

EWC BOARD OF TRUSTEES
October 10, 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 –

- **Review of Governance Policies 1.4 & 1.5 – See Appendix Z**
- **Audit Report Presentation – Wayne Herr from McGee, Hearne & Paiz**
Included with packet under separate cover

5:00 p.m. Dinner in Cafeteria

5:45 p.m. Public Hearing – New and Revised Board Policies

- Board Policy 1.1 College Board Organization and Powers - Appendix D
- Board Policy 1.3 Election and Duties of Board – Appendix E
- New Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice – Appendix F
- New Board Policy 2.13 Social Media Policy – Appendix G
- New Board Policy 2.14 Weapons – Appendix H
- New Board Policy 3.24 Whistleblower Policy – Appendix I
- New Board Policy 6.1 Contracts and Agreements – Appendix J
- New Board Policy 6.2 Payment to Foreign Vendors – Appendix K
- Renumbering of Business Services Policies – Appendix L
- New Board Policy 6.13 Requests for Public Information – Appendix M

Open Meeting

- *Student Senate Update*
- *Introduction of Visitors*
- **Open Forum**

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 September 12, 2017 meeting and executive session.

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

- **Approve Ideal Linen Rental Agreement:** Please see Appendix B5 for details of the agreement.

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

- **Authorize EWC to Seek Tax-Exempt General Obligations Financing Proposals:** EWC would like to issue a general obligations bond in the amount of \$3,271,729 to finance a portion of the total estimated costs to construct the proposed \$7.9 million ATEC (see Appendix B12 for the proposed repayment schedule). The rest of the project will be financed with a federal EDA grant and private fundraising. Full financing must be in place prior to committing to a general contractor. A prerequisite to the bond sale is to identify the terms that local lenders are willing to offer based on current market conditions and EWC will use an open RFP process to determine the best terms available. The desired repayment period for the financing is 15 years. The target interest rate is 4.5% or less. This general obligations bond issue was approved by voters during the 2014 general election. Barbara Bonds will provide the associated legal services to certify the qualified tax-exempt status of this private-placement bond issue. Valid bank proposal offers will be summarized for further Board action at an appropriate regular meeting in the future. An authorizing resolution will be hand-carried to the meeting. The proposed bidding and construction schedule is shown below:

| <i>Milestone</i> | <i>Completion Date</i> |
|------------------------------|------------------------|
| Design Completion | 10/15/2017 |
| First Advertisement for Bids | 12/15/2017 |
| Bid Opening | 01/15/2018 |
| Contract Award | 02/01/2018 |
| Notice to Proceed Issued | 03/01/2018 |
| Preconstruction Conference | 03/01/2018 |
| Expected Construction Start | 03/01/2018 |
| Expected Completion | 06/18/2019 |

Prepared by Ron Laher, Vice President for Administrative Services

- **Authorization to Open Bank Accounts:** Related to the authorization above, two separate public-funds interest bearing banks accounts will be needed in the future to manage the ATEC general obligations bond proceeds—a construction account (to receive bond proceeds of \$3,042,708 minus legal issuance fees) and a maintenance & repairs reserve account (to receive bond proceeds of \$229,021). EWC intends to use public bidding procedures to select a local bank offering the best account terms. These procedures will be coordinated by the Business Office.

Prepared by Ron Laher, Vice President for Administrative Services

- **Approve Resignation of Jeremy Christensen, Communications Instructor/Debate Coach:** Mr. Christensen has submitted his resignation effective upon completion of his current contract.

Mr. Ed Meyer, Director of Human Resources

- **Approve three-year agreement with ACT, Inc:** *This agreement specifies pricing and terms for the EWC Center for Testing and Career Services to be able to access student WorkKeys assessment systems. It is shown in **Appendix B13**. The agreement may be terminated without cause and has been reviewed by EWC’s legal team. Information on the program is shown on EWC’s website as follows:*

WORKKEYS

- *WorkKeys measures skills that employers rate as critical to successful employee performance.*
- *Includes tests in three areas – Applied Mathematics, Reading for Information, and Locating Information.*
- *Testers are allowed 54 minutes to complete each of the three tests.*
- *May be used to qualify for the Hathaway Scholarship. Contact the Financial Aid department for details.*
- *Practice tests are available at WorkKeys, ACT for a cost of \$5 each.*
- *Cost of the WorkKeys assessment is \$45.00*
- *WorkKeys exams are administered by appointment only. Call 532-8288 to schedule an appointment.*

Prepared by Ron Laher, Vice President for Administrative Services

- **Approve MOU with Wyoming Department of Education:** *This memorandum of understanding shown in **Appendix B26** will give the EWC GEAR UP Program electronic access to the FAFSA Filing Status Portal to identify students in order to promote college access and future student success. The MOU has been approved by the State of Wyoming Attorney General’s Office and is currently being reviewed by EWC’s legal team. If they identify changes needed to the MOU, we will incorporate the same into the final agreement before execution. If approved, the MOU will remain in effect until August 31, 2021.*

Prepared by Ron Laher, Vice President for Administrative Services

- **Ratify Granting Emeritus Status to Dr. Richard Patterson:** *The Board was polled on September 14, 2017 and approved granting Dr. Patterson Emeritus Status.*

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

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 Fiscal Year 2017 Audit Report

The audit report has been included with your packet under separate cover.

