

EWC BOARD OF TRUSTEES
July 11, 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

- 3:00 p.m. Work Session –**
- **3:00 - FY-18 Budget**
 - **3:15 - Master Plan**
 - **4:15 - ATEC Case for Support**
- 5:00 p.m. Dinner in Student Center**
- 5:45 p.m. Public Hearing - Fiscal Year 2018 College Budget -- (Appendix D)**

Open Meeting

- ***New Employee Introductions***
Emilio Sanchez, Custodian
Brandon Burris, Custodian
Ian Cottrell, Computer Technician
- ***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 the minutes from the June 13, 2017 meeting.
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Fiscal Year 2017 Transfers of Unexpended/Unencumbered Appropriations and Requested Budget Authority Increases:** Pursuant to W.S. 16-4-112 and W.S. 16-4-113, a public hearing was held on June 30, 2017, to consider and take comments on the proposed fiscal year 2017 budget program transfers and budget authority increases as outlined in **Appendix B6**. No comments from the

public were offered during the hearing. The Unrestricted Operating Fund was increased by \$52,399 to account for Douglas student fees being transferred to EWC's Agency Fund. It was necessary to transfer \$118,906 to operations & maintenance of physical plant to cover utilities expense overages for the fiscal year. The Unrestricted Auxiliary Fund budget was increased by almost \$70,000 for unanticipated student center and housing expenses. The Restricted Grants & Contracts/BOCES Fund was increased by \$142,297. The Plant Funds, Net Investment in Plant Fund, was increased by \$275,000 for the accounting disposition of the razed buildings. 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, 2017, as presented.

Prepared by Ron Laher, Vice President for Administrative Services

- **Approve Assessment of Optional Mill Levy for FY-2018 and FY-2019:** EWC's optional mill levy supplements the Operating Fund budgets in the areas of student recruiting, workers' compensation, audit expenses, facilities rentals, and athletic scholarships. A public hearing on the continuation of this assessment was held on June 30 and no comments were offered. The hearing was advertised on May 26. We recommend approval of this mill levy as the funding is integral to EWC's ability to offer programs at the present budgeted level. See **Appendix B6**.

Prepared by Ron Laher, Vice President for Administrative Services

- **Approve Amendment to FY-18 Scholarship and Grants Budget:** The FY-2018 scholarship budget was approved by the EWC Board of Trustees in November 2016. On February 9, 2017 the Wyoming Community College Commission raised tuition rates by 5.6%. Therefore, we are requesting the approval of scholarship budget amendments for the offered tuition scholarships affected by the tuition rate increase per **Appendix B7**. Additionally, some of the activity grants funded in the past by the Excellence in Higher Education Endowment (EHEE) Program were reduced to meet the level of current usage and transferred off of EHEE funding to operational fund dollars. Funding for the EHEE Program is being reduced overall to ~\$174,000 per year from ~\$225,000 for the current fiscal year and ~\$274,000 in fiscal year 2016. The presented request is to increase the scholarship budget by \$29,992 in total.

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

- **Ratify promotion and appointment of Carla C. "Cathy" Herstead to the position of Adult Learning Center Coordinator-Instructor:** The Board approved the creation of this benefitted position at its June 2017 meeting. Ms Herstead is currently a part-time EWC employee performing Adult Education Instructor duties. The AE Director selected her for promotion to fill the benefitted position effective August 1, 2017.

Prepared by Mr. Ed Meyer, Director of Human Resources

Trustees, please contact Dr. Travers concerning any questions prior to the board meeting.

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 Proposed Fiscal Year 2018 College Budget

The Fiscal Year 2018 College Budget can be found in **Appendix D**.

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

Recommended Action: Motion to approve the Fiscal Year 2018 College Budget, as presented.

Accept the Instructional Program Reviews

Please see **Appendix E** for the instructional program reviews for Music, Welding and Joining Technology, Business, and Physical Education.

Presented by Division Chairs and/or department representatives

Recommended Action: Motion to accept the instructional program reviews, as presented.

Approve on First Reading New Board Policy 1.10 Chain of Command and Associated Administrative Rule 1.10.1

We are requesting the Board approve this new policy and administrative rule on first reading in order to establish protocol for appropriate supervision. Please see **Appendix L** for details related to the proposed Policy and Administrative Rule.

Prepared by Dr. Lesley Travers, College President

Recommended Action: Motion to approve on first reading new board policy 1.10 Chain of Command and associated Administrative Rule 1.10.1, as presented.

INFORMATION ITEMS

Institutional Development Update:

An update on the Foundation Golf Tournament will be provided at the meeting.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

Please see **Appendix F** for the Staff Alliance update.

Prepared by Ms. Kimberly Russell, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

Please see **Appendix H** for the Academic Services update

Prepared by Mr. Roger Humphrey, Acting Vice President for Academic Services

Construction Projects Update:

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

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

Human Resources Update:

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

Revised Administrative Rules: See **Appendix K**

- **Administrative Rule 3.10.2 Supervision Ethics** changes title to Anti-Nepotism – the Personnel Advisory Council will continue revising this AR in the fall.
- **Administrative Rule 3.10.3 Supervision Ethics (NEW)**
- **Administrative Rule 3.10.4 Conflict of Interest, Administrative Rule 3.10.5 Conflict of Commitment, and Administrative Rule 3.10.6 EWC Sponsored Research Activities** – changes AR numbers to allow for new 3.10.3.

Trustee Topics

Executive Session – Personnel

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

Adjournment

Upcoming Events:

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|---------------------|---|
| July 11 | <i>EWC Board Meeting</i> |
| July 13 | Welcome Wagon for Dr. Travers hosted by Goshen County Economic Development, 21st & Main, 4:30 – 6:30 p.m. |
| July 27 | Fair Day, College Closed |
| August 8 | <i>EWC Board Meeting</i> |
| August 21-25 | In-Service Week |
| August 24 | CTEC Dedication, Open House, and Art Unveiling; 3:00 – 6:30 p.m. |
| August 29 | First Day of Classes |
| September 4 | Labor Day, College Closed |
| September 12 | <i>EWC Board Meeting</i> |
| September 20-22 | American Veterinary Medical Association Site Visit |