

**EWC BOARD OF TRUSTEES**  
**August 8, 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**

**3:30 p.m. Work Session –**

- 3:30 p.m. - Presentation on Hiring Procedures – Ed Meyer
- 4:00 p.m. - Master Planning with GSG Architecture

**5:00 p.m. Dinner in Student Center**

**5:45 p.m. Open Meeting**

- ***New Employee Introductions***  
Carla C. “Cathy” Herstead, Adult Learning Center Coordinator-Instructor
- ***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 July 11, 2017 meeting and executive session.  

*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*
- **Approve Renewal of Golf Course Agreement for FY-18:** No changes were made to this agreement. The City Council approved the agreement on July 5, 2017. Please see **Appendix B4** for details of the agreement.  

*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*
- **Approve Room and Board Rates for 2018-2019:** A college committee reviewed room and board rates from the region and are recommending a 3% rate increase for fiscal year 2019. Room and board rates have not increased since fiscal year 2015. Details can be found in **Appendix B6**.  

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

- **Approve Resignation of Brandy Horejs, GEAR-UP Coordinator:** *Ms. Horejs has submitted her resignation effective August 15, 2017.*

*Prepared by Mr. Ed Meyer, Director of Human Resources*

- **Approve Concurrent/Dual Enrollment Agreements:** *The purpose of this agreement is to establish a partnership that provides postsecondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201. These agreements are renewed on an annual basis. EWC has agreements with the following school districts: Converse County School Dist. 1, Converse County School Dist. 2, Crook County School Dist. 1, Goshen County School District, Niobrara County School District, Platte County School Dist. 1, Platte County School Dist.2, Weston County School Dist. 1, and Weston County School Dist. 7. Please see **Appendix B17** for an example of a Concurrent/Dual Enrollment Agreement.*

*Prepared by Mr. Roger Humphrey, Interim Vice President of Academic Services*

- **Approve Revised Spring 2019 Academic Calendar:** *The Curriculum and Learning Council is requesting approval of the revised spring 2019 Academic Calendar. **Appendix B18** presents the revised calendar and the minutes from Curriculum and Learning Council meetings.*

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

- **Approve Release of Contract with Fermin De La Torre:** *Mr. De La Torre has requested to be released from his fiscal year 2018 signed and approved contract for the position of criminal justice instructor.*

*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 New Gunsmithing Program

The Gunsmithing AAS program will prepare students to make, reproduce, maintain and modify firearms according to blueprints or custom specifications using specialized hand tools and machines. Training in this program will provide students for employment as a gunsmith using practical hands-on education with a curriculum designed to learn the gunsmithing trade.

*Prepared by Dr. Lesley Travers, College President*

**Recommended Action: Motion to approve new Gunsmithing Program, as presented.**

**Approve First Reading of Board Policy 1.1 College Board Organization and Powers and Associated Administrative Rule 1.1.1 Governance Philosophy**

Please see [Appendix D](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading the revisions to Board Policy 1.1 College Board Organization and Powers, and associated Administrative Rule 1.1.1 Governance Philosophy, as presented.***

**Approve First Reading of Board Policy 1.3 Election and Duties of Board**

Please see [Appendix E](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading the revision to Board Policy 1.3 Election and Duties of Board, as presented.***

**Approve First Reading of New Board Policy 2.9 Media Relations**

Please see [Appendix F](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 2.9 Media Relations, as presented.***

**Approve First Reading of New Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice**

Please see [Appendix G](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice, as presented.***

**Approve First Reading of New Board Policy 2.13 Social Media Policy**

Please see [Appendix H](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 2.13 Social Media Policy, as presented.***

**Approve First Reading of New Board Policy 2.14 Weapons**

Please see [Appendix I](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 2.14 Weapons, as presented.***

**Approve First Reading of New Board Policy 3.24 Whistleblower Policy and Associated Administrative Rule 3.24.1 Implementation**

Please see [Appendix J](#) for details.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

***Recommended Action: Motion to approve on first reading new Board Policy 3.24 Whistleblower Policy and associated Administrative Rule 3.24.1 Implementation, as presented.***

**Approve First Reading of New Board Policy 6.1 Contracts and Agreements and Associated Administrative Rule 6.1.1 Contracts and Agreements Procedures**

Please see [Appendix K](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 6.1 Contracts and Agreements, as presented.***

**Approve First Reading of New Board Policy 6.2 Payment to Foreign Vendors**

Please see [Appendix L](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 6.2 Payment to Foreign Vendors, as presented.***

**Approve First Reading for Renumbering of Business Services Policies**

With the addition of the two new policies above, it is necessary to renumber the remaining policies in this section. [Appendix M](#) provides a list of the renumbered policies.