Recommended Action: *Motion to accept the fiscal year 2017 audit report, as presented.*

Approve Reclassification of Position #698 (Douglas Maintenance Supervisor) from B22 to B31 with an effective date of November 1, 2017

After completion of a new Position Description Questionnaire, an analysis of those results, the creation of a new Job Description, and the application and analysis of the Fox-Lawson decision band method, HR concurs with the supervisor's recommendation, the Vice President's endorsement, and the President's agreement to reclassify the position.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to reclassify Position #698 from B22 to B31 with an effective date of November 1, 2017, as presented.

Approve Final 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 final 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 Final 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 final reading the revision to Board Policy 1.3 Election and Duties of Board, as presented.

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

Please see **Appendix F** for details.

Prepared by Dr. Lesley Travers, College President

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

Approve Final Reading of New Board Policy 2.13 Social Media Policy

Please see **Appendix G** for details.

Prepared by Dr. Lesley Travers, College President

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

Approve Final Reading of New Board Policy 2.14 Weapons

Please see **Appendix H** for details.

Prepared by Dr. Lesley Travers, College President

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

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

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

Prepared by Mr. Ed Meyer, Director of Human Resources

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

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

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

Prepared by Dr. Lesley Travers, College President

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

Approve Final Reading of New Board Policy 6.2 Payment to Foreign Vendors

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

Prepared by Dr. Lesley Travers, College President

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

Approve Final 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 L](#) 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 final reading the renumbering of the Business Services Policies, as presented.

Approve Final Reading of New Board Policy 6.13 Requests for Public Information

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

Prepared by Dr. Lesley Travers, College President

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

Approve First Reading of Revisions to Board Policy 1.6 Audit of College Funds

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

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 1.6 Audit of College Funds, as presented.

Approve First Reading of New Board Policy 2.16 Mandatory Events

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

Prepared by Dr. Lesley Travers, College President

Recommended Action: Motion to approve on first reading new Board Policy 2.16, as presented.

INFORMATION ITEMS

Academic Services Update:

Please see [Appendix P](#) for the Academic Services update.

Mr. Roger Humphrey, Acting Vice President for Academic Services

- **Day Ten Enrollment Comparison Summary:** The Fall 2017 headcount decreased by 50 students. Full-Time enrollment decreased by 17 students and Part-Time enrollment decreased by 33 students. The 10 Day headcount for Outreach decreased by 30 students, Douglas decreased by 22 students and Goshen County increased by 2 students. The 10 Day Full Time Equivalency (FTE) for Outreach decreased by 18.33 FTE, Douglas decreased by 22.5 FTE and Goshen County increased by 6.83 FTE. Please see [Appendix Q](#) for further details of the 10 Day enrollment summary.
- **Wyoming Department of Education 679 Report – College Achievement for Prior Year Wyoming High School Graduate 2016-2017:** The Wyoming Department of Education Report #679 was completed and submitted July 21, 2017. The WDE 679 monitors the number of post Wyoming high school graduates enrolled in remedial Math and English classes the year after their graduation date.
 - ✓ One hundred and twelve (112) high school graduates enrolled at Eastern Wyoming College in 2016-2017. Twenty-seven (27) high schools were represented in the EWC WDE#679 report.
 - ✓ Eighty-one (81) or seventy-two percent (72%) enrolled in remedial Math classes in 2016-2017 at EWC.
 - ✓ Thirty-two (32) or twenty-eight percent (28%) enrolled in remedial English classes in 2016-2017 at EWC.
- **2016-2017 University of Wyoming Transfer Student Report:** Please see [Appendix R](#) for details of the report.
- **2017 Wyoming Community College Annual Partnership Report:** Details of the report can be found in [Appendix S](#).
- **2 + 2 UW Articulation Meeting Update:** [Appendix T](#) contains information related to the articulation meetings at the University of Wyoming.

Construction Projects Update:

Please see [Appendix U](#) 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 V** 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:

Hooping for Health will be the Fall Fitness Challenge starting in mid-October and continuing till mid-November. There will be a Halloween costume contest with group and individual categories. Ballot boxes will be placed around the college for all to vote. We are considering doing the Holiday Social from 11 AM to 1 PM on December 18th with a carry-in dinner, door prizes, and a white elephant exchange. This would take the place of our traditional Goodie Day and the Holiday Social we have done the last two years. Please see **Appendix W** for the Staff Alliance Spotlight.

Prepared by Ms. Kimberly Russell, Staff Alliance President

Student Services Update:

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

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

Trustee Topics

- **Report on ACCT Congress** -- Trustees Fisher and Hovis, and President Travers
- **Trustee Nominee for WACCT Leadership Award** – Please see **Appendix Y**.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

October 10

EWC Board Meeting

October 11 & 12

WACCT Conference, Casper College

October 13

Wyoming Community College Commission Meeting, Sheridan College

October 19

Strategic Planning Retreat, CTEC Conference Room

November 10

Veterans Day Celebration, Fine Arts Auditorium

November 14

EWC Board Meeting

November 23-24

Thanksgiving Break, College Closed

November 29

EWC Foundation Meeting, 11:30-1:00, CTEC Conference Room

December 12

EWC Board Meeting

December 25-

January 1

Christmas Break, College Closed