

**EWC BOARD OF TRUSTEES**  
**June 13, 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.*

**5:00 p.m. Dinner in the Student Center**

**AGENDA**

**5:45 p.m. Public Hearing - Revisions to Board Policy 6.1 Use of College Facilities (Appendix D)**

**Open Meeting**

- *Introduction of Visitors*

**Executive Session – Personnel**

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

**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:** *May 10, 2016 board meeting and executive session minutes, the May 18, 2016 special meeting and executive session minutes, and May 31, 2016 special meeting and executive session minutes. Please see **Appendix B1**.*

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

- **Approve Renewal of Memorandum of Agreement Between EWC and the EWC Foundation:** *This memorandum of agreement between Eastern Wyoming College and EWC Foundation outlines the management of matching funds and investment of permanent funds received under the Wyoming Community College Endowment Challenge Program. The Foundation approved the agreement at their May meeting. A copy of the Memorandum of Agreement can be found in **Appendix B8**.*

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

- **Approve North Campus Land Lease Renewal:** Please see [Appendix B12](#) for lease agreement between EWC and EWC Foundation that governs the College's educational use of the two-acre parcel located within the bounds of the former Hilltop Drive-In movie theatre. The land was originally donated by the Maxfield family to provide a site for the Animal Holding Facility.  
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Renewal Lease Agreement for Hinkley Property:** Please see [Appendix B16](#) for the lease agreement between EWC and EWC Foundation. The format is similar to the other North Campus lease. The payment amount was established at the time the property was purchased (in 2004) so that a 6% rate of return is generated on the investment in land made by EWC Foundation (\$1,672.85 per month). EWC utilizes the 14-acre property as pasture for livestock in its Veterinary Technology and Ag/Livestock Judging Programs.  
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Lancer Club Agreement:** The Lancer Club agreement is up for renewal and the only significant change is no end date has been included in the agreement. Either party may terminate the agreement upon 30 days written notice to the other party. Please see [Appendix B18](#) for details.  
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Renewal of Goshen County Fair Association Facility Usage Contract:** For FY-16 EWC agreed to pay Goshen County Fair Association a fee of \$12,000 for use of the Pavilion and the Outdoor Arena. The renewal agreement requests an increase of \$3,000 for a total of \$15,000 for FY-17. Complete details of the contract can be found in [Appendix B19](#).  
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Renewal of Campus Resource Officer Agreement:** The only change to this agreement is the date has been changed for this fiscal year. The complete agreement can be found in [Appendix B20](#).  
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Agreement with Banner Health for Trainer Services:** This agreement will allow the Banner Health (dba Community Hospital) to provide athletic training services to the student athletes of Eastern Wyoming College through June, 2019. Banner Health will provide a full-time certified athletic trainer (ATC) from Torrington Community Hospital who will be exclusively responsible to the EWC Athletic Department for practices and games. Banner will serve as the exclusive provider of team rehabilitation/athletic training services at all College athletic events. These services will include taping/treatment of athletes prior to an event, evaluation/consultation following an injury and evaluation/consultation services with appropriate referral for Physical Therapy, Medical Doctor or follow-up with the ATC to be determined. EWC will provide the facilities, equipment and supplies for its part of the agreement and will issue the trainer the necessary ID, keys and appropriate access to the EWC facilities. Other EWC responsibilities include: a) Appropriate sponsorship signage on posters and on the EWC Athletics home page; b) Exclusive naming rights to the EWC athletics training room (to be named "Banner Health Sports Training"; and c) two public address advertisements at every home athletic event in the Verl Petsch, Jr. gymnasium. This agreement replaces the one with the Orthopaedic and Spine Center of the Rockies (OCR) which is due to expire on June 18, 2016 and has been reviewed by the EWC legal counsel. The current agreement considers the concern brought up by Trustees on May 31 and has been accordingly amended.  
Prepared by Dr. Rex Cogdill, Vice President for Student 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 Budget Efficiencies Plan – Part 2

***Recommended Action: Motion to approve part 2 of the budget efficiencies plan as developed by the administration.***

### Approve Reduction in Force Plan

***Recommended Action: Motion to approve the Reduction in Force plan.***

### Approve Financial Report

Please see **Appendix C** for the written financial report.

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

***Recommended Action: Motion to approve the financial report, as presented.***

### Approve Final Reading for 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**. The changes to the policy are being proposed in order to provide uniformity in the use of college facilities for both the Torrington and Douglas Campuses.

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

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

### Approve Granting Emeritus Status to Donna Charron, Jan Lilletvedt, and Rick Vonburg

The Curriculum and Learning Council, with Dr. Patterson's approval, is recommending Donna Charron, Jan Lilletvedt, and Rick Vonburg be granted Emeritus Status. Emeritus Status provides the same privileges awarded benefitted personnel in the areas of EWC tuition waivers, fitness center waivers, bookstore discounts, cosmetology discounts, and athletic event passes.

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

***Recommended Action: Motion to approve granting Emeritus Status to Donna Charron, Jan Lilletvedt, and Rick Vonburg, as presented.***

### Approve Appointment of Neal Sherbeyn to the Position of Fitness Center Director/Men's Basketball Coach

Per Board Policy 3.2 the Selection Committee recommends, with Dr. Patterson's approval, the Board of Trustees approve appointment of Neal Sherbeyn as listed above. Mr. Sherbeyn holds a BS in Kinesiology from Western State College of Colorado, 1994; 9 graduate-level credit hours towards Master's degree. He is certified by the 1) American Council on Exercise; and 2) AHA Health Care Provider (Adult & Child CPR with AED and Basic First Aid), has experience as a College Head Coach and Assistant Coach; Fitness Center Director; Physical Therapy; High School Assistant Coach; Exercise Specialist, three-sport college student-athlete & Professional athlete. There were 83 total applicants: 6 invited, 5 scheduled, 4 interviews conducted; Selection Committee unanimous consent.

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

***Recommended Action: Motion to approve the appointment of Neal Sherbeyn to the position of Fitness Center Director/Men's Basketball Coach, as presented.***

## **INFORMATION ITEMS**

### **Student Services Update:**

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

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

### **Academic Services Update:**

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

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

- **Adult Education Program Review:** Please see **Appendix G** for the program review.

### **Construction Projects Update:**

Please see **Appendix H** for a list of projects.

*Prepared by Mr. Ron Laher, Vice President for Administrative Services  
and Mr. Keith Jarvis, Director of Physical Plant*

### **Human Resources Update:**

- Appointment Letters & Salary Info Sheets
- Math Instructor, Data Analyst, Criminal Justice Instructor
- 6x Adjunct Instructors
- ESL Instructor

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

### **Institutional Development Update:**

The Board will be provided with an update on the Western Writers of America event to be held on Campus.

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

### **Revised Administrative Rules:**

#### **Administrative Rule 6.1.1 Use of College Facilities:**

Changes to the Administrative Rule include the new utilities fee charge and aligns the Torrington and Douglas Campuses as it relates to the use of college facilities. Please see **Appendix I** for the final changes to the Administrative Rule.

### **Trustee Topics**

- Report on May 19 & 20 Joint Retreat
- Report on June 2 & 3 Governance Institute on Student Success

## **Adjournment**

**Upcoming Events:**

**June 14**

June 18

***EWC Board Meeting***

EWC Foundation Golf Tournament

July 4

Fourth of July Holiday, College Closed

**July 12**

July 28

***EWC Board Meeting***

Fair Day, College Closed

**August 9**

**August 10-29**

***EWC Board Meeting***

**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

August 30

First Day of Fall Semester