

**EWC BOARD OF TRUSTEES**  
**July 10, 2018**  
**Dolores Kaufman Boardroom**

**Vision Statement**

*Eastern Wyoming College will be an innovative learning environment for academic excellence and community enrichment that champions student success.*

**College Mission**

*Student success is our first priority; as a learning community we provide opportunities that enable students to achieve their goals and enrich our unique region through work, partnerships, and student achievement.*

**AGENDA**

- 4:00 p.m. Work Session**
- **Review of Board Policy**
    - Board Policy 3.20 Reduction in Force Policy – **Appendix G**
  - **Review Fiscal Year 2019 College Budget – Appendix D**
  - **Discussion of Board of Trustees sub-district open seats for 2018 Election**

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

- 5:45 p.m. Public Hearing**
- Fiscal Year 2019 College Budget

**Open Meeting**

- **Introduction of New Employees**  
Dr. Don Apparius, Vice President for Student Services
- **Introduction of Visitors**
- **Open Forum:** Visitors and/or employees may provide comments to the Board of Trustees at this time.

**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

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

- **Approve Minutes:** *Please see [Appendix B1](#) for the minutes from the June 12, 2018 meeting.*  
*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*
- **Approve Fiscal Year 2018 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 29, 2018, to consider and take comments on the proposed fiscal year 2018 budget program transfers and budget authority increases as outlined in [Appendix B3](#). No comments from the public were offered during the hearing. The Unrestricted Operating Fund was increased by \$175,341 to balance the revenues and expenses. . It was necessary to transfer \$157,747 to operations & maintenance of physical plant to cover utilities expense overages for the fiscal year. Another \$93,221 was transferred into the Athletics Department to meet their expenses. The Restricted Fund budget was increased by \$137,532 to address shortages in GEAR UP, INBRE and the State Library fund. Within the Unrestricted Auxiliary Fund, \$109,098 was transferred for unanticipated student center, housing and motor pool expenses...The Plant Funds, Net Investment in the Plant Fund was increased by \$353,877 to account for the first ATEC bond payment and building depreciation.. We therefore request approval of the budget changes for the fiscal year ended June 30, 2018, as presented.*  
*Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services*
- **Approve Assessment of One-Half Mill Levy for FY-2019 and FY-2020:** *The one-half mill levy supports continuing concurrent credit enrollment for high school students and other post-secondary education programs and services through the Eastern Wyoming Board of Cooperative Educational Services (EW BOCES), of which EWC is a member. A hearing on the EWC assessment was held on June 29, and no comments were received from the public. Please review [Appendix B5](#) to review the details of the FY-2019 budget that is scheduled to be considered by the EW BOCES on July 12, 2018.*  
*Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services*
- **Approve Goshen County Fair Association Contract for FY-19:** *The contract for fiscal year 2019 will increase by \$5,000 for a total of \$20,000 per year for use of the fairground facilities. Please see [Appendix B6](#) for the contract.*  
*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*
- **Approve Golf Course Agreement for Fiscal Year 2019:** *The only change to the agreement is an increase of \$200 for use of the driving range and brings the total fee to \$1,000. The agreement can be found in [Appendix B18](#).*  
*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*
- **Ratify Selection of Nebraska Fire and Equipment for Vet Tech Fire Alarm Replacement Project:** *The Board was polled on June 29 regarding approval of the May 31, 2018 bid opening for the fire alarm system for the Veterinary Technology Building. Nebraska Fire and Equipment was the only bidder with a total of \$63,475. The Board unanimously approved the selection.*  
*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*

**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. Kwin Wilkes, Vice President for Administrative Services*

**Recommended Action: Motion to approve the financial report, as presented.**

### Approve Proposed Fiscal Year 2019 College Budget

The Fiscal Year 2019 College Budget can be found in [Appendix D](#).

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

**Recommended Action: Motion to approve the Fiscal Year 2019 College Budget, as presented.**

### Approve on First Reading for Board Policy 2.0 Committee Policy

Board Policy 2.0 Committee Policy was also discussed at the June work session. The revisions to this policy provide for the creation of a Policy Committee. Please see [Appendix E](#) for details.

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

**Recommended Action: Motion to approve on first reading revisions to Board Policy 2.0 Committee Policy, as presented.**

### Approve on First Reading Board Policy 3.8 Professional Growth and Development

The Board is requested to consider on first reading the revisions to Board Policy 3.8 Professional Growth and Development as discussed at the June work session. Please see [Appendix F](#) for a copy of the policy.

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

**Recommended Action: Motion to approve on first reading revisions to Board Policy 3.8 Professional Growth and Development, as presented.**

### Approve First Reading for Board Policy 3.20 Reduction in Force

Please see [Appendix G](#) for the latest version of this policy.

*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 3.20 Reduction in Force, as presented.**

## Information Items

### College Relations Update:

Please see [Appendix H](#) for the College Relations update.

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

### **Construction Projects and Major Maintenance Update:**

Please see **Appendix I** for current construction projects and major maintenance projects.

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

### **Douglas Campus Update:**

Please see **Appendix J** for the Douglas Campus update.

*Prepared by Ms. Margaret Farley, Associate Vice President for Converse County*

### **Human Resources Update:**

Please see **Appendix K** for the HR 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*

### **Instructional Program Reviews – Part 1**

- Agriculture Program – **Appendix M**
- Certified Nursing Assistant – **Appendix N**
- Cosmetology – **Appendix O**
- Interdisciplinary Studies – **Appendix P**
- Veterinary Technology Program – **Appendix Q**

*Presented by Academic Services*

### **Trustee Topics**

#### **Executive Session – Personnel**

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

#### **Adjournment**

**Upcoming Events:**

July 4	Independence Day, College closed
<b>July 10</b>	<b>EWC Board Meeting</b>
July 12	Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC conference room
July 14	Town of Lingle 100 <sup>th</sup> Anniversary Parade
<b>August 8-28</b>	<b>Filing Period for Board of Trustee Candidates</b>
August 9	Fair Day, College Closed
August 9	Goshen County Fair Parade
<b>August 14</b>	<b>EWC Board Meeting</b>
August 18	Wyoming State Fair Parade
August 21-24	Fall Kick Off Week (In-Service)
August 27	New Student Orientation & Registration
August 28	Classes Begin
September 3	Labor Day, College closed
<b>September 11</b>	<b>EWC Board Meeting</b>
September 13	Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC conference room
September 20	College Employee Roundtable, Noon-1:00 p.m., Boardroom