

EWC BOARD OF TRUSTEES
July 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. Fiscal Year 2017 College Budget Review -- (Appendix F)**
- 5:00 p.m. Dinner in the Student Center**

AGENDA

- 5:45 p.m. Public Hearing - Fiscal Year 2017 College Budget -- (Appendix F)**

Open Meeting

- ***Presentation to EWC Golf Team by Scott Prusia, EWC Foundation***

- ***Introduction of New Employees***
Roger Humphrey, Associate Vice President for Outreach
Margaret Farley, Associate Vice President for Converse County

- ***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:** *The June 9, 2016 special meeting and special executive session minutes, the June 14, 2016 board meeting and executive session minutes, and the June 22, 2016 special meeting and executive session minutes. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees

- **Approve Concurrent/Dual Enrollment Agreements:** *The purpose of this agreement is to establish a partnership that provides postsecondary opportunities for eligible high school students, specifically*

concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201. These agreements are renewed on an annual basis. EWC has agreements with the following school districts: Converse County School Dist. 1, Converse County School Dist. 2, Crook County School Dist. 1, Goshen County School District, Niobrara County School District, Platte County School Dist. 1, Platte County School Dist.2, Weston County School Dist. 1, and Weston County School Dist. 7. Please see Appendix B5 for an example of a Concurrent/Dual Enrollment Agreement.

Prepared by Mr. Roger Humphrey, Associate VP for Outreach

- **Approve Renewal of Golf Course Agreement:** One change was made to this agreement. Under #8, the golf team members do not need to get a City of Torrington I.D. from the Police Department. Please see Appendix B10 for a copy of the agreement.

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

- **Approve Lancer Club Agreement:** The Lancer Club Agreement is being brought back to the Trustees for renewal and we believe Trustee Patrick's concerns with the agreement have been addressed through the addition of the statement "mutual consent of EWC and the Booster Club" under item number 3. See Appendix B12 for the agreement.

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

- **Approve Renewal of WDOC and EWC Educational Services Agreement:** The only change to this agreement is providing updated tuition and fee information and changing COMPASS to ACCUPLACER for placement testing. Please see Appendix B13 for a copy of the agreement.

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

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.

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

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

Approve Fiscal Year 2016 Transfers of Unexpended/Unencumbered Appropriations and Requested Budget Authority Increases

Pursuant to W.S. 16-4-112/113, a public hearing was held on June 30, 2016, to consider and take comments on the proposed fiscal year 2016 budget program transfers as outlined in Appendix D. No comments from the public were offered during the hearing. The Unrestricted Operating Fund was decreased by \$459,452 in order to adjust spending down to the expected current year tuition and fees revenues. The Restricted Grants & Contracts/BOCES Fund was increased by \$24,189. The Plant Funds Debt Service Fund was decreased by \$88,100 for the cancellation of the Converse County loan for Douglas Campus due to excess projected special purpose tax collections. Transfers were made between program categories to correct current year budget deficits. We therefore request approval of the budget changes for the fiscal year ended June 30, 2016, as presented.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the fiscal year 2016 transfers of unexpended/unencumbered appropriations and requested budget authority increases, as presented.

Approve Assessment of One-Half Mill Levy for FY-2017 and FY-2018

The one-half mill levy supports continuing concurrent credit enrollment for high school students and other post-secondary education programs and services through the Eastern Wyoming Board of Cooperative Educational Services (EW BOCES), of which EWC is a member. A hearing on the EWC assessment was held on June 30 and no comments were received from the public. Please review to **Appendix E** to review the details of the FY-2017 budget that is scheduled to be considered by the EW BOCES on July 14, 2016.

Prepared by Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the assessment of the one-half mill levy for FY-2017 and FY-2018, as presented.

Approve Proposed Fiscal Year 2017 College Budget

The Fiscal Year 2017 College Budget book can be found in **Appendix F**.

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

Recommended Action: Motion to approve the Fiscal Year 2017 College Budget, as presented.

Approve on First Reading Revisions to Board Policy 2.3 Crisis Management

This proposed change updates this policy and removes outdated verbiage. It establishes a time when the plan is to reviewed and updated on an annual basis. The revised policy can be found in **Appendix G**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 3.2 Crisis Management, as presented.

