

**EWC BOARD OF TRUSTEES**  
**May 10, 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.      **Work Session – Preliminary Budget for Fiscal Year 2017 – Appendix \***
- 5:00 p.m.      **Dinner in the Cafeteria**

**AGENDA**

- 5:45 p.m.      **Open Meeting**

- ***Introduction of KaylaRae Lawrence, EWC GEAR-UP Student & Wyoming GUALA Representative***
- ***Introduction of Visitors***

**Election of New Board President**

**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:** *April 12, 2016 board meeting and executive session minutes. Please see **Appendix B1**.*

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

- **Approve Academic Calendar for 2018-2019:** *Please see **Appendix B4** for the proposed academic calendar for 2018-2019.*

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

- **Approve Certification of Uncollectible Debts:** *Please see **Appendix 7** for details relating to this request. Addendum #1 certifies uncollectible debts totaling \$4,439.42, which is composed of bankruptcy and deceased student discharges. The circumstances of individual debts are confidential and are protected under the Family Educational Rights and Privacy Act (FERPA), a federal privacy law.*

*Prepared by Ms. Karen Parriott, Business Office Director*

- **Approve Request for June Public Hearing on Final Budget for FY-2016:** Pursuant to W.S. 16-4-112, a public hearing will be held on Thursday, June 30, 2016 at 10:00 a.m. on EWC's main campus in the Dolores Kaufman Boardroom, Room 274, of the Eastern Wyoming College Tebbet Classroom Building, for the purpose of soliciting public comments on proposed transfers of unexpended and unencumbered appropriations within the Current, Endowment, and Plant Funds for the fiscal year ending June 30, 2016. Please see Appendix B10 for details.

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

- **Approve Request to Schedule Public Hearing for Renewal of the One-Half Mill Levy for FY 2017 and FY 2018:** A notice of intent has been prepared and it is shown in Appendix B11, along with relevant state statutes. Approval of this assessment will be considered within the final FY-2017 College Budget that will be presented to the Board in July. A public hearing is scheduled for June 30, 2016 at 10:00 a.m. in the Dolores Kaufman Boardroom.

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

- **Approve Renewal of Goshen Community Theatre Agreement:** GCT agrees to pay a facility use fee equivalent to \$95 per performance, effective with the signing date of the agreement. Currently, the fee is \$85 per performance. The agreement has no set expiration date, but either party may terminate the agreement by tendering advance written notice. EWC will review the terms of this agreement annually to ensure fairness to both parties. Please refer to Appendix B12 for further details.

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

- **Approve Lease Agreement between EWC and EWC Foundation for Nighswonger Property:** The proposed lease agreement may be found in Appendix B13. This extends the original Nighswonger property lease that will expire on June 30, 2016. The new lease agreement is for a five-year term beginning July 1, 2016. It automatically renews for five successive one-year terms thereafter, but may be terminated any time with the required notice. The agreement has been reviewed by College legal counsel.

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

- **Approve Bid for Fan Coil Renovation Project:** In a public bid opening held on April 26, 2016 and in response to an advertised invitation to bid, Valley Plumbing & Heating submitted the sole bid for \$59,556, which covers labor and materials per engineering specifications and drawings to replace selected fan coil heating units in the Veterinary Technology Building. This project is funded by restricted major maintenance state funding and is an ongoing effort to improve classroom and laboratory learning environments.

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

- **Approve Resignation of Josh McDaniels, Math Instructor:** Josh McDaniels has submitted his letter of resignation effective at the end of his current contract.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

- **Approve Resignation of Larry Curtis, Criminal Justice Instructor:** Larry Curtis has notified us of his intent to retire effective at the end of his current contract.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

***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 Fiscal Year 2017 Preliminary College Budget

Please see **Appendix D** for the FY-2017 Preliminary Budget.

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

**Recommended Action: Motion to approve the FY-2017 Preliminary College Budget, as presented.**

### Approve Appointment of Christine Chesser to the Position of Lead Cosmetology Instructor and Department Head

In accordance with Personnel Policy 3.2 the Selection Committee recommends, Vice President Landa endorses, and President Patterson concurs, the Board of Trustees approve the appointment and new-hire of Christine Chesser to this position.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve the appointment of Christine Chesser to the position of Lead Cosmetology Instructor, as presented.**

### Approve Appointment of Jeremy Christensen to the Position of Communications Instructor and Speech and Debate Coach

In accordance with Personnel Policy 3.2 the Selection Committee recommends, Vice President Landa endorses, and President Patterson concurs, the Board of Trustees approve the appointment and new-hire of Jeremy Christensen to this position.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve the appointment of Jeremy Christensen to the position of Communications Instructor and Speech and Debate Coach, as presented.**

### Approve Appointment of Margaret Farley to the Position of Associate Vice President for Converse County – Douglas Campus

In accordance with Personnel Policy 3.2 the Selection Committee recommends, Vice President Landa endorses, and President Patterson concurs, the Board of Trustees approve the appointment and new-hire of Margaret Farley to this position.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve the appointment of Margaret Farley to the position of Associate Vice President for Converse County – Douglas Campus, as presented.**

## **Approve Appointment of Roger Humphrey to the Position of Associate Vice President for Outreach**

In accordance with Personnel Policy 3.2 the Selection Committee recommends, Vice President Landa endorses, and President Patterson concurs, the Board of Trustees approve the appointment and new-hire of Roger Humphrey to this position.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve the appointment of Roger Humphrey to the position of Associate Vice President for Outreach, as presented.**

## **Approve Submission of Ag Facility Construction Grant**

EWC has been exploring the possibility of receiving \$1.5 million through a 50/50 matching grant from the U.S. Economic Development Administration (EDA). The grant will help finance the construction of the proposed ATEC facility. A preapplication was submitted in April, which was approved by the EDA, and EWC was invited to be an applicant for the full grant application. EWC looks to complete the full application by June 1. The grant will match completed private fundraising and bond proceeds designated towards ATEC. Please see **Appendix E** for the preliminary application, which was developed collaboratively with EWC Ag faculty and community advisors.

