



## Business Services Policies and Administrative Rules

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(RF) Revised Format  
(RN) Revised Numbering

Updated 1/14/20

## **BOARD POLICY 6.0: PURCHASING POLICY**

*Adopted 4/11/95*

*Revised 11/8/05(RF), 2/11/14, 1/13/20*

Eastern Wyoming College shall procure and provide goods and services at the best prices available, of the proper quality, with the proper support services, in the proper quantity, and at the time and place needed.

It is the intent of the College to maximize competition and to provide all interested and qualified vendors with the opportunity to offer their products or services to the College. Pursuant to W.S. 16-6-105, Wyoming vendors shall be given price preference not to exceed five percent (5%) for products and services of proper quality, with proper support services, in the proper quantity, and at the time and place needed as determined by the College.

All purchases of computer equipment, software, consulting, training, or technical services hosting must be approved by the College President or appointed representative.

The College will conduct all purchasing in accordance with its own policy and procedures and in compliance with all applicable statutes of the State of Wyoming.

### **Administrative Rule 6.0.1: PURCHASING PROCEDURES**

*Adopted 10/13/98*

*Revised 11/8/05(RF), 3/8/11, 2/11/14, 1/13/20*

Budget managers are expected to seek competitive and comparative pricing and options prior to procuring goods and services for the College. All purchases of computer equipment, software, consulting, training, or technical services hosting must be approved by the College President or appointed representative. All purchases must be processed through the Business Office. The following forms are available on the Business Office shared public drive: requisitions, vouchers, and mileage and travel expense reimbursement forms.

#### **Purchasing Procedures When Ordering Goods or Services**

Purchases shall be completed following the procedures outlined below:

1. Complete the purchase requisition form.
  - A. Use the **correct account number**. If in doubt, check with the appropriate budget manager or the Business Office.
  - B. Get appropriate signatures from:
    1. Academics: Vice President for Academic Services, Department Heads, appropriate budget manager.
    2. Student Services: Vice President for Student Services, or appropriate budget manager.
    3. Administration: President, Vice President for Administrative Services or appropriate budget manager.
    4. Plant Operation & Maintenance: Physical Plant Director or Vice President for Administrative Services.
    5. Athletics: Director of Athletics or Vice President for Student Services.
    6. Activity Sponsors: Vice President for Student Services.

- C. Once purchase requisition is properly coded and signed, turn in to the Business Office.
2. The Business Office will prepare and mail purchase orders. Special handling of purchase orders such as fax or telephone orders shall be completed by the person requesting the merchandise.
  3. When merchandise/services are received, the purchaser should verify that all merchandise/services are in good order, i.e., no shortages, damages or service is acceptable. Sign packing slip when available and return to Business Office.

Damages and shortages on orders must be recorded on packing slips and/ or invoices. The purchaser shall deal directly with the vendor regarding damages and shortages. Notify the Business Office regarding the details of the arrangements.

4. Upon receipt of the invoice, the Business Office will prepare a voucher for payment. The voucher must then be signed and dated by the purchaser certifying that the invoice is correct and all merchandise/service was provided as expected. Return voucher to the Business Office at which time payment will be made.
5. Shipping items back to the vendor shall be done by the purchaser. The Business Office must be duly informed.

#### **Purchasing Procedures for Charges to EWC Account**

1. Purchases exceeding \$200.00 will require prior written permission from the appropriate budget manager.
2. Purchaser shall complete a voucher. The voucher may be presented to the merchant providing merchandise/service and filled out in full with the following information:

#### **Required Vendor and Purchase Information**

All claims for payment or reimbursement must contain the following information:

- a. Full Vendor name and address
- b. Description of merchandise/services
- c. Date of purchase
- d. Full cost of merchandise/services
- e. Signature of purchaser
- f. Proof of delivery
- g. Purchaser must designate department to which this merchandise or service will be charged. Vendor must record the EWC Department on their delivery or sales receipt.

#### **Purchaser Reimbursement**

Purchaser must fill out a voucher or reimbursement form in full, attach a receipt or sales ticket, and forward to the Business Office for reimbursement.

#### **Travel Expenditures**

For travel expense reimbursement, complete a travel expense form and get appropriate signatures.

- a. Per diem may be used for meals, except for same-day travel (these rates are fully explained on the form). If per diem is used, receipts are not necessary.
- b. For other travel expenses and when per diem is not used, a detailed sales receipt from a merchant must accompany all requests for reimbursement. Requests must contain information specified in the ***Required Vendor and Purchase Information***.
- c. Lodging expenses must be accompanied by a detailed receipt.
- d. **AFIX ALL RECEIPTS** and return with completed form.

EWC is generally exempt from Wyoming state sales tax. The tax exemption certificate is available on the Business Office public shared drive.

**Budget Shortage Procedures**

- 1. In the case of an over-expenditure, discuss the situation with the appropriate budget manager to reallocate budgets within a department.
- 2. Budget managers may need to consult with the appropriate Vice President to reallocate budgets among departments.
- 3. A Vice President may need to consult with the President to reallocate budgets.

**Bidding Procedures**

Competitive bidding and comparative quotations may not be necessary when direct negotiations may best serve the needs of the College. The College may elect direct negotiations and enter into an open contract when deemed appropriate and at its discretion, and such contract shall not exceed three years. When such proposed purchasing is being recommended and the amount is \$30,000 or more, the purchase shall be made only after specific Board approval.

When the amount is less than \$30,000, purchases must have written approval of the Vice President for Administrative Services or President. In regard to both types of purchases, the election of direct negotiations must be made prior to bids being solicited.

When bids are solicited, solicitations shall be based on written specifications.

The College reserves the right to reject any or all bids or to waive any irregularities and informalities in the bidding process. Items for which bids must be obtained shall be described in the published call for bids by stating general requirements, and making detailed specifications available to prospective bidders at the college Business Office.

The Vice President for Administrative Services has the discretionary authority to approve expenditures that are less than \$1,000. If the expenditure exceeds this limit, additional procedures must be followed:

- a. **Purchases over \$1,000, but less than \$10,000**  
A single purchase involving the expenditure of more than \$1,000, but less than \$10,000 shall be made after the Vice President for Administrative Services or appointed representative has requested three oral or written bids. If fewer than three bids are received, the purchase may be made without bids, but at the best obtainable price and best serves the needs of the College. In certain cases, the College may decide to

advertise.

b. **Purchases \$10,000 or greater, but less than \$30,000**

A single purchase involving the expenditure of more than \$10,000, but less than \$30,000 shall be made after the Vice President for Administrative Services or appointed representative has requested three written bids. If fewer than three bids are received, the purchase may be made without bids, but at the best obtainable price and best serves the needs of the College. In certain cases, the College may decide to advertise.

c. **Purchases \$30,000 or greater**

Single purchases equal to or exceeding \$30,000 shall be made only after a call for competitive bids.

No contract shall be divided for the purpose of avoiding these provisions.

A "Request for Bids" advertisement shall be authorized by the Vice President for Administrative Services or appointed representative before publication. The advertisement shall be published at least one time in a newspaper of general circulation in the district. The date, time, and the location for the public opening of sealed bids shall be specified in the advertisement. The date of the bid opening shall be set to fall no sooner than five working days following the date of last publication.

Following the time specified for opening bids, a determination will be made by the President and Vice President for Administrative Services to the best qualified bid which meets specifications. All bids, along with the President's and Vice President for Administrative Service's determination of the best qualified bidder, shall be presented to the Board at the next regularly scheduled meeting. The purchase shall be made only after specific Board approval.