Approve on First Reading New Board Policy 2.9 Media Relations

This Media Relations policy was brought before the Board earlier this year. At that time the request was made to work with David Evans on more appropriate language. This new policy is reflective of that new language developed by Mr. Evans. Please see **Appendix H** for the new policy.

Prepared by Ms. Tami Afdahl, Director of College Relations

Recommended Action: Motion to approve on first reading new Board Policy 2.9 Media Relations, as presented.

Approve on First Reading Revisions to Board Policy 3.12 Sexual Harassment

HR recommends adoption of the attached updated Board Policy 3.12, Sexual Harassment. The proposed changes align the College's verbiage with that used by the US Department of Labor and Education. It also establishes an Administrative Rule for that portion of the current policy which is implementation oriented versus broad, overarching policy. The revised policy can be found in **Appendix I**.

Recommended Action: Motion to approve on first reading the revisions to Board Policy 3.12 Sexual Harassment, as presented.

Approve Appointment of Dinesh Kasti to the Position of Math Instructor

Per Board Policy 3.2 the Selection Committee recommends, with Dr. Patterson's approval, the Board of Trustees approve the appointment of Dinesh Kasti to the position of Math Instructor.

Education

PhD & MS, Mathematics, FAU, 2016 & 2012

PgC, Computing Science, Staffordshire Univ (UK), 2010

MS & BS, Mathematics, Tribhuvan Univ (Nepal), 2007 & 2005

BS, Computer Science, Tribhuvan Univ, 2004

Teaching Experience (8 yrs Coll/Univ Math teaching exp., 4 yrs HS teaching exp)

Math Instructor, FAU, 5 years

Math Tutor, FAU, 6 years

Math Advisor/Mentor, FAU, 6 years

Math Teaching Asst & Lab Teacher, FAU, 6 years

Math Faculty, Kantipur Engineering Coll (Nepal), 2 years

Adjunct Faculty, Tribhuvan Univ, 1 year

Math & Comp Sci Teacher, Basu High School (Nepal), 2 years

Math & Comp Sci Teacher, Mahendra Vidya Ashram HS (Nepal), 2 years

Business Experience

Software Developer (Java), Teach World IT Partner Pvt. Ltd. (Nepal), 3 years

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the appointment of Dinesh Kasti to the position of Math Instructor, as presented.

Consider Changing August Board Meeting Date

Dr. Patterson is scheduled to be out of town the week of August 8-12. We are requesting the Board consider changing the August board meeting date to Wednesday, August 3.

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

Recommended Action: Motion to approve changing the August board meeting to Wednesday, August 3, as presented.

INFORMATION ITEMS

Institutional Development Update:

The Foundation Golf Tournament report will be presented by Mr. Scott Prusia, Foundation Treasurer. In addition, a report will be provided regarding the Western Writers of America event held on campus.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

The Staff Alliance will be hosting a summer social prior to the beginning of classes. Planning and preparation will begin for the fall Faculty and Staff Fitness Challenge and the Holiday Social in December.

Prepared by Ms. Mai Lee Olsen, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

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

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

- **Program Reviews:** Please see **Appendix L** for the program reviews for Pre-professional programs, Science Department, and the Social Sciences Cluster.

- **Annual Enrollment Comparison Summary for 2015-2016:** The Annual Enrollment Comparison Summary for 2015-2016 indicates the total headcount for 2015-2016 decreased by 102 students. The total full-time enrollment decreased by 130 students and the total part-time enrollment increased by 28 students. The annualized Full Time Equivalency (FTE) for 2015-16 decreased by 150.46 FTE. Please see **Appendix M** for further details of the report.

Prepared by Mr. Jim Maffe

Construction Projects Update:

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

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

Trustee Topics

Executive Session – Personnel

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

Adjournment

Upcoming Events:

July 12

July 28

EWC Board Meeting

Fair Day, College Closed

August 3

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 22

August 22

Launching of New Nursing Program, 10:00- 11:00 a.m., Douglas Campus

Welcome Reception for Margaret Farley, New Converse County Associate Vice President, 1:00-3:00 p.m., Douglas Campus

August 23-26

August 30

In-Service Week

First Day of Fall Semester

September 5

September 12

September 28

Labor Day, College Closed

EWC Board Meeting

EWC Foundation Board Meeting, 11:30-1:00 p.m. Tebbet Building, Room 132