

EWC BOARD OF TRUSTEES
March 12, 2019
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

- Legislative Update – Dr. Travers
- Bachelor of Applied Science Degrees – Dr. Travers
- On-boarding Software – Mr. Humphrey

5:00 p.m.

Dinner in Cafeteria

5:45 p.m.

Open Meeting

- ***Introduction of New Employee(s)***
Matt Gail, Custodian
Dante Geoffrey, Volleyball Coach
- ***Introduction of Civitas Awards***
- ***Student Senate Update***
- ***Introduction of Visitors***
- ***Open Forum:*** Visitors and/or employees may provide comments to the Board of Trustees at this time.
- **Outcomes Assessment Report** -- John Cline (See **Appendix M**)

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 February 12, 2019 meeting and executive session.
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Resignation of Lori Britton, Douglas Campus Biology Instructor:** Lori Britton has submitted her letter of resignation effective at the end of her contract May 14, 2019.
Prepared by Human Resources Office
- **Approve Request to Seek Bids for Campus Fire Alarm/Emergency Notification Upgrade Project:** We are requesting permission to pursue bids for the campus wide Fire Alarm replacement/Emergency notification upgrade project. The engineers estimate the balance of the project is \$450,000.
Prepared by Mr. Kwin Wilkes, VP for Administrative Services & Mr. Keith Jarvis, Director of Physical Plant
- **Approve Request to Seek Bids for Activities Center Backup Generator Project:** We are also requesting permission to pursue bids for the replacement of the Activity Center emergency generator. The existing generator is no longer repairable and needs replaced. The plans are to increase the capacity of the generator to also include the IT servers and supporting equipment. The engineers estimate the cost of this project to be \$200,000.
Prepared by Mr. Kwin Wilkes, VP for Administrative Services & Mr. Keith Jarvis, Director of Physical Plant
- **Approve Request to Seek Bids for Vet Tech Labs Renovation Project:** We are requesting permission to pursue bids for the renovation of Vet Tech Lab rooms 104 & 111. The architect cost estimate is \$241,103 and \$200,741, respectively.
Prepared by Mr. Kwin Wilkes, VP for Administrative Services & Mr. Keith Jarvis, Director of Physical Plant
- **Ratify Resignation of Ed Meyer, HR Director:** On February 18, 2019, the Trustees were polled and unanimously approved Mr. Meyer's resignation. As a result, the HR Office immediately advertised the position.
Prepared by Human Resources Office
- **Ratify Setting Activity & Use Fees Cap at 15 Credit Hours for Academic Year 2019-2020:** In October, the Wyoming Community College Commission set tuition rates for academic year 2019-2020 and approved increasing the cap on tuition from 12 to 15 credit hours. It is proposed that the cap on EWC activity & use fees also be set at 15 credits to align with the tuition cap set by the Commission.
Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

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 Appointment of Kwenna M. Swanson to the Position of Douglas Nursing Instructor

The selection committee recommends, and Dr. Travers concurs, offering the Douglas Nursing instructor position to Kwenna Swanson. Ms. Swanson is currently serving as an adjunct instructor for the Douglas nursing program.

Prepared by Human Resources Office

Recommended Action: Motion to approve the appointment of Kwenna M. Swanson to the position of Douglas Nursing instructor, as presented.

Information Items

Faculty Senate Update:

The Leadership Team voted to approve the professorship titles brought forward by Faculty Senate and Academic Services. The associated rules are out for comment to the college at this time. Faculty Senate continues to meet monthly, and has begun a discussion of overload/adjunct compensation.

Prepared by Kelly Strampe, Faculty Senate President

Human Resources Update:

Please see **Appendix D** for the HR update.

Prepared by Mr. Edward Meyer, Director of Human Resources

Institutional Development Update:

Please see **Appendix E** for the Development update.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

The Staff Alliance distributed a "Doodle Poll" to all members asking them to vote on where we will spend our "Fitness Challenge" day/hike this year. The choices were: Ayers Natural Bridge, Vedauwoo Recreation Area and Fort Laramie National Historic Site. We had a total of 27 responses to our poll. The winning destination is Ayres Natural Bridge! Our annual "Fitness Challenge Hike" will take place on Thursday, May 16. Tentative plans are to leave the college parking lot at 9:00am and returning mid to late afternoon. All staff alliance members are encouraged to take this Fitness Challenge for their physical health, mental health and comradery with their fellow workers. We are all hoping that the weather will be in our favor!

The March "Staff Spotlight" offers a collage of events that the alliance thought were necessary to highlight.

Prepared by Ms. Sue Schmidt, Staff Alliance Chair

Student Services Update:

Please see **Appendix F** for the Students Services update.

Prepared by Mr. Roger Humphrey, Vice President for Student Services

Academic Services Update:

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

Prepared by Ms. Heidi Edmunds, Vice President for Academic Services

- **Fall 2018 Enrollment Summary:** As noted in the Executive Summary, the Fall 2018 headcount decreased 4.8% and the Full Time Equivalency (FTE) decreased 2.6% compared to Fall 2017. Full-time headcount was down 3 students and part-time headcount was down 77 students resulting in a total decrease of 80 students. The number of students who attended EWC for the first time in Fall 2018 was up 26 full-time students and down 96 part-time students. The number of students who had attended EWC any time prior to Fall 2018 was down 29 full-time students and up 19 part-time students. Goshen County was down 39 full-time and down 21 part-time students, and Outreach increased by 36 full-time and decreased by 56 part-time students. Goshen County decreased by 50.50 FTE, and Outreach increased by 20.83 FTE. Outreach accounted for 43.8% of the FTE. Please see **Appendix H** for the complete enrollment summary.

Prepared by Ms. Heidi Edmunds, Vice President for Academic Services

College Relations Update:

Please see **Appendix I** for the College Relations update.

Prepared by Ms. Tami Afdahl, Director of College Relations

Construction Projects and Major Maintenance Update:

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

Prepared by Ms. Margaret Farley, Associate Vice President for Academic Services

Trustee Topics

- **ACCT Annual Leadership Congress**, October 16-19, 2019, San Francisco, California
(See **Appendix L**)

Executive Session – Personnel

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

Adjournment

Upcoming Events:

March 11-14	Spring Break, No classes
March 15	Spring Break, College Closed
March 12	EWC Board Meeting
March 22-24	EWC Rodeo, Goshen County Pavilion
March 27	EWC Foundation Meeting, 11:30-1:00 p.m., CTEC Room 218
April 4	Advising Day for Fall 2019
April 4	Business After Hours, EWC 70th Anniversary Celebration, CTEC Lobby 4:00-6:30 p.m.
April 9	EWC Board Meeting
April 10	WACCT Meeting, Casper College
April 11	Wyoming Community College Commission Meeting, Casper College
April 19	Easter Break, College Closed
April 22	Easter Break, No classes, College Open
May 10	Graduation, Fine Arts Auditorium, 7:00 p.m.
May 14	Employee Recognition Reception, Cafeteria, 2:00 p.m.
May 14	EWC Board Meeting
May 27	Memorial Day, College Closed