The College President will only make emergency expenditures after obtaining board approval.

**Purchasing Computer Equipment, Software, Consulting, Training, or Technical Services Hosting (i.e. Cloud)**

The Computer Services Department shall determine uniform standards for the economical, efficient, and coordinated utilizations of computer equipment and software for general college use, which best serves the needs of the College. Competitive bidding and comparative quotations may not be necessary when direct negotiations have already been established for a period not to exceed three (3) years.

All purchases for computer equipment, software, consulting, training, or technical services hosting require approval from the College President or appointed representative and shall be coordinated by the Computer Services Department using the procedures outlined below:

1. All requests for hardware or software must be approved and reviewed by Computer Services Department.
2. The Computer Services Department will develop the written specifications and request bids for all purchases which require competitive bidding and comparative quotations according to the ***Bidding Procedures*** outlined above.
3. The Computer Services Department will select the vendor who best serves the needs of the College and fits within the scope of the purchasing procedures outlined in this policy.

4. Purchase requisitions for all computer equipment, software, consulting, or training, or technical services hosting shall be signed by the College President or appointed representative.
5. The Computer Services Department will verify that all merchandise/services are in good order, sign packing slips when available, handle damages and shortages with the vendor, and sign and date vouchers.

### **Purchasing Insurance**

Eastern Wyoming College will accept sealed proposals for the purchase of insurance coverage. This is done to assure that the College is providing the insurance coverage needed at the lowest possible price. The bidding process will be coordinated through the Business Office.

1. Premiums are to be quoted for an Annual Period.
2. An actual copy of the policy shall accompany each proposal with such exclusions, endorsements and standard conditions as are necessary to meet the requirement of these specifications with respect to required coverage.
3. With respect to the liability coverage, it is understood that the "Insured" shall include:
  - A. Members of the Board of Trustees;
  - B. Trustees serving on other boards that primarily exist to serve other college purposes, such as joint powers, building authority, association, and others;
  - C. Any appointed official;
  - D. Any employee or authorized volunteer worker;
  - E. EWC Lancer Club;
  - F. Eastern Wyoming Arts Council;
  - G. Eastern Wyoming BOCES;
  - H. EWC Foundation;
  - I. Student Government, clubs, and organizations sponsored by EWC.
4. If Wyoming State Insurance Laws change, appropriate adjustments would be required of the successful company.
5. The College reserves the right to purchase insurance coverage that will be most satisfactory to the College. The Board of Trustees also reserves the right to reject any and all proposals and to waive informalities and irregularities in proposals received.

### **Purchasing Art for Public Areas**

Prior to purchasing or placing any art on EWC campuses, specific procedures shall be pre-approved in writing by the Vice President for Administrative Services or designee on a case-by-case basis as determined by the scope and nature of the proposed purchase, including, but not limited to, projects coming under W.S. 16-6-801, "Works of Art in Public Buildings."

### **Administrative Rule 6.0.2: PURCHASING BANKING SERVICES**

*Adopted 10/13/98*

*Revised 11/8/05(RF), 10/9/07, 07/09/13, 2/11/14*

*Reviewed: 1/14/20*

The Business Office will accept bids for purchasing banking services at any time deemed necessary. This is to provide the college with the best possible checking accounts at the lowest service charge and/or the highest earned interest. The bidding process will be conducted in the Business Office.

1. Costs and interest rates will be quoted on an annual basis.
2. A complete description of services desired for each account will be provided.
3. The college reserves the right to reject or refuse any bid that is so deemed inappropriate or inadequate. The Board of Trustees also reserves the right to reject any and all proposals and to waive information and irregularities in proposals received.
4. A complete summary of each account will be provided with each bid to all banks in the City of Torrington.

**Administrative Rule 6.0.3:      GUIDELINES FOR ESTABLISHING LONG-TERM PROFESSIONAL RELATIONSHIPS**

*Adopted 2/10/98  
Revised 11/8/05(RF), 2/11/14  
Reviewed: 1/14/20*

Eastern Wyoming College may enter into a contract for professional services for a specified task (e.g., annual financial audit) by the bidding process. However, it is acknowledged that it may not be in the best interests of Eastern Wyoming College or otherwise feasible to request "bids" for the performance of routine professional services that may be required from day to day at the College.

Accordingly, Eastern Wyoming College may enter into long-term professional relationships with various professions when the Board of Trustees determines that it is in the best interests of the College to enter into such relationships.

When entering into such relationships, the professional shall clearly set forth the hourly rate at which professional services shall be performed. Such hourly rate shall *not* be increased without the express written consent of Eastern Wyoming College.

Eastern Wyoming College shall receive a specific account of all services performed and the time spent by the professional performing such hourly services *before* professional fees are paid.

When the Board of Trustees decides to enter into long-term relationships with professionals, such continued relationship shall be subject to the sole discretion of the Board of Trustees after consultation with the College President.

**Administrative Rule 6.0.4:      AWARDS, GIFTS, AND PRIZES**

*Adopted 2/10/15  
Reviewed:1/14/20*

Awards, gifts, and prizes are allowed to the extent the expense is reasonable and necessary to carry out the mission of the College. They may not be lavish or extravagant, and must comply with any funding source restrictions. Proper classification of payments is necessary to differentiate between those considered scholarships, which may be tax-free, and those that are awards, gifts, or prizes, which may be taxable.

Definitions:



**Awards:** Cash, gift certificates, or noncash merchandise given for meritorious performance, productivity, or other reasons connected with employment; or for nonemployees, given in recognition of an accomplishment, achievement, or activity that does not require the performance of a service, as well as for other valid business reasons.

**Gifts:** Noncash items of nominal value given to express appreciation or gratitude; not related to job performance and not negotiated in advance.

**Prizes:** Cash or items of value received as a result of a legal game of chance, drawing, or contest of skill, either with or without the purchase of a chance or ticket.

### Awards to Employees

Awards to employees, including student employees, are an acceptable practice and should generally not exceed \$25 in value. However, the award may only exceed \$25 in value if given as part of an established campus-wide program, or if approved by the President or designee.

In most cases, awards provided to employees will be reported as taxable compensation. This may include staff recognition awards, employee of the month awards, awards to boost employee morale, as well as awards originating with a gift to the College from a third party.

The award must be reported as employee compensation on the employee's Form W-2 and is subject to federal, state, and local withholding, and FICA taxes. Since the award must be recorded through the payroll system, the department presenting the award must notify the payroll office unless the award qualifies for one of the *exceptions* below:

1. **Certain achievement awards** of tangible property (not cash, gift cards, or gift certificates redeemable for cash) may not be reported as taxable to an employee if they are awarded in a meaningful presentation that emphasizes the purpose of the award. The value of the award funded by the College may not exceed \$400 per year per employee. These awards and additional criteria are as follows:
  - A "**length of service**" award is not reported as taxable if it is not granted to an employee more frequently than every 5 years. A retirement gift generally will not be reported as taxable if *given as a "length of service" award and does not exceed \$400 per year per employee.*
  - A "**safety award**" of tangible personal property is not reported as taxable so long as the *award does not exceed \$400 per year per employee* and both of the following conditions are met:
    - It is provided to no more than 10% of eligible employees; and,
    - Managers, administrators, clerical, and professional staff are ineligible for the award.
2. **Noncash, de minimis awards** are not reported as taxable to an employee unless readily convertible into cash. IRS regulations use the example of holiday gifts of property with a low fair market value to define "de minimis." For College purposes, de minimis is defined as having a value less than or equal to \$25. Awards of gift certificates of \$25 or less will not be reported as taxable, unless redeemable for cash.