*Prepared by Ron Laher, Vice President for Administrative Services and John Hansen, Director of Institutional Development*

**Recommended Action: Motion to approve submission of the Ag Facility construction grant, as presented.**

## **Consider Special Board Meeting for Personnel Appointments**

We are requesting consideration of a special board meeting to be held on May 31, at 5:00 p.m. for approval of personnel appointments.

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

**Recommended Action: Motion to approve a special board meeting on May 31, 2016 at 5:00 p.m., as presented.**

## **INFORMATION ITEMS**

### **Student Services Update:**

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

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

### **Academic Services Update:**

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

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

### **College Relations Update:**

Please see **Appendix H** for the College Relations update.

*Prepared by Ms. Tami Afdahl, Director of College Relations*

### **Faculty Senate Update:**

The Faculty Senate recently held elections and the following faculty were selected to represent their respective areas. Officer elections are scheduled for Tuesday, May 10, and we will share the results at the Board meeting.

- Health Technology and PE Cluster- Julie Sherbeyn
- Education and Social Science Cluster- Kate Steinbock
- Art, English, Communication, and Criminal Justice Cluster- Kelly Strampe
- Agriculture and Business Cluster- Jennifer Minks
- Douglas Cluster- Sherri Warren
- Vet Tech Cluster- Colleen Mitchell
- Math and Science Cluster- Bob Creagar
- Cosmetology, Computers, and Welding Cluster- Amanda Asmus

The Faculty Senate will also host a picnic bidding farewell to our departing colleagues and friends and celebrating the conclusion of the Spring 2016 semester.

Burgers, hot dogs, condiments, plates, and utensils will be provided for a barbeque on Monday, May 9, beginning at 4:30 pm at the large picnic shelter at Pioneer Park. You and your families are invited to attend.

*Prepared by Ms. Heidi Edmunds, Faculty Senate President*

### **Institutional Development Update:**

- Economic Development Agency Grant
- Power Grant Initiatives
- Distinguished Alumnus

*Prepared by Mr. John Hansen, Director of Institutional Development*

### **Staff Alliance Update:**

The Staff Alliance is planning to host a summer social for all staff members to kick off the summer session. We are very appreciative of the general meeting that Dr. Rick Patterson and Trustee John Patrick will be hosting on Tuesday afternoon to provide information and to answer any questions employees may have about the upcoming budget situation.

*Prepared by Ms. Mai Lee Olsen, Staff Alliance President*

### **Revised Administrative Rules:**

**Administrative Rule 3.18.3 Flexible Benefits Plan:** The proposed changes to Administrative Rule 3.18.3 Flexible Benefit Plan consist of replacing the dollar amount with “the amount determined by IRS guidelines.” The revisions have been highlighted in red. The Administrative Rule can be found in **Appendix I**.

**Administrative Rule 6.4.1 Computer Use Procedures:** The proposed changes to Administrative Rule 6.4.1 consist mainly of changing “students” to “users” and adding Library patrons to the list of those being granted account access to College computers. The revisions have been highlighted in red. The Administrative Rule can be found in **Appendix J**.

### **Trustee Topics**

#### **Reminders:**

- **May 19-20:** Joint Retreat of the Board of Trustees and the Foundation Board of Directors – Agenda for meeting **Appendix K**
- **June 2-3:** Governance Institute on Student Success – Attending for EWC: Marilyn Fisher, Mike Varney and John Patrick. (See **Appendix L** for Institute agenda)

## Executive Session – Personnel

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

## Adjournment

**Upcoming Events:**

May 9	Employee Recognition and Retiree Reception, 2:00 p.m., Cafeteria
<b>May 10</b>	<b><i>EWC Board Meeting</i></b>
<b>May 19-20</b>	<b><i>Joint Retreat with Foundation Board</i></b>
May 25	Foundation Board Meeting, 11:30-1:00, CTCI
May 30	Memorial Day, College Closed
June 1	Wyoming Community College Commission Meeting, Casper College
<b>June 2-3</b>	<b>Governance Institute on Student Success, Casper College</b>
<b>June 14</b>	<b><i>EWC Board Meeting</i></b>
June 18	EWC Foundation Golf Tournament
July 4	Fourth of July Holiday, College Closed
<b>July 12</b>	<b><i>EWC Board Meeting</i></b>
July 28	Fair Day, College Closed
<b>August 9</b>	<b><i>EWC Board Meeting</i></b>
<b>August 10-29</b>	<b>Filing Period for Board of Trustee Seats -- Area 1-LaGrange, Iowa Center, Hawk Springs; Area 2-Huntley, Yoder, Veteran; and 2 for Area 4-Torrington, Prairie Center</b>