

EWC BOARD OF TRUSTEES
December 12, 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 1.8 Adoption of Administrative Rules – Appendix U**
 - **Strategic Plan Review**
- 5:00 p.m. Dinner in Cafeteria**
- 5:45 p.m. Public Hearing – New and Revised Board Policies**
- **Revised Board Policy 1.6 Audit of College Funds – Appendix E**
 - **New Board Policy 2.16 Mandatory Events – Appendix F**

Open Meeting

- *Civitas Awards*
- *Student Senate Update*
- *Introduction of Visitors*
- **Citizens Open Forum**

Election of Board Officers

President
Vice President
Secretary
Treasurer

Current Officers

John Patrick
Marilyn Fisher
Angie Chavez
Mike Varney

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 November 14, 2017 meeting and executive session, and the November 10, 2017 special meeting.*

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

- **Approve Designation of Depositories:** *Points West Bank, Pinnacle Bank, First State Bank, U.S. Bank, Platte Valley Bank, Converse County Bank, and related signatories. Annually, the College must designate the institutions which may be used as depositories for college funds throughout the year and the related account signatories. Please see **Appendix B5.***

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

- **Approve the Designation of the Torrington Telegram as the College District’s Official Newspaper:** *From time to time, the Board must publish legal notices and/or consider resolutions that make reference to “...official newspaper of the district...” The Torrington Telegram is a newspaper of general circulation within Goshen County, and Eastern Wyoming Community College District is coterminous with Goshen County. Approval of this designation will facilitate EWC giving notice when legally required to do so.*

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

- **Approve Transfer of Welders:** *EWC has received a written request from Ms. Betty Abbott, Education Programs Manager with the Wyoming Department of Corrections (WDOC). This request is for the transfer of 4 welders that were purchased through the Federal Incarcerated Offender Grant. This award was awarded to WDOC for the purchase of these welders to be used in college welding courses. Per Ms. Abbott, “these welders have been used exclusively to provide college coursework to incarcerated offenders. They have been housed and used at WDOC facilities since their purchase.” The 4 welders being discussed are each a Miller Bobcat 250 Welder with an acquisition cost of \$2,720.00 each. The purchase of these welders took place in November 2010.*

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

- **Approve Vehicles Bid from TransWest Ford:** *EWC only received one bid in its most recent RFP. This bid came from Transwest Ford. The details of the bid are as follows:*

Vehicle #1:

2018 Ford Fusion S -	\$18,240.00
2018 Ford Fusion S -	\$18,240.00
Total	\$36,480.00

Neither vehicle is in stock. They will need to be ordered with a 6-8 week delivery time.

Trade In:

2008 Ford Fusion	\$1,500.00
2010 Ford Fusion	\$2,000.00
Total Trade In:	\$3,500.00
Total cost:	\$32,980.00

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

- **Approve Scholarships and Grants Budget for FY-19:** *The Scholarship Committee has met a number of times to discuss how to proceed with scholarships and the removal of the 12 credit hour cap for FY 2019. It was initially discussed that EWC would cap scholarship value at 15 credits. This would increase the scholarship budget by \$169,138.00. Later the committee met and adjusted their decision to include up to 17 credits for scholarship value. This additional coverage adds another \$143,650.00 to the scholarship budget*

for a total increase of \$312,788.00. This increases the total of the FY 2019 scholarship budget to \$2,000,195.00. Please see **Appendix B6** for details.

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

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 Appointment of WACCT Representatives

The appointment of two Wyoming Association of Community College Trustees board representatives is held annually at the December organizational meeting. Representatives to the WACCT will be expected to attend Wyoming Community College Commission meetings and WACCT meetings held every other month or as needed. These meetings are held on a rotating basis at one of the seven community colleges. Mike Varney and Marilyn Fisher are the current representatives.

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

Recommended Action: Motion to appoint two board representatives to the Wyoming Association of Community College Trustees.

Approve Appointment of BOCES Representative

Trustee Chavez is the current Board representative to the Board of Cooperative Educational Services (BOCES). A new representative will need to be appointed or Trustee Chavez reappointed.

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

Recommended Action: Motion to appoint a board representative to the BOCES.

Approve Appointment of Board Representative to the Foundation

Trustee Patrick is the current board representative to the Foundation. Mr. Patrick would like to continue serving on the Foundation. In addition, he recommends the Trustees appoint Trustee Fisher as well. The Board of Trustees may have up to three representatives serve on the Foundation Board.

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

Recommended Action: Motion to appoint Marilyn Fisher and reappoint John Patrick to represent the Board of Trustees on the Foundation.

Approve Appointment of Vice President of Administrative Services as Assistant to the Treasurer of the Board

From time to time it is necessary for me to sign financial documents under this title as required by banking institutions. This is also pursuant to Board Policy 1.3.

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

Recommended Action: Motion to appoint Kwin Wilkes, EWC Vice President for Administrative Services as the Assistant to the Treasurer of the Board of Trustees, as presented.

Disclosure Statements for Board, Administration and Staff

Pursuant to W.S. 6-5-118, all public servants or officers must disclose the banks or other institutions in which they have an account where the institution transacts business with Eastern Wyoming College. Please refer to **Appendix D** for the disclosure statement.

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

Approve on Final Reading the Revisions to Board Policy 1.6 Audit of College Funds

Please see **Appendix E** for a copy of the revised Policy.

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

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

Approve on Final Reading New Board Policy 2.16 Mandatory Events

The new Policy can be found in **Appendix F**.