### Awards to Nonemployees

Awards may be given in recognition of past accomplishments or activities as well as for other valid business reasons. Granting/awarding financial aid is not considered an award for purposes of this policy.

Awards to students that are related to academic performance are considered financial aid and, as such are not subject to the provisions of this policy.

Awards given to nonemployees are generally considered reportable as taxable income, regardless of value. Noncash awards to nonemployees that have little intrinsic value (\$25 or less in value), such as medals, trophies, and plaques are not reportable. The College will file a Form 1099-MISC to report the awards when the value of cash and the fair market value of noncash awards to an individual total \$600 or more in a calendar year. The taxpayer identification number (e.g., Social Security Number) must be provided for reporting purposes.

### **Gifts**

To qualify as a gift, there should be no negotiation in advance for the gift. Cash, gift cards, and gift certificates redeemable for cash, are not allowed as gifts. Gifts should be of nominal value, and ideally, bear the College's logo. Gifts of tangible personal property less than or equal to \$25 in value are usually not reportable to the IRS.

1. Gifts to Employees: In limited circumstances, flowers or other gifts to employees are allowed if approved by the President, or designee, and unrestricted non-operating funds or restricted gift funds approved for that purpose are used. Gifts—including those for birthdays, weddings, showers, and other personal events—are usually not allowable expenditures of College funds. At their discretion, co-workers may contribute personal funds for this purpose.
2. Gifts to Nonemployees: Noncash gifts of tangible personal property may be presented as a token of appreciation to a donor, dignitary, guest, volunteer, visitor (or in certain circumstances, customer or client) when a valid and documented business purpose exists such as to recognize contributions to the College or to honor a distinguished visitor. Examples are token items given to donors or mugs given to conference attendees.

### **Prizes**

Cash and noncash prizes may be awarded to individuals for participation in legal games of chance or contests of skill for the purposes of fundraising. Games of chance include raffles and drawings. These activities must be pre-approved and conducted under existing policies and administrative rules. Examples of contests of skill include an essay-writing contest or basketball shooting contest. In certain instances, the purchase of a chance or ticket may be required.

Prizes may be only awarded where benefits are expected to accrue to the College, such as a fundraising event or participation in a student activity. No prize may be awarded to a College employee except where the individual's employment is incidental to the basis in which the prize is awarded. For example, a college employee would be eligible to win a prize awarded at random during an event or for winning an essay-writing contest, provided the employee is eligible to participate in the contest.

The department or organization sponsoring the contest must maintain detailed records of all receipts and expenditures associated with the contest, including the winner's name, address, taxpayer identification number (e.g., Social Security Number), amount spent for a chance or ticket (if any), and the value of the prize won. All contests associated with legal games of chance or skill must be conducted in accordance with state law. Federal law requires the College to report prize winnings to the IRS and to the recipient on a calendar year basis. Federal regulations also require that a specific percentage of the winnings must be withheld under certain conditions. Noncash winnings are reported at fair market value. Prizes of \$600 or more that involve the purchase of a chance or ticket are reported on Form W-2G if the winnings are at

least 300 times the amount of the chance or ticket. Prizes of \$600 or more that do not involve the purchase of a chance or ticket are reported on a Form 1099-MISC if the recipient is not an employee. Noncash prizes given to employees having a value of \$25 or less that do not involve the purchase of a chance or ticket will be considered de minimis and will not be reported. Prizes awarded to an employee that do not involve the purchase of a chance or ticket are reported on a Form W-2 for cash prizes (including gift cards), or noncash gifts over \$25 value.

(See Summary Table on next page.)

**Summary**

Type	Recipient	Form Used to Report to IRS and to Recipient	Cash, Gift Cards, and Gift Certificates Redeemable for Cash	Tangible Personal Property Other Than Cash, Gift Cards, and Gift Certificates Redeemable for Cash	
				Less Than or Equal to or \$400 in Value per Year	Greater Than \$400 in Value per Year
Award	Employee	W-2	Reported as Taxable	Not Reported as Taxable	Reported as Taxable
				Less Than or Equal to or \$25 in Value per Item	Greater Than \$25 in Value per Item
Award	Nonemployee	1099-MISC	Reported as Taxable (1)	Not Reported as Taxable	Reported as Taxable (1)
Gift	Employee	W-2	Not Allowable	Not Reported as Taxable	Reported as Taxable
Gift	Nonemployee	1099-MISC	Not Allowable	Not Reported as Taxable	Reported as Taxable (1)
Prize (with purchase of ticket or chance)	Employee	W-2G	Reported as Taxable (2)	Not Reported as Taxable	Reported as Taxable (2)
Prize (with purchase of ticket or chance)	Nonemployee	W-2G	Reported as Taxable (2)	Not Reported as Taxable	Reported as Taxable (2)
Prize (no purchase of ticket or chance)	Employee	W-2	Reported as Taxable	Not Reported as Taxable	Reported as Taxable
Prize (no purchase of ticket or chance)	Nonemployee	1099-MISC	Reported as Taxable (1)	Not Reported as Taxable	Reported as Taxable (1)

**Notes**

1. Reportable to the IRS and to the recipient on Form 1099-MISC when the aggregate value of cash and noncash items total \$600 or more.
2. Reportable to the IRS and to the recipient on form W-2G if \$600 or more and at least 300 times the amount of the chance or ticket; subject to withholding if the amount of the winnings, less the amount of the chance or ticket, exceeds \$5,000.

**Awards, Gifts, and Prizes to Nonresident Aliens**

Prizes and awards to nonresident aliens are generally subject to 30% federal income tax withholding and reported on an IRS Form 1042-S. You must contact the Business Office before processing cash or noncash awards, gifts, and prizes to persons who are not U.S. citizens or legal permanent residents.

**Board Policy 6.1:      **CONTRACTS AND AGREEMENTS****

*Adopted 10/10/17*

It is the policy of Eastern Wyoming College to establish an orderly process for the approval of all contracts and agreements entered into by the College. All contracts and agreements with a dollar value of \$30,000 or more shall be approved by the Board of Trustees. The Board of Trustees delegates to the President, the authority to enter into contracts and agreements valued at less than \$30,000.

**Administrative Rule 6.1.1:      **CONTRACTS AND AGREEMENTS PROCEDURES****

*Adopted 10/10/17*

All contracts and agreements shall be reviewed by the appropriate Vice President, the Vice President for Administrative Services, and the College President. Additionally, the College President may ask the Board of Trustees to review multi-year contracts and agreements under the \$30,000 threshold, or those that are significantly outside the scope of Eastern Wyoming College’s educational mission or unusual in the opinion of the President.

The College attorney shall review all non-standard contracts and agreements prior to execution. For all contracts and agreements with a dollar value less than \$30,000, the Vice President for Administrative Services shall inform the Board of Trustees of such contracts and agreements at the next regular board meeting.

Amendments to Contracts and Agreements

All amendments to contracts and agreements shall be approved by the College President or the Board of Trustees. If these amendments total \$30,000 or more they shall be approved by the Board of Trustees at the next Board meeting. If these contract amendments are less than \$30,000, they may be approved by the Vice President for Administrative Services or the President.

