

EWC BOARD OF TRUSTEES
August 3, 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.

AGENDA

5:45 p.m. Open Meeting

- **Introduction of New Employees**
Roger Humphrey, Associate Vice President for Outreach
Custodians
- **Introduce Volleyball Team**
- **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 July 12, 2016 board meeting and executive session minutes. Please see **Appendix B1**.*
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Accept Instructional Program Reviews:** *At the June and July meetings, the Board of Trustees were presented with program reviews in the following program areas: Adult Education, the Pre-Professional programs, the Science Department and the Social Science Cluster. We are requesting the Board accept the 2016 program reviews.*
Prepared by Holly Branham, Executive Asst to the President/Board of Trustees
- **Approve Contracted Services Agreement with Michele Ogburn:** *For the 2016-17 fiscal year, EWC intends to enter into a contract for counseling and disability services with Michele Ogburn, at her request. The form of the agreement and related information addendum have been reviewed by College legal counsel and are shown in **Appendix B5**.*

- **Approve Resignation of Melissa Dishman:** *Melissa Dishman, Families Becoming Independent (FBI) grant coordinator has submitted her letter of resignation effective August 12, 2016.
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*
- **Ratify Banner Health Training Services Contract:** *As you will recall, the Board of Trustees were polled on Friday, July 15, and unanimously approved the Banner Health Training Services contract.
Prepared by Holly Branham, Executive Asst to the President/Board of Trustees*
- **Ratify the appointment of Xi Feng to the Position of Data Analyst:** *As you will recall, the Board of Trustees were polled on Friday, July 15, and unanimously approved Xi Feng for the position of Data Analyst. Mr. Feng graduated from the University of Illinois at Chicago in 2014 and got his master's degree there majoring in Statistics. After graduation, Xi worked as a Quantitative Analyst for CME Group where he did data analysis, data validation, queried the data, maintained the databases and also did programming. Mr. Fong will begin his employment with EWC on August 5, 2016.
Prepared by Holly Branham, Executive Asst 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.*

INFORMATION ITEMS

Construction Projects Update:

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

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

Institutional Development Update:

The Board will be presented with an update on the Foundation planning and development.

Prepared by Mr. John Hansen, Director of Institutional Development

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

- **Wyoming Department of Education (WDE)-679 College Achievement Report:** The 2015-16 WDE-679 College Achievement report was submitted to the Wyoming Department of

Education on July 21, 2016. This report reflects the post-secondary achievement of first-year Wyoming high school students who graduated from high school in the 2014-15 year requiring remediation in mathematics or English based on Compass, ACT, or Accuplacer test scores. EWC had 103 students enrolled from 25 different Wyoming high school. Of these 103 students, 75 needed remedial math (72.8%), 36 needed remedial English (34.9%), and 36 needed both remedial math and remedial English. Please see **Appendix G** for further details.

Prepared by Mr. Jim Maffe, Institutional Research Department

Revised Administrative Rules:

Administrative Rule 3.2.1 Appointment of Faculty and Staff: The Leadership Team has approved the revision to this Administrative Rule as proposed by the Personnel Advisory Council. The revision relates to pre-employment background checks of all final-candidate employees to help determine an applicant's overall employability. See **Appendix H** for details.

Administrative Rule 3.8.1 Professional Growth and Development for Benefitted Employees: The Leadership Team approved the changes to this Administrative Rule as proposed by the Professional Development Committee and Personnel Advisory Committee. The changes to this Administrative Rule further clarifies the criteria for Professional Development units and cost reimbursement. See **Appendix I** for further details.

Administrative Rule 3.21.1 Paid Leave: The Professional Development Committee recommended and the Leadership Team approved the revision to this Administrative Rule which will allow employees to use accrued Vacation or Health/Wellness Personal Leave days while on official College travel provided the trip's extended duration doesn't increase EWC financial costs. Further details can be found in **Appendix J**.

Trustee Topics

Executive Session – Personnel

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

Adjournment

Upcoming Events:

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 13
September 28

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

October 11
October 19
October 20-21

EWC Board Meeting
Wyoming Community College Commission Meeting, Hilton Garden Inn, Laramie
WACCT Annual Policy Summit, Hilton Garden Inn, Laramie