \$7,681 to help offset the cost. Please see **Appendix B17** for line item details.*

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

- Approve Wyrulec Loan Agreement Documents:** *Last month, the EWC Board of Trustees approved a tentative plan to borrow equipment replacement funds from the Wyrulec Company Revolving Loan Fund (RLF). A resolution authorizing the loan terms below will be sent to the Board separately via email on Friday, April 8. We request consideration and approval of the resolution prepared by Attorney Barbara Bonds.*

Eastern Wyoming College				
Proposed Wyrulec/RLF Loan Repayment Schedule				
April 7, 2016				
Principal:		\$ 124,294		
Interest Rate:		1.5%		
Term (Years):		5		
Payment Frequency:		Annual		
Due:	Principal	Interest	Total	Principal Balance
5/15/2017	\$ 24,124.14	\$1,864.41	\$ 25,988.55	\$ 100,169.86
5/15/2018	\$ 24,486.00	\$1,502.55	\$ 25,988.55	\$ 75,683.86
5/15/2019	\$ 24,853.29	\$1,135.26	\$ 25,988.55	\$ 50,830.57
5/15/2020	\$ 25,226.09	\$ 762.46	\$ 25,988.55	\$ 25,604.48
5/15/2021	\$ 25,604.48	\$ 384.07	\$ 25,988.55	\$ (0.00)
	\$ 124,294.00	\$5,648.75	\$129,942.75	

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

- Ratify Acceptance of Wyoming Community Gas Natural Gas Fixed Rate Bid:** *Natural gas bids were formally requested for the 2016 Wyoming Choice Gas Program on March 21. A summary of bids received is shown in **Appendix B20**. Wyoming Community Gas presented the best bid (the apparent low bidder) at \$.497 per therm, which was accepted by President Patterson for the nine EWC accounts, including Douglas Campus. We recommend ratification of that decision.*

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 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 Reappointment of Eligible Non-Tenured Faculty

Dr. Patterson is recommending the reappointment of all eligible non-tenured faculty.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the reappointment of all eligible non-tenured faculty, as presented.

Approve the Appointment of Tom Andersen to the Position of Athletic Director

At the recommendation of Dr. Cogdill and approval of President Patterson, we are requesting the Board of Trustees approve Tom Andersen as the EWC Athletic Director. Mr. Andersen has served as the interim director for the past year and has done an excellent job.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the appointment of Tom Andersen to the position of Athletic Director, as presented.

Approve on First Reading Board Policy 6.1 Use of College Facilities

We are requesting the Board consider the revisions to the Use of College Facilities Policy as presented in **Appendix D**. As you can see the changes to the policy are being proposed in order to align the Torrington and Douglas Campuses as it relates to the use of college facilities. Revisions to the associated Administrative Rules are still being discussed and once finalized will be presented to the Leadership Team for review and distribution per our usual process. However, we wanted the Board to be aware of the changes being proposed.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 6.1 Use of College Facilities, as presented.

Approve Professional Development Units for Salary Advancement

We are requesting approval of Professional Development Unit salary schedule changes for Heidi Edmunds, Debbie Ochsner, and Mai Lee Olsen per the recommendation of President Patterson and in accordance with Board Policy 3.8 and Administrative Rule 3.8.1. The total annual cost to EWC is \$8,148.98 and the PDU increases will become effective for FY-17.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve Professional Development Units for salary schedule changes for Heidi Edmunds, Debbie Ochsner, and Mai Lee Olsen effective FY-17 for a total of \$8,148.98, 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

College Relations Update:

We will be holding a Community and Neighborhood meeting for the Career and Technical Education Center on Thursday, April 14 at 6:00 pm. The meeting will be held in the Tebbet Classroom Building Rooms 131-132.

The purpose of this meeting is to introduce FCI Constructors of Wyoming who will be managing the project. FCI will be sharing the construction timeline and schedules. This is also an opportunity for those who are interested to see the architectural plans and ask any questions concerning the project.

Prepared by Ms. Tami Afdahl, Director of College Relations

Faculty Senate Update:

An update will be provided at the meeting.

Institutional Development Update:

- Philanthropy of Dr. Bittner
- Expansion of EWC Foundation members from Converse County
- Establishing a grant committee funding process

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

The Faculty and Staff Fitness Challenge is officially completed! This challenge brought in an astounding total of over 200,000 minutes from participants. The results will be announced at the next meeting. The Staff Alliance Spring Social was a great success! We had 45 staff members attend to enjoy ice cream sundaes, root beer floats, popcorn, music, and giveaways! We are looking forward to hosting future events this summer and moving into the Fall semester.

Prepared by Ms. Mai Lee Olsen, Staff Alliance President

Student Services Update:

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

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

Revised Administrative Rules:

Administrative Rule 3.2.2 Appointment and Advancement of Benefitted Employees: Proposed changes relate to reimbursements for interviewing and moving expenses. The proposed changes are highlighted in red. (See **Appendix G**)

All Personnel Administrative Rules: The proposed changes consist of adding paragraph headings for readability and clarity. Some changes have been made to titles or other housekeeping items. The proposed changes are highlighted in red. (See **Appendix H**)

Trustee Topics

Reminders:

- 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 19-20: Joint Retreat with Foundation Board
- **June 2-3: Governance Institute on Student Success, Casper (Appendix I)**

Adjournment

Upcoming Events:

April 12	<i>EWC Board Meeting</i>
April 13	Athletic Banquet, Rendezvous Center, 6:30 p.m.
April 14	CTEC Neighborhood Meeting, Room 131/132, 6:00 p.m.
April 20	AG/Rodeo Awards Banquet, 5:00 p.m., Cafeteria
April 21	WACCT Meeting, Western Wyoming Community College, Rock Springs
April 22	Wyoming Community College Commission Meeting, Western Wyoming Community College, Rock Springs
April 21-22	EWC Golf Team Tournament
May 1	Spring Concert, 3:00 p.m., Fine Arts Auditorium
May 5	HSEC Graduation, 6:00 p.m., Tebbet Room 131/132
May 6	EWC Torrington Graduation, 7:00 p.m., Fine Arts Auditorium
May 7	EWC Douglas Graduation, Douglas, 2:00 p.m.
May 9	Retirees and Employee Recognition, 2:00 p.m.,
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 2-3	Governance Institute on Student Success, Casper
June 14	<i>EWC Board Meeting</i>