**Board Policy 6.2:      PAYMENT TO FOREIGN VENDORS**

*Adopted 10/10/17*

Payments to foreign vendors for services (honorarium, consulting, goods and services) are generally subject to additional withholding taxes. The Internal Revenue Code requires the withholding of tax on residents of countries other than the U.S. (non-resident aliens) unless a tax treaty exists. Payments to foreign persons paid U.S. source income must be reported to the payee and IRS on IRS Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding on an annual basis.

Prior to anyone purchasing any foreign goods or services on behalf of Eastern Wyoming College, please contact the Accounts Payable office before committing College funds. Accounts Payable will request the staff or faculty member obtain a Form W-8BEN from the vendor in addition to other items necessary for these purchases prior to any purchases or agreements to purchase foreign vendor items. For foreign vendors claiming a tax treaty exemption, the staff or faculty member shall obtain form 8233 directly from the foreign vendor to exempt them from withholding requirements that apply to compensation for personal services.

## **BOARD POLICY 6.3: USE OF COLLEGE FACILITIES**

*Adopted 10/14/97*

*Revised 11/8/05(RF), 2/11/14, 6/14/16, 11/14/17*

Eastern Wyoming College encourages the use of its Torrington and Douglas facilities for meetings and events in their six county service area to the fullest extent possible by organizations and individuals outside of college daily activities. The primary use of college facilities and equipment is for Eastern Wyoming College's academic, program, operational, and foundation activities. However, recognizing the responsibility to the taxpayers that these facilities are intended primarily for educational purposes, and to insure that the facilities are used and enjoyed in such a manner as to prolong the life of college property, this policy will be administered according to the associated administrative rules.

The policy of Eastern Wyoming College is to ensure the following:

- College facilities and equipment are not used for commercial enterprise. Using college facilities for commercial enterprise is a misappropriation of public resources and unfair competition with local businesses.
- The College may deny the use of facilities or equipment because the use is deemed not in the best interest of the College, goes against public standards, or creates an excessive liability.
- Fees are assigned to ensure extenuating costs are covered.
- College facilities and equipment are used responsibly to ensure the protection of public assets.
- Any group or organization that violates the terms of this policy or the College Facilities Contract shall be prohibited from any future use of the College's facilities or equipment, except upon prior approval of the Vice President for Administrative Services.

**Liability Insurance.** An insurance policy that protects the insured from the risk of liabilities imposed by lawsuits and other similar claims. All non-college groups that meet either of the following criteria must provide proof of organizational, general liability insurance for a minimum of \$1,000,000 that names Eastern Wyoming College, its trustees, officers, employees, and assigns as the insured or additional insured under the policy:

- An activity on the University Risk Management and Insurance Association's Tenants and Users Liability Insurance Policy (TULIP) Hazard Class 3 list.
- An activity with 35 or more people

The College reserves the right to require additional types of insurance coverage or liability insurance coverage greater than \$1,000,000 if we deem the activity warrants greater prudence. Non-college groups will not be allowed to hold an activity on campus that is on the TULIP Exclusion list. Government users that are exempt from indemnification requirements under Wyoming Public Law must provide a letter of liability coverage under the state policy.

### **Administrative Rule 6.3.1: USE OF COLLEGE FACILITIES**

*Adopted 01/25/00*

*Revised 2/11/14, 6/6/16, 11/14/17*

The following procedures are intended for the smoothest and most efficient operation possible of Eastern Wyoming College's facilities. Community use of the facilities is authorized on a "space-available" basis according to the priority use schedule listed below:

1. Eastern Wyoming College credit classes
2. Eastern Wyoming College non-credit programs and sponsored activities
3. Eastern Wyoming College partnership institution credit classes
4. Eastern Wyoming College and Eastern Wyoming College Foundation operational activities
5. Eastern Wyoming College student activities
6. External users (non-Eastern Wyoming College third parties)

EWC also publishes facilities use guidelines for distribution to event sponsors requesting College meeting facilities, and these guidelines are intended to outline College expectations with regard to supervision, control, and safety of participants by event sponsors.

### **BUILDINGS, CLASSROOMS, AUDITORIUMS, AND GYMNASIUM**

1. Facility reservations are made through the Information Center for either the Torrington or Douglas Campus. The Information Center is responsible for ensuring compliance to this policy and for reserving rooms, including available office space for EWC staff members. The Information Center works with the faculty, Community Education, and partnership institutions and organizations to determine the required dates for the semester schedule.

The Administrative Specialist for Institutional Effectiveness is responsible for reserving credit, non-credit, and partnership institution credit classes and faculty offices.

All individuals and/or organizations making reservations will sign a contract, agreeing to the rules and charges applicable for the use of Eastern Wyoming College facilities, and provide proof of liability insurance in the required format. The College has two types of charges: administrative fees (for the facility) and use fees (for utilities and required support personnel). Special reservation guidelines are used with the gymnasium. No fees are charged for activities directly related to Eastern Wyoming College and Eastern Wyoming College Foundation classes, programs, and operations.

Activities beyond the classroom that schools, departments, offices, and student organizations schedule or sponsor and that are substantially funded by the college in cost or in-kind. Examples of college activities include athletics, recreation, class projects, fundraisers (these can be for college organizations or for charitable organizations), events, meetings, etc. There is no facility fee for college activities.

2. Alcoholic beverages are prohibited on Eastern Wyoming College property except under special circumstances as outlined in Board Policy 2.15 Exceptions to the No Alcohol Use on Campus Policy. Also, see Smoking Rule 6.3.2 as it pertains to EWC buildings.
3. Any and all damages will be repaired by the College at the expense of the user.
4. Commercial organizations will be assessed an administrative fee at the current rate for use of college facilities. Commercial organizations include nonprofit organizations which charge fees or collect donations for the sponsored activity.
5. Appropriate utilities, custodial, security, technical, and/or other use fees will be charged.



6. Use fees will be assessed by the hour for the space and required support personnel. The custodial fee for example, may need to be assessed for the entire time of the event as well as the time required for set up and clean up.
7. All use fees will be applied to utilities and part-time custodial or maintenance salaries, facilities repairs, and replacement of associated equipment. Technical support fees will be used to reimburse the appropriate budget.
8. The administrative fee will be waived for affiliated, but appropriate use fees may be charged (utilities fees, custodial, etc.):
  - a. Goshen or Converse County Public Schools and city and county governmental entities
  - b. Goshen or Converse County businesses and nonprofit organizations (as long as no fees or donations are involved for the proposed event)
  - c. University of Wyoming and Wyoming Community Colleges
  - d. Goshen Community Theatre
9. Goshen and Converse County affiliated organizations are encouraged to use the College facilities for their regular meetings on a "space-available" basis. Such groups will not be charged the administrative fee for use of the facilities, but may be charged appropriate utilities, custodial, security, technical, and/or other use fees, for all necessary services according to the scope and magnitude of the event, in the opinion of the College.
10. Administrative and use fees will be charged to all groups for specialty areas such as computer labs.
11. When the Vice President for Administrative Services determines that extenuating circumstances exist, the Vice President for Administrative Services may waive all or part of the fees and/or insurance or license requirements.
12. Gymnasium use guidelines are as follows:
 

Priorities to determine gymnasium usage:

  1. Academic classes
  2. Reserved functions
    - a. Intercollegiate athletic practice and/or contests
    - b. Interscholastic athletic practice and/or contests
    - c. Community and/or public events
  3. Intramural activities
  4. Open gymnasium use
  5. Reservations by individuals and/or groups.

Reservations must be made through the Information Center, with the approval of the Athletic Director.

