

**Eastern Wyoming College Board of Trustees
July 12, 2016
Dolores Kaufman Boardroom**

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on July 12, 2016 at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

Mr. Laher reviewed and answered questions regarding the Fiscal Year 2017 College Budget.

The work session closed and the Trustees proceeded to dinner in the Student Center.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on July 12, 2016 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members attending were Lowell Kautz, Marilyn Fisher, Mike Varney, Jim Willox and George Nash. Angie Chavez participated by telephone. John Patrick and Julie Kilty were the only members absent.

A public hearing was held at 5:45 p.m. to hear comments on the FY 2017 College Budget. There being no comments from the audience the public hearing was closed and the regular meeting was opened by Board President Kautz.

Holly Lara, administrative specialist for the Institutional Development Office provided an update on the Foundation Golf Tournament, which netted approximately \$8,000. In addition, the Golf Team was awarded a check for \$1,100 as a result of a silent auction hosted by Dave Dent, Torrington Golf Course Pro Shop manager.

Mr. Meyer introduced Margaret Farley, EWC's new Associate Vice President for Converse County.

ACTION: The Board was requested to approve the agenda. Mr. Varney moved to approve the agenda, as presented. Ms. Fisher seconded and the motion passed unanimously.

In his President's update, Dr. Patterson informed the Trustees that Dr. Laurie Nichols was on campus meeting with employees and he attended an event with Dr. Nichols in Wheatland hosted by Chuck Brown. Dr. Patterson stated there is uncertainty regarding UW outreach site at EWC, the EDA grant is looking promising, Dr. Bittner has agreed to be the attending vet, the CTEC is progressing and a topping out ceremony is being planned for September or October.

ACTION: The Board was requested to approve the consent agenda. Ms. Fisher moved and Mr. Varney seconded the motion to approve the consent agenda, which included the June 9, 2016 special meeting and executive session minutes, the June 14, 2016 board meeting and executive session minutes, the June 22, 2016 special meeting and executive session minutes, the Concurrent/Dual Enrollment Agreements, the renewal of the Golf Course Agreement, and the renewal of the Lancer Club Agreement. The motion was unanimously passed.

ACTION: Renewal of the Memorandum of Agreement between the Wyoming Department of Corrections and EWC for Educational Services was brought before the Board for their consideration. Mr. Evans noted there were a few minor changes to the agreement needed. Ms. Fisher moved to approve the MOU and allow VP Laher the ability to make changes; second by Nash. Motion carried unanimously.

ACTION: Mr. Laher presented the financial report. Ms. Fisher moved to approve the financial report, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION: Mr. Laher requested the Board consider the budget changes for fiscal year 2016. A public hearing was held on June 30, 2016, and no comments from the public were offered during the hearing. Mr. Laher noted 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 and 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. Mr. Varney moved to approve the fiscal year 2016 transfers of unexpended/unencumbered appropriations and requested budget authority increases, as presented. Mr. Nash seconded; motion carried unanimously.

ACTION: The Board was requested to consider the assessment of the one-half mill levy for FY-17 and FY-18. Mr. Laher informed the Board 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. Mrs. Chavez made a motion to approve the assessment of the one-half mill levy for FY 2017 and FY 2018, as presented. Ms. Fisher seconded and the motion carried unanimously.

ACTION: The Fiscal Year 2017 College Budget was brought before the Trustees for consideration. Mr. Varney moved and Ms. Fisher seconded the motion to approve the Fiscal Year 2017 College Budget, as presented. Motion carried unanimously.

ACTION: Dr. Cogdill requested the Board consider the revisions to the Crisis Management Policy on first reading. The proposed changes simply update the policy and remove outdated verbiage and establishes a time when the plan is to be reviewed and updated on an annual basis. Ms. Fisher moved to approve on first reading Board Policy 2.3 Crisis Management, as presented. Mr. Nash seconded. Motion carried unanimously.

ACTION: College Relations Director Tami Afdahl presented a new Media Relations policy for the Board's consideration. The Policy was brought before the Board several months earlier and the Board requested Ms. Afdahl work with Mr. Evans to develop more appropriate language. Discussion was held regarding the purpose of the policy and Ms. Fisher indicated she would prefer tabling the policy until next month when more Trustees would be present. Ms. Fisher then moved to table consideration of this policy until next month; second by Mr. Varney. Motion was unanimously passed.

ACTION: The Board was informed the revisions to Board Policy 3.12 Sexual Harassment 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. Mr. Varney moved to approve on first reading the revisions to Board Policy 3.12 Sexual Harassment, as presented. Ms. Fisher seconded and the motion carried unanimously.

ACTION: Ed Meyer, Human Resources director requested the Board approve the appointment of Dinesh Kasti to the position of Math Instructor. Mr. Kasti received his Master's degree and PhD from Florida Atlantic University and has eight years of college and university teaching experience. Ms. Fisher moved to approve the appointment of Dinesh Kasti to the position of Math Instructor; second by Mr. Varney. Motion passed unanimously.

ACTION: Dr. Patterson requested the Board change their August board meeting date to Wednesday, August 3 instead of August 9 as he will be out of town. Ms. Fisher moved and Mrs. Chavez seconded the motion to approve changing the August board meeting date to August 3, 2016, as presented. Second by Chavez. Motion carried unanimously.

Updates were provided by the Staff Alliance, Institutional Development, Student Services, and Academic Services as well as an update of construction projects.

Dr. Landa presented the Program reviews for the Pre-Professional programs, the Science Department, and the Social Sciences Cluster.

Dr. Landa presented the Annual Enrollment Comparison Summary for 2015-2016. The report 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.

ACTION: At 7:40 p.m., Ms. Fisher moved to adjourn to executive session to discuss personnel; second by Mr. Varney. Motion carried unanimously.

At 8:00 p.m. the executive session was closed and the regular meeting was adjourned.

Submitted by:

Holly L. Branham

Lowell Kautz, President

Marilyn Fisher, Secretary