

EWC BOARD OF TRUSTEES
February 28, 2017
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

4:00 p.m. Work Session – New Trustee Interviews

5:00 p.m. Dinner in Cafeteria

5:45 p.m. Open Meeting

- ***Introduction of Civitas Awards***
- ***Student Senate Update***
- ***Introduction of Bryant McCarty, Athletic Trainer***
- ***Introduction of Men’s Basketball Team***
- ***Introduction of new employee – Jessica Anders, Library Clerk***
- ***Introduction of Visitors***

- ***Presentation of Outcomes Assessment Report – presented by Mr. John Cline***
See **Appendix M**

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:** Please see **Appendix B1** for minutes from the January 10, 2017 meeting and executive sessions, and January 27, 2017 special board meeting and special executive sessions, and the February 6, 2017 special meeting and special executive session.
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees

- **Approve Fine Arts Lobby Renovation Bid:** Four qualified bids were received in a public bid opening held on February 21 -

<u>General Contractor</u>	<u>Base Bid</u>	<u>Alternate Bid</u>	<u>Total Bid</u>
FCI Constructors	\$505,000	\$3,700	\$508,700
Goshen County Construction	\$399,630	\$4,205	\$403,835

Hi Plains Construction	\$430,590	\$8,132	\$438,722
Paul Reed Construction	\$530,511	\$3,197	\$533,708

We recommend approval of the apparent lowest base bid and associated add alternate bid as submitted by Goshen County Construction. The add alternate bid is for the removal of the doors between the Fine Arts Center and the Faculty Link, and the refinishing of this vestibule with gypsum board.

Prepared by Ron Laher, Vice President for Administrative Services

- **Approve Selection of Converse County Bank for EWC – Douglas Operations & Maintenance**

Account: Three bids were received with Converse County Bank submitting the best. Please see Appendix B5 for complete details.

Prepared by Ron Laher, Vice President for Administrative 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 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

Human Resources Update:

Please see Appendix D for the December update.

Prepared by Mr. Edward Meyer, Director of Human Resources

Institutional Development Update:

The Board will be provided with an update on WACCT awards and hosting of community college development directors at EWC Douglas.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

Please see Appendix E for the Staff Alliance Update. Mr. Court Merrigan will be presenting the Staff Alliance update in Ms. Russell's absence.

Prepared by Ms Kimberly Russell, Staff Alliance President

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

- **Day One On-Campus Enrollment Report:** The Spring 2017 Day One headcount remained the same as Spring 2016. Full-Time enrollment increased by 11 students (3.0%), and Part-Time enrollment decreased by 11 students (-6.0%). The Day One Full Time Equivalency (FTE) for Outreach decreased by 0.50 FTE (-1.2%), Douglas increased by 20.25 FTE (48.8%) and Goshen County decreased by 2.71 FTE (-0.60%) for an overall increase of 3.1% FTE compared to Spring 2016. Please see **Appendix H** for complete details.

Prepared by Mr. Xi Feng, Data Analyst

- **Day Ten Spring On-Campus Enrollment Report:** The Spring 2017 Day Ten headcount increased by 4 (0.7%). Full-Time enrollment increased by 11 students (3.0%), and Part-Time enrollment decreased by 7 students (-3.7%) for a total headcount increase of 0.7% compared to Spring 2016. The Ten Day Full Time Equivalency (FTE) for Outreach decreased by 4.58 FTE (-9.9%), Douglas increased by 21.08 FTE (52.8%) and Goshen County increased by 6.71 FTE (1.4%) for an overall increase of 4.2% FTE compared to Spring 2016. Please see **Appendix I** for further details.

Prepared by Mr. Xi Feng, Data Analyst

- **Partnership Report:** Please see **Appendix J** for details.

Prepared by Mr. Xi Feng, Data Analyst

College Relations Update:

The Board will be provided with an update on the KGOS/KERM Business Expo which will be held in conjunction with EWC Lancer Rodeo.

Prepared by Ms. Tami Afdahl, Director of College Relations

Construction Projects Update:

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

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

Faculty Senate Update:

An update will be provided at the board meeting.

Prepared by Ms. Kate Steinbock, Faculty Senate President

NEW Administrative Rules:

Administrative Rules 2.0.9 Converse County Advisory Committee and Administrative Rule 2.0.10

Campus Safety Committee: Formalizes both committees, the committee membership and the purpose of each committee. Please see **Appendix L**.

Trustee Topics

- **Presidential Search Discussion** - Trustee Patrick

Executive Session – Personnel

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

Adjournment

Upcoming Events:

February 28

EWC Board Meeting

March 10

Last day to submit applications for president

March 14

EWC Board Meeting

March 27-31

Skype Interviews with semi-finalist candidates

March 29

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

April 10

Begin finalist interviews

April 11

EWC Board Meeting

April 14

College Closed for Easter Break

April 17

College Open, no classes, Easter Break

May 9

EWC Board Meeting

May 10

Tentative Special Board Meeting – deliberate, select finalist for president, offer contract

May 12

Graduation, 7:00 p.m.

May 15

Employee Recognition and Retiree Reception, 2:30 p.m., EWC cafeteria

May 29

College Closed, Memorial Day

May 31

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

May 31

Contract finalized with new President