Except for when the gymnasium is being used for college activities, it is available for other authorized uses. Times and days will vary during college closure days and summer. A schedule of gymnasium hours is posted outside of the gymnasium and is available at the Athletic Director's office and the college reception office.

Open gymnasium activities, which have EWC staff supervision in the immediate area, may be scheduled through the Information Center with the approval of the Athletic Director.

Individuals and/or groups may use the gymnasium during other times and days. Advance approval and reservations are required. Direct staff supervision in the immediate area at all times is required.

EWC reserves the right to close the gymnasium any time for repairs and maintenance.

13. EWC requires commercial food service providers to be licensed in Wyoming and provide proof at time of the reservation.

### **EQUIPMENT**

1. College owned equipment, including computers, audiovisual, and sound and lighting controls are to be operated only by properly trained personnel who are authorized by the College. Event sponsors requiring the use of college equipment shall request these services when reserving the facilities. If available, an EWC authorized person will accommodate the requester and appropriate charges will be made for services rendered. If an authorized person is unavailable, the use of this equipment will be denied.
2. All college equipment is intended for official use only and is not to be loaned to or used by individuals for personal use. Exceptions to the "no loan" policy may be made for nonprofit organizations, but only with approval of the College President.
3. Charges for equipment use will be based upon the extent of use and nature of activity for which equipment is being used.
4. Any and all damages will be repaired or replaced by the College at the expense of the event sponsor.

### **COLLEGE BUS**

In keeping with the College's stated goal of providing services to the community, the College bus may be available to community groups and organizations, public institutions, and other agencies for use in college coordinated activities. Scheduling procedures apply to reservation of the bus, which give priority to athletics, instructional programs, and the community education activities of the College.

#### Scheduling

Proposed use of the bus should be scheduled through the Information Center. The Information Center will consult with the Vice President for Administrative Services, the Physical Plant Director, and the Athletic Director, as to the availability of the bus and approval of the request. In determining priority, consideration will be given to the number of participants, distance to be traveled, time away from campus, driver availability, and comparative costs of the respective trips.

#### Drivers

The Director of Human Resources will establish a list of approved drivers.

### Charges

Charges for the use of the bus will be determined by the Vice President for Administrative Services through a normal review/approval process and will be based upon the nature and the scope of the activity. Charges will be based upon operation, maintenance, and depreciation costs.

### **Administrative Rule 6.3.2: SMOKING RULE**

*Adopted 7/21/04*

*Revised 11/8/05(RF), 2/11/14, 5/13/14, 10/10/17(RN)*

Smoking, including electronic-cigarettes (e-cigs or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is not allowed within buildings located on the campuses in Torrington and Douglas, Wyoming, including classrooms, lobbies, hallways, cafeterias, recreation areas, restrooms, residence halls, or living facilities. Smoking is not allowed within college vehicles.

### **Administrative Rule 6.3.3: ATHLETIC CONTEST ADMISSION**

*Adopted 5/10/05*

*Revised 11/8/05(RF), 2/11/14, 6/6/16, 10/10/17(RN)*

The following procedure will be used for admission to all athletic contests:

1. Free admission to or passes for all regular session contests are provided to:
  - EWC Board of Trustees, and spouses and family
  - EWC benefitted faculty, benefitted staff, and spouses and family
  - EWC athletes' parents
  - EWC Emeritus Faculty and spouse
  - EWC Honored Retiree and spouse
  - EWC students currently enrolled are admitted with a valid student I.D.
  - Goshen County Schools Superintendent (four passes to distribute)
  - Goshen County Schools Head Coaches (in sport only)
2. Adult Booster Passes. Two adult passes within the same family will admit an entire family to all regular season contests.
3. General admission prices will be posted at the gate. Adequate records of admission ticket sales shall be maintained at all events in order to facilitate state sales tax reporting.

**BOARD POLICY 6.4: COLLECTION OF DEBTS**

*Adopted 11/09/93*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

The Board of Trustees recognizes the need for and requires the collection of all debts due and owing Eastern Wyoming College. The Board further recognizes that a formalized collection procedure assures that the collection of each debt has been pursued to the fullest extent and when a debt is certified uncollectible, formal procedures shall be established to discharge the debt as an account receivable or asset of the College.

The Board directs and delegates to the President the responsibility of developing and implementing a collection procedure for debts due Eastern Wyoming College.

## **BOARD POLICY 6.5: GRANT APPLICATION SUBMITTAL POLICY**

*Adopted 5/9/95*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

Approval of the Board prior to the submittal of a grant application shall be sought by the College President, when in the judgment of the President, one or more of the following four conditions exists:

1. A significant amount of dollars will be coming to the College if the grant application is approved by the grantor.
2. A significant financial obligation by the College is required as a match for the grant.
3. The services required by the exchange are outside the scope of the College's educational mission.
4. The grant requirements or application forms require that a motion or resolution has been adopted by the governing board authorizing the submittal of the application.

### **Administrative Rule 6.5.1: GRANT APPLICATION SUBMITTAL**

*Adopted 5/9/95*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

#### **INTERNAL PATHWAY FOR THE GRANT APPLICATION PROCESS**

##### **Purpose**

The purpose of this administrative rule is to outline the internal pathway to be followed in preparing a grant application at EWC.

##### **Steps**

The following steps shall be followed in the order stated:

1. An employee desiring to prepare a grant application seeks the approval of their immediate supervisor. The supervisor approves or disapproves. If the supervisor disapproves, the process stops.
2. If the employee's immediate supervisor approves the request then the request moves up through the appropriate administrative ranks to a Vice President. Approval or disapproval is given at each level. Disapproval at any level stops the process. Approval at a particular level lets the process proceed to the next level.
3. If approved, the Vice President presents the request to the other Vice Presidents and President.
4. If approved by the College President, the College President presents the application to the Board either as an action item or as an information item pursuant to the Board Policy entitled ***Grant Application Submittal Policy***. If not approved by the College President, the process stops.
5. Information copies of the request shall be sent to the Vice President for Learning and Vice President for Administrative Services, upon approval.

## **BOARD POLICY 6.6: USE OF COLLEGE RESOURCES AND EQUIPMENT**

*Adopted 8/12/97*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

Resources such as college supplies, software, vehicles, postage, long distance telephone usage, document reproduction capabilities, and all equipment purchased by the college is intended to support the educational mission of the college. Infrequent, inconsequential use may occasionally be authorized by the President or an authorized designee provided that the activity does not disrupt the activities of the college, college policies and procedures are followed, and the college is reimbursed for any direct costs associated with the activity.

Use of the Copy Center for personal or non-college use is allowed only if the person requesting the services pays for copies at prices to be established by the Vice President for Administrative Services. Personal copying is to be made and verified through the copy services manager and is not to be charged to any college budget. The postage meter is to be used only for college business.

Unauthorized use of college resources and equipment may result in suspension of the employee until an investigation can be completed and resolved and the employee may be subject to criminal penalties. When deemed equipment, software, or other resources are no longer usable, the division chair, director, supervisor, or Vice President will request approval from the President to sell or discard items by normal legal means.

### **Administrative Rule 6.6.1: COMPUTER USE PROCEDURES**

*Adopted 8/12/97*

*Revised 11/8/05(RF), 2/11/14, 5/2/16, 10/10/17(RN)*

#### **Definition of Computer Resources**

Computer resources includes computer equipment such as laptops, desktops, video projectors, tablets, security equipment, POS equipment, printers, wireless equipment, network cabling and equipment, telephony, and other miscellaneous equipment.

#### **Goals and Philosophy:**

Eastern Wyoming College is committed to providing a high-quality education for its students. Therefore, the College strives to provide up-to-date equipment and software, as well as access to the Internet. Users have a responsibility in the use of these resources. Access to the Internet is a privilege, not a right. Abuses of this privilege, as well as to computer hardware and software, will not be tolerated. Below are guidelines for proper use of College computing resources and a clarification of what constitutes misuse. Penalties for misuse may include disciplinary action by the College and/or prosecution under state or federal law.

#### **User Rights and Responsibilities:**

Eastern Wyoming College provides all users with many shared computing resources including full access to the Internet. The State of Wyoming has designated the EWC internet and email lines for academic, administrative, and research use only. Information sent/received/stored on state equipment is the property of the college, and may be reviewed for appropriate use and compliance with these designations. To ensure the integrity of these computer resources, certain guidelines must be followed.

Computer Services will provide all computer users with a network account and initial password. This account is to be considered private, and account owners are responsible for all activity on their accounts. The network account will allow access to required computing resources including application software, research software, printing, e-mail, wireless services, and Internet access. An account will not be issued until the appropriate form has been signed.

This account is a privilege and should be treated properly. Users are expected to keep passwords confidential and change them on a periodic basis to insure the integrity of the account. Any activity considered to be damaging to the institution or to other users may result in the ***account being disabled and/or disciplinary/legal action being taken by the college.*** Such activity may include, but is not limited to the following:

- Sharing of accounts.
- Access or attempted access to other accounts.
- Physically altering network connections, cabling, or equipment.
- Attempted access to system accounts.
- Streaming or storing video, movies, or entertainment content not directly related to educational purposes on college equipment.
- Attempted unauthorized access to other computer systems.
- Access or attempted access to system files or other users' files.
- Violation of copyright laws.
- Installation of unauthorized software.
- The deliberate or careless installation of any program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, viruses, Trojan horses, worms, and multi-player games.
- Malicious deletion or alteration of institutional data/programs.
- Harassment of any type involving local network or Internet resources.
- Use of college resources for commercial gain.

All Eastern Wyoming College computer users are prohibited from transmitting any material or data which is in violation of any United States or Wyoming State laws or statutes. This includes, but is not limited to, copyrighted materials, threatening and/or obscene materials, materials protected by trade secret, or materials protected by national security laws.

**Commercial Use:**

Eastern Wyoming College is not authorized to provide use of computers, computer equipment, or electronic equipment for any commercial or money-making activities such as a personal business, raffles, sports pools, internet-based entertainment, or private business interests. Use for product advertisement or political lobbying also is prohibited.

Eastern Wyoming College does allow the use of this equipment for fund-raising activities of the college foundation, for student clubs, and for operations of the college.

**Community Use:**

Licensing agreements restrict the use of much of the software installed on Eastern Wyoming College computer systems. Eastern Wyoming College can grant accounts only to:

- those enrolled in an Eastern Wyoming College credit course
- those enrolled in Eastern Wyoming College non-credit courses which require computer access.
- those employed by Eastern Wyoming College
- those enrolled in courses offered by other colleges and universities, which have agreements with Eastern Wyoming College.
- Library patrons.

Exceptions may be made on a case-by-case basis by the President, Chief Information Officer, or an authorized designee.

**Personal Use:**

Computer resources at EWC are intended to support the educational activities of the college and are not intended for non-college related work. Students and staff may be allowed access and use for non-college work with permission of their supervisor if there is no disruption of college activities, the work is non-profit, and the college is reimbursed for direct expenses (paper, etc.).

**Warranties:**

Eastern Wyoming College makes no warranties of any kind, whether expressed or implied, for the computer services and resources it provides. Eastern Wyoming College will not take any responsibility for any damages a user suffers, whether to person and/or materials. Eastern Wyoming College is not responsible for extending warranties of any vendors used by the college.

**Penalties:**

Any user or users violating the rules, applicable state and federal laws, and/or posted classroom rules is subject to loss of network privileges and any other appropriate disciplinary options. Users violating rules of Eastern Wyoming College may also be subject to criminal prosecution.

**Vandalism:**

The malicious harm, modification, or destruction of data or hardware associated with computers belonging to Eastern Wyoming College or under the supervision of the Computer Services Department could lead to disciplinary action and/or criminal prosecution. This includes, but is not limited to, the uploading of computer viruses.

**Harassment and Bullying:**

The persistent annoyance of another user, including through the use of social media, or the interference with another user's work will not be tolerated. The sending of obscene, profane, or unwanted materials via Eastern Wyoming College computers systems could lead to disciplinary action and/or criminal prosecution.

**Wasting Resources:**

Every effort should be made to avoid excessive use of computer-related resources and supplies.

**Hardware and Software:**

Campus computer systems have been configured to work properly with the wide variety of resources made available by the College. Changing the system configurations will be considered a violation of Computer Use Procedures and appropriate action will be taken.



To insure compatibility of equipment and availability of support, all computer-related hardware and software acquisition must be pre-approved by Computer Services. The purchase of all computer equipment, software, consulting, training, or technical services hosting will be in accordance with the College Purchasing Policy 6.0 and Administrative Rule 6.0.1.

### **Copyright Infringement:**

#### **Definition of Copyright**

Copyright is the right of an author, artist, composer, or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings, and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted.

Eastern Wyoming College encourages all faculty, staff, and students to respect the intellectual property of others through adherence to copyright laws.

#### **Copyright Laws and Technology**

Copyright laws also extend to Peer-to-Peer (P2P) file sharing networks. P2P networks allow files (including, but not limited to music and video files) to be shared among, and stored on, the computers and devices that have access to that network. Though a P2P network itself is not illegal, the content that is shared may include copyrighted material. While using a P2P file sharing (or any file sharing) network - if you share, download, and/or otherwise obtain and use copyrighted material without permission, you can be subject to the civil and criminal penalties stipulated for violating copyright laws (see below). If you perform these actions while using an EWC computer, or while connected to a wired or wireless network affiliated with EWC, you may be subject to additional College penalties and disciplinary action.

Applicable college, civil, and criminal penalties can apply even if the file's copyright was unbeknownst to you. You are still responsible for your interactions and engagement on all P2P and file sharing networks.

Additionally, EWC complies with all laws and cooperates with law enforcement agencies concerning the investigation of copyright infringement that may have allegedly occurred from a campus-based computer or device, or one connected to a wired or wireless computer network affiliated with EWC.

EWC does not actively "police" its wired and wireless networks to discover acts of copyright infringement. The College does reserve the right, however, to monitor the data traffic that passes through its wired and wireless computer networks, and may investigate anomalies from expected levels and patterns of data usage. When anomalous activity is observed, measures will be taken to limit or suspend that activity at that time, and investigative measures may be employed to identify the user involved.

### **Violations of the Copyright Law can have serious consequences:**

1. Eastern Wyoming College Disciplinary Action: Copyright infringement can subject a student to disciplinary action under the Student Code of Conduct, since violation of law or College policy is grounds for discipline. First offenses will result in a notice from Computer Services to cease illegal activity. Failure to comply or further incidents of infringement may result in loss of network access for the infringing user or device. Sanctions may include suspension of network access and formal college disciplinary action, including academic suspension or dismissal. These outcomes might prove harmful to future job prospects or academic pursuits, since many employers and graduate and professional schools require the disclosure of College disciplinary action.
2. Civil Liability: Persons found to have infringed may be held liable for substantial damages and attorney(s) fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement.
3. Criminal Liability: Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

### **Ethics:**

Users should be aware that how they use computer labs, classrooms, and college resources may have an impact on other users. Inappropriate behavior will result in a warning, removal from the classroom or lab, and/or revocation of computer privileges.