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

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

Approve Appointment of Shane Stone to the Position of Criminal Justice Instructor

The search committee, with Dr. Travers' approval is recommending the appointment of Mr. Shane Stone to the position of Criminal Justice Instructor.

Prepared Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the appointment of Shane Stone to the position of Criminal Justice Instructor, as presented.

Approve Appointment of Roger Humphrey to the Position of Vice President for Academic Services

Pursuant to EWC Administrative Rule 3.23.3, performance evaluations for VP for Academic Services has been completed. His evaluations were positive with the recommendation to the Board of Trustees that Roger Humphrey be appointed to the Vice President of Academic Services position and no longer Interim Vice President of Academic Services.

Prepared by Dr. Lesley Travers, College President.

Recommended Action: Motion to approve the appointment of Roger Humphrey to the position of Vice President for Academic Services, as presented.

Approve Resolution Authorizing Issuance of General Obligation Building Bond and Proposed Financing Proposal for ATEC

Eastern Wyoming College is moving forward with the General Obligation building bond for the purpose of building the ATEC building. Here are the details of the GO Bond: The principal amount of \$3,271,728.00 will be funded on December 20, 2017. The interest rate is a fixed rate of 3.75% over the term of the Bond. Principal and interest payments will be made in 30 semi-annual payments on June 15th and December 15th of each year until paid, commencing on June 15, 2018. The Resolution is included in **Appendix G** along with the commitment letter.

Four banks are participating in this bond: Platte Valley Bank (originating bank), Pinnacle Bank, Points West Bank and First State Bank

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

Recommended Action: Motion to approve resolution authorizing issuance of general obligation building bond and proposed financing proposal for the ATEC, as presented.

Approve on First Reading Revised Board Policy 1.1 College Board Purpose and Operations

The revisions to the Policy can be found in **Appendix H**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 1.1 College Board Purpose and Operations, as presented.

Approve on First Reading Revised Board Policy 1.3 Election and Duties of Board

The revisions to the Policy can be found in **Appendix I**.

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

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

Approve on First Reading Revised Board Policy 1.9 Annual Strategic Plan

The revised Policy can be found in **Appendix J**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 1.9 Annual Strategic Plan, as presented.

Approve on First Reading Revised Board Policy 2.1 Division Chairpersons

Please see **Appendix K** for the Policy revisions.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 2.1 Division Chairpersons, as presented.

Approve on First Reading Revised Board Policy 2.8 Institutional Review Board

The revised Policy can be found in **Appendix L**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 2.8 Institutional Review Board, as presented.

Approve on First Reading Revised Board Policy 3.2 Appointment of Faculty and Staff

The new Policy can be found in **Appendix M**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 3.2 Appointment of Faculty and Staff, as presented.

Approve on First Reading Revised Board Policy 6.12 Animal Care

Revisions to Board Policy 6.12 can be found in **Appendix N**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 6.12 Animal Care, as presented.

Approve Request for Piloted Chemistry Program for 2018-2019 Academic Year

The Academic Services Office is requesting approval for the 2018-2019 Academic Year of a new piloted Chemistry Program. The request was approved by the Curriculum and Learning Council on November 16. Please see **Appendix O** for further details.

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

Recommended Action: Motion to approve request for piloted Chemistry Program for 2018-19 Academic Year, as presented.

Information Items

Staff Alliance Update:

The Staff Alliance has selected Sue Schmidt for Classified Employee of the Year and Diane McQueen for Professional Employee of the Year and nominated them for state-wide WACCT awards. Another scholarship drive for the Staff Alliance Scholarship is underway. Meanwhile, the winners of the Hula Hooping For Health five week challenge are Lori Britton with 280 minutes, Margaret Farley with 150 minutes, and Sherri Warren with 96 minutes. The Five Minute Hoopers were Lori Britton, Margaret Farley, Sherri Warren, and Kim Russell. The Holiday Party will be held on Monday, December 18 from 11 AM to 1 PM. Other holiday festivities will include a carry-in dinner, \$350 in door prizes, and a white elephant exchange. An on-campus Christmas Tree decorating contest is also underway. Student Senate Officers will judge the trees during Finals week. Please see **Appendix P** for the Staff Alliance Spotlight.

Prepared by Mr. Court Merrigan, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

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

Mr. Roger Humphrey, Acting Vice President for Academic Services

Construction Projects Update:

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

*Prepared by Mr. Kwin Wilkes, 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 T** 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

Trustee Topics

- Consider changing Tutoring Center to the Student Success Center
- Consider changing the Outreach Service Areas to Regional Learning Centers

Executive Session – Personnel

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

Adjournment

Upcoming Events:

December 12

December 12-15

December 14

December 16

December 18

December 25-

January 1

EWC Board Meeting

Finals Week

President Travers' Community Roundtable, CTEC Conference Room

Faculty Senate Holiday Reception, Table Mountain Vineyard

Staff Alliance Holiday Carry-In, 11:00 to 1:00, Cafeteria

Christmas Break, College Closed

January 2, 2018

College Reopens following Christmas Break

January 9

EWC Board Meeting

January 11

President Travers' Community Roundtable, CTEC Conference Room

January 15

Martin Luther King/Equality Day, College Closed

January 27

Sagebrush & Roses Dinner Dance

January 31

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

February 8

President Travers' Community Roundtable, CTEC Conference Room

February 12

Legislative Session Begins

February 13

EWC Board Meeting

February 20-22

ACEN Site Visit, Douglas Nursing Program accreditation

February 21

WACCT Awards Ceremony and Legislative Reception, LCCC

February 22

Wyoming Community College Commission Meeting, LCCC