*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*

***Recommended Action: Motion to approve on first reading the renumbering of the Business Services Policies, as presented.***

**Approve First Reading of New Board Policy 6.13 Requests for Public Information**

Please see [Appendix N](#) for details.

*Prepared by Dr. Lesley Travers, College President*

***Recommended Action: Motion to approve on first reading new Board Policy 6.13 Requests for Public Information, as presented.***

**Approve CTEC Naming Rights**

CTEC is an industry leading facility and provides an excellent opportunity for investing in the future of Eastern Wyoming College. Included is a proposed pricing guide for naming rights for the Career Technical Education Center. The proposed guide conforms to our standard and customary practices for naming rights and is in accordance with our policies. The guide provides investors with the opportunity to name spaces for the lifetime of the building or opt for 10-year increments. Please see [Appendix O](#) for the pricing guide.

*Prepared by Mr. John Hansen, Director of Institutional Development*

***Recommended Action: Motion to approve the CTEC Naming Rights, as presented.***

## INFORMATION ITEMS

### Human Resources Update:

Please see [Appendix P](#) for the August 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 Q](#) for the Staff Alliance update.

*Prepared by Ms. Kimberly Russell, Staff Alliance President*

### Student Services Update:

Please see [Appendix R](#) for the Student Services update.

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

### Academic Services

#### ○ Spring 2017 Enrollment Summary

The Spring 2017 headcount decreased 2.3% and the Full Time Equivalency (FTE) increased 0.9%. Full-time headcount was up 35 students and part-time headcount was down 71 students resulting in a total decrease of 36 students. The number of first time students in Spring 2017 was up 10 full-time students and down 58 part-time students. The number of students who had attended EWC any time prior to Spring 2017 was up 25 full-time students and down 13 part-time students. Goshen County was down 2 full-time students and down 21 part-time students, and Outreach increased by 37 full-time students and decreased by 50 part-time students. Goshen County FTE decreased by 11.96 FTE and Outreach increased by 20.92 FTE. Outreach accounted for 45% and Goshen County accounted for 55% of the FTE. Please see [Appendix S](#) for the Spring 2017 Enrollment Summary.

*Prepared by Mr. Xi Feng, Data Analyst and presented by Mr. Roger Humphrey, Acting Vice President for Academic Services*

### College Relations Update:

Planning for the Dedication and Open House for CTEC is coming together nicely. We have received confirmation that the Governor will be here to speak at our event. Leland Vetter is also attending and briefly speaking. Instructors will be available in their areas to provide tours and to answer questions. There will also be a representative from the Art in Public Buildings project who will speak briefly. Artists have been invited to attend and it is our hope they will be available to show their works and answer questions during the event. Just a reminder of the date: August 24, 3 – 6:30 pm.

*Prepared by Ms. Tami Afdahl, Director of College Relations*

### Construction Projects Update:

Please see [Appendix T](#) for a list of projects.

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

### Trustee Topics

- Annual auditor inquiry regarding Trustee concerns.

## Executive Session – Personnel

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

## Adjournment

**Upcoming Events:**

<b>August 4</b>	<b>Gathering at Dr. Travers's home with Goshen County School District Board/Staff and EWC Board/Staff</b>
<b>August 8</b>	<b><i>EWC Board Meeting</i></b>
August 22	Fall 2017 Kickoff
<b>August 24</b>	<b>CTEC Dedication, Open House, and Art Unveiling; 3:00 – 6:30 p.m.</b>
August 29	First Day of Classes
September 4	Labor Day, College Closed
<b>September 12</b>	<b><i>EWC Board Meeting</i></b>
September 20-22	American Veterinary Medical Association Site Visit
October 10	EWC Board Meeting
October 13	Wyoming Community College Commission Meeting, Sheridan College
October 19	Strategic Planning Retreat, Location to be determined