**WARNING:** *Eastern Wyoming College does not actively filter material that may appear on computer monitors, which may be considered offensive by some. Discretion is advised, especially where children are concerned.*

### **Library Computers:**

The Library is open to the public as per the Computer Use Guidelines.

### **Administrative Rule 6.6.2: AUDIO VISUAL EQUIPMENT**

*Adopted 8/12/97*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

Limited audio visual equipment may be checked out by EWC personnel only from the Library.

### **Administrative Rule 6.6.3: POSTING OR PLACING PRINTED MATERIAL**

*Adopted 2/11/14*

*Revised 6/9/15, 10/10/17, (RN)*

Students, employees, and others are required to check with the Information Center in both Torrington and Douglas to obtain approval for posting or placing printed material on or within buildings or on campus grounds. Flyers, brochures, or other printed materials shall be posted on the appropriate bulletin boards as designated by the Information Center. Only under special circumstances shall items be taped to windows and doors. The placement of flyers, brochures, or other printed materials on private vehicles parked in EWC parking lots is strictly prohibited.

**Administrative Rule 6.6.4:      USE OF ELECTRONIC MARQUEE SIGN**

*Adopted 10/14/03*

*Revised 11/8/05(RF), 10/9/08, 2/11/14, 6/9/15, 10/10/17(RN)*

The Eastern Wyoming College Office of College Relations is the authorized designee for the management of the electronic marquee sign on both the Torrington and Douglas campuses. Reservations for use can be made through the College Relations Office or the appropriate Information Center.

- A time limit may be imposed when there are multiple requests to use the electronic marquee.
- EWC courses, events or important dates have absolute priority. If there are numerous EWC events to display, a compromise will be reached.
- EWC will control the content.
- Marquee will not be used for personalized messages such as birthdays, etc.
- Requests from the community for events not held at the campus will be considered by College Relations on a case by case basis and as space allows.

**Administrative Rule 6.6.5:      EWC ELECTRONIC DISPLAY GUIDELINES**

*Adopted 8/10/15*

*Revised 10/10/17(RN)*

The Eastern Wyoming College Office of College Relations is the authorized designee for the management of the campus electronic display monitors on both the Torrington and Douglas campuses. Requests for items to be displayed on the campus electronic display monitors can be made through College Relations or the appropriate Information Center.

- Monitors will display EWC student information and events only. Outside organizations or events will need to be displayed on the appropriate bulletin board.
- There should not be more than 8-10 items displayed at one time.
- Files to be displayed will normally be created by College Relations.
- To insure student privacy, direct student messages should be emailed to their LancerNet email accounts rather than listed on the screen as an individual message. An example of what not to do – *John Doe please stop by the information desk for a message.*
- Monitors will not be used for personalized messages such as birthdays, etc.
- Fillers/files can be made by College Relations to use on the monitors during slower times.
- Examples of appropriate uses include but are not limited to: club meetings, financial aid dates and deadlines, book buy-back information, tutor schedules, and special EWC events.

**Administrative Rule 6.6.6:      SOLICITING ON EWC PREMISES**

*Adopted 2/11/14*

*Revised 10/10/17(RN)*

College staff and students may not be approached directly with solicitations by outside parties. However, partner vendors may be allowed to have tables or displays in halls or common areas as approved by the State Fire Marshal for the purpose of offering information indirectly.

## **BOARD POLICY 6.7:     VEHICLE USE POLICY**

Adopted 01/08/02

Revised 11/8/05(RF), 2/11/14, 10/10/17(RN), 1/14/20

This policy establishes parameters and procedures for the use of state and college-owned vehicles. It applies to all persons that operate, make use of, or travel in state and college vehicles. State and college-owned vehicles may be used for official state and college business only. Drivers guilty of misuse are subject to disciplinary action and may lose their privilege to operate a college-owned vehicle. Vehicles are to be operated in a manner which avoids even the appearance of impropriety. Eastern Wyoming College is committed to providing transportation for participants in college activities and educational programs. All employees, students, and program sponsors using college vehicles are expected to adhere to the Vehicle Use Procedures in Administrative Rule 6.7.1.

Prior to reserving or using any college vehicle, all persons must complete a Driver Information Form and allow for a Driving Record check with the Wyoming Department of Transportation, Driver Services. A College employee or student may be denied use of a College vehicle if they do not meet the following criteria:

1. The individual must have a valid driver's license that has been in effect for the previous two years.
2. The individual must have a reinstated license that has been in effect at least one year after revocation.
3. The individual must not have three (3) at-fault accidents or moving vehicle violations within the last 36 months.
4. The individual must not have any violation for drunk driving, driving under the influence of drugs, or reckless driving within the last 36 months.
5. College vehicle use privileges will be denied based on driving performance of such severe proportions which exhibit that the driver has operated vehicles in an unsafe or negligent manner.

## **Administrative Rule 6.7.1:     VEHICLE USE PROCEDURES**

Adopted 1/8/02

Revised 11/8/05(RF), 10/9/07, 2/11/14, 10/10/17(RN), 1/14/20

### **DRIVER RESPONSIBILITY**

1. Be knowledgeable of and compliant with all the procedures outlined in this policy.
2. Observe all motor vehicle laws of Wyoming.
3. Must have a valid operator's license.
4. Drive courteously and obey all motor vehicle laws.
5. Notify Information Center if repairs are needed.
6. Pay parking fines and other liability charges incurred while operating the motor vehicle.
7. Report any moving violation that occurs in a college vehicle to a supervisor within 3 business days.
8. Seatbelts must be used in accordance with state law.
9. Take extreme care to ensure the safety of driver and passengers, especially when driving a vehicle during adverse weather conditions.
10. Do not operate a college-owned vehicle while under the influence of alcohol or controlled substances.
11. Transport no more than the maximum passengers than the vehicle is intended to haul. In most cases this is the same as the number of factory-installed seat belts.

## VEHICLE USE

1. College owned vehicles and rental cars are only to be used for college business as provided for in this policy.
2. Personal use of college vehicles is prohibited, other than incidental use while out of town on college business.
3. If employees are including personal business while traveling on college business, they must take their personal vehicle. Employees must maintain liability insurance coverage and understand that their personal vehicle liability insurance is primary coverage.
4. Transportation of passengers is allowed, when transportation is necessary to perform official college business. Individuals not employed by the college may accompany college employees operating a college vehicle when they have an interest in the purpose of the trip and their presence is directly related to official college business.
5. Students 21 years of age and older may drive college vehicles when a college employee or program sponsor is in the vehicle or in the caravan.
6. Where the college provides transportation for activities or programs, students choosing to travel in their own or another student's personal vehicle shall travel at their own risk.
7. Regardless of whether a college or personal vehicle is used, all employees traveling on college related business must wear seat belts and drivers are expressly prohibited from text messaging or emailing while operating college vehicles, or from using government supplied electronic equipment to text message or email when driving.
8. Pre-approved use of personal vehicles for college business will be generally reimbursed at 48 cents per mile if no appropriate college vehicles are available. If an appropriate college vehicle is available and the traveler still chooses to take a personal vehicle, the reimbursement rate shall be 28 cents per mile. It shall be the responsibility of the traveler's supervisor to determine the availability of a college vehicle at the time that the trip is being planned. The College President or and Board of Trustee members, are reimbursed at 48 cents per mile.
9. Departmental budgets will be charged 20 cents per mile based on actual mileage as reported on the vehicle checkout form for college-owned, light passenger vehicles. Separate mileage rates will be established for buses and motor coaches.
10. Mileage for non-recurring trips less than 20 miles will not be charged to departmental budgets.
11. Operators are responsible for secure and safe storage and parking of vehicles.
12. Employees, students, and program sponsors must complete a Driver Information Form that includes insurance information and turn it in with a copy of their current driver's license to the Information Center, prior to using a college vehicle.

13. All students participating in a college-sponsored activity or program, where transportation is provided by the college free of charge, are required to sign a liability release, "Eastern Wyoming College Waiver, Consent and Release Form," to acknowledge that they will not be covered by college insurance should an injury accident occur. However, see number 18 below. Travel waivers are available on the college's shared network drive.
14. Students opting not to take advantage of free transportation offered by the college for college-sponsored activities or programs must sign another, separate liability release, "Eastern Wyoming College Student Request and Release Concerning the Use of a Private Vehicle."
15. A parent or guardian must also sign the liability release(s) in the case of students under 18 years of age.
16. The activity or program sponsor shall be responsible for completing and collecting the release of liability forms for all activity or program participants. All forms shall be turned into the EWC Student Records Office or appropriate outreach office.
17. Certain organized academic and vocational fields of study or other college programs such as Welding and Joining Technology, Veterinary Technology, Physical Education, and intercollegiate athletics—use a blanket release of liability form that is valid over a prescribed length of time for all associated activities or programs of said academic and vocational fields of study or other college programs. These blanket releases are valid, in lieu of the liability releases described under number 14 as long as the activity or program in question is specifically related to the academic and vocational fields of study or other college programs that require a blanket release from the student as a prerequisite for participation. If the activity or program is not specifically related, then the liability release under number 14 would have to be obtained from the student. The provisions under number 15 would still apply, nonetheless.
18. For activities or programs that do not involve the use of college-provided transportation at no charge to the student, the use of liability releases to protect the college against injury claims shall be determined administratively on a case-by-case basis.
19. The college is not responsible or liable for loss or damage to any personal property transported or left in a vehicle.

## **BUS USE**

Eastern Wyoming College is committed to provide bus transportation to students in a manner that will protect their health, welfare, and safety. At EWC, we recognize that transportation is an essential part of the school's athletic programs. The following parameters are to be used as guidelines for 32 and 48-passenger buses.

1. Only approved adult College drivers with a CDL Class B Passenger Endorsement License may drive the buses.
2. Approved drivers must also possess a DOT physical card and have it in their possession at all times.
3. If a major medical experience occurs to the driver within the school year, such driver needs to be re-certified with a DOT physical before returning to work.

4. College student trip itineraries and rosters must be provided to Student Services prior to departure.
5. It is the responsibility of the organization sponsoring the trip to contact the Information Center representative to secure a trained and certified driver.

**Administrative Rule 6.7.2:      VEHICLE RESERVATION REQUESTS**

Adopted 1/14/20

Reservations for pool cars and vans can be made by EWC employees by filling out the Vehicle Reservation Request Form or by contacting the Information Center at 532-8211. Reservations are made on a first come, first serve basis, and occasionally based upon college business needs. If travel plans are canceled or the vehicle is no longer required, the Information Center should be contacted immediately. Keys to vehicles are available for pick-up from the Information Center at 8:00 a.m. the morning of the trip or the afternoon before if leaving earlier than 8:00 a.m. The vehicle's keys will be issued, along with the appropriate Travel Report which includes mileage, trip reason, budget number and other important trip information. All vehicles will be returned with a full gas tank prior to its return using the UBS Fuel Card provided in the car bag. Please ensure all trash in the vehicle is removed prior to returning the vehicle.

**Administrative Rule 6.7.3:      ACCIDENT PROCEDURES**

Adopted 1/14/20

In the event of an accident, the following procedures must be followed. If the vehicle is a college vehicle, the driver in the vehicle MUST contact the Information Center, regardless of the amount of damage.

- Obtain any medical attention that is necessary. Any accident that involves personal injury or property damage must be reported to the police.
- Exchange information with the other operator involved (if applicable), minimally obtaining driver's license and registration information, insurance company information and contact numbers. Also, obtain the names, addresses and telephone numbers of all witnesses.
- Don't admit fault or liability for the accident.
- Complete an accident report form, from an official law enforcement officer.
- Notify the driver's supervisor and the Business Office (ext. 8218) of the accident as soon as possible, even if the accident occurs on campus.
- The college's insurance company may contact you to obtain accident information. Please respond as promptly as possible.
- Information and records regarding accidents will be maintained by the Business Office.
- Other considerations when involved in a vehicle accident:
  - ❖ Be courteous.
  - ❖ Don't discuss any conditions or defects of the automobile.
  - ❖ Don't express any opinion or make any statement to anyone about the accident except to law officers and college representatives.
  - ❖ Don't discuss the accident with anyone over the phone or in person, unless they represent the college.

**Post-accident review**

Vehicle accidents may undergo a post-accident review to determine the cause and preventability of an accident. Reviews could consist of representatives from college and the insurance company. Post-Accident Review Guidelines will be used as evaluation criteria.

Once a determination as to cause and preventability is established, findings and recommendations will be forwarded to Human Resources and the vehicle operator's supervisors (for employees) or Student Services (for Students) for any corrective action (e.g. temporary or permanent denial of college driving privileges, required attendance at additional training program, etc.).



**BOARD POLICY 6.8: PROCUREMENT CARD POLICY**

*Adopted 7/17/02*

*Revised 11/8/05(RF), 12/11/07, 2/11/14, 10/10/17(RN), 10/10/19*

Eastern Wyoming College assigns widely accepted, procurement cards to trustees, administrators, faculty, and staff members who travel frequently. The procurement cards (P-cards) are made available primarily to facilitate travel by providing an easy method of paying expenses while traveling on college business.

Procurement cardholders are representatives of the College; therefore, cardholders must always consider the procurement card objectives and follow the policies and procedures of the College when making purchase decisions. All purchases should be made in the best interest of Eastern Wyoming College and the cardholder's department.

Cardholders and Budget Managers are responsible for their own actions and cannot claim that they were ignorant of EWC purchasing procedures. Purchase(s) using the college procurement card must be for the use and benefit of the College, therefore **personal purchases** of any nature are **NOT** allowed under any conditions or circumstances. Utilizing the EWC tax exempt status or leveraging its purchasing power for personal gain is not lawful and jeopardizes the P-card program. Cardholders must not receive any personal gain from use of the card.

**Administrative Rule 6.8.1: PROCUREMENT CARD REQUEST PROCESS AND USE PROCEDURES**

*Adopted 7/17/02*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN), 9/24/18, 10/10/19*

Requests for P-cards can be made to supervisors. Trustees, administrators, faculty, and staff members requesting issuance of a college procurement card must attend P-card training prior to receiving their card. Each cardholder will signify their understanding of the procurement card process by signing a statement that states that they have received training and are aware of the administrative rules and policy regarding P-card use.

The purchases of items using public funds for personal use is prohibited; therefore, personal purchases are not allowed on the college procurement card. An individual cannot reimburse the College for such purchases. If a personal purchase is made (inadvertently or otherwise) on the P-card, it is the cardholder's responsibility