

EWC BOARD OF TRUSTEES
May 9, 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** **Work Session – Fiscal Year 2018 Preliminary Budget**
(Mr. Laher will email Trustees the Preliminary Budget prior to the meeting. Hard copies will be provided at the board meeting.)
- 5:00 p.m.** **Dinner in Cafeteria**
- 5:45 p.m.** **Open Meeting**
- *Introduction of Civitas Awards*
 - *Student Senate Update*
 - *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:** Please see **Appendix B1** for minutes from April 11, 2017 board meeting and executive session.

Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Academic Calendar for 2019-2020:** Please see **Appendix B3** for the proposed academic calendar for 2019-2020.

Prepared by Dr. Michelle Landa, Vice President for Academic Services
- **Approve Resignation of Robert Schmalzried:** Mr. Schmalzried has submitted his letter of resignation effective the end of his current contract.

Prepared by Mr. Ed Meyer, Director of Human Resources
- **Approve Certification of Uncollectible Debts:** Please see **Appendix B6** for details relating to the annual Certification of Uncollectible Debts report. The information contained within this report is in

accordance with Wyoming State Statute (16-4-502), as well as Wyoming Community College Commission Policy.

Prepared by Ms. Karen Parriott, Business Office Director

- **Approve Request for June Public Hearing on Final Budget for FY-2017:** We are requesting permission to hold our annual budget closeout hearing on June 30 as shown in **Appendix B9**. As we get closer to the end of the fiscal year, we will be able to determine if transfers between programs will be necessary. The hearing will also offer the public an opportunity to review planned budget authority increases that have occurred over the past year and have been reported to the Board in the monthly financial report.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Request to Schedule Public Hearing for Renewal of the Optional Mill Levy for FY 2018 and FY 2019:** This mill levy, renewable every two years, is essential to continuing college operations and is being recommended within the FY-2018 preliminary budget. The request shown in **Appendix B10** is to support the mill levy and permit a public hearing on the matter.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Amendment to Memorandum of Implementation for the Cooperative Agreement between EWC and UW's Eastern Regional Center (ERC):** The University is proposing this amendment in preparation of consolidating their Torrington educational activities to a single campus location. The amendment documents the room usage that is occurring now and does not adversely impact EWC. We are certainly pleased to be able to accommodate space needs for the ERC. Please see **Appendix B11** for details.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Approve Johnson Controls Service Proposal:** The proposal in **Appendix B14** renews the Metasys HVAC controls software and covers a five-year maintenance period at a total contract value of \$44,027. The first year, beginning July 1, 2017, will cost \$8,460 and the annual amount automatically escalates by 2% per year. The initial offer had a 3% cost escalation, which we were able to negotiate down to 2%. Mr. Keith Jarvis recommends approval of the proposed service agreement.
Prepared by Mr. Ron Laher, Vice President for Administrative Services
- **Ratify Covenant of Purpose, Use and Ownership between EWC and USDA:** Please see **Appendix B29**. Upon Board ratification, this land covenant will be filed with the Goshen County Clerk's Office. For a period of twenty years, EWC agrees not to sell, transfer, convey, or mortgage the six acre ATEC parcel and will use the site as specified under the Economic Development Administration grant application in consideration of \$1.5 million in federal construction funds for this proposed new Ag facility.
Prepared by Mr. 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.

Approve Preliminary Budget for Fiscal Year 2018

Mr. Laher will email the Trustees the Preliminary Budget prior to the meeting. Hard copies will be provided at the board meeting.

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

Recommended Action: Motion to approve the Preliminary Budget for FY-18, as presented.

Approve Eastern Wyoming College Student Association/Student Senate Constitution

The Student Senate is requesting approval of their student association and constitution as presented in **Appendix D**.

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

Approve Appointment of Fermin De La Torre to Position of Criminal Justice Instructor

The Board is requested to approve the appointment of Mr. Fermin De La Torre to the position of Criminal Justice instructor. Information concerning Mr. De La Torre's education and experience will be shared at the board meeting.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the appointment of Fermin De La Torre to the position of Criminal Justice instructor, as presented.

INFORMATION ITEMS

Academic Services Update:

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

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

Construction Projects Update:

Please see **Appendix F** 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 meeting.

Prepared by Ms. Kate Steinbock, Faculty Senate President

Human Resources Update:

Please see **Appendix G** for the December update.

Prepared by Mr. Edward Meyer, Director of Human Resources

Institutional Development Update:

An update will be provided at the meeting.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

Please see **Appendix H** for the Staff Alliance Update.

Prepared by Ms. Kimberly Russell, Staff Alliance President

Student Services Update:

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

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

Revised Administrative Rule:

Administrative Rule 3.8.4 Tuition Charges for Employees – **Appendix J**

NEW Administrative Rule:

Administrative Rule 3.5.2 Retirement and Resignation of Benefitted Employees – **Appendix K**

Trustee Topics

- **May 11** HSEC Graduation, 6:00 p.m., Tebbet Room 131
- **May 12** **EWC Commencement, 7:00 p.m., Fine Arts Auditorium**
Trustees please report to the Green Room by 6:30 p.m.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

May 9

EWC Board Meeting

May 11

HSEC Graduation, 6:00 p.m., Tebbet Room 131

May 12

Graduation, 7:00 p.m., Fine Arts Auditorium

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

June 12

EWC Board Meeting

June 30

President Patterson's final day

July 3

Tentative Start Date for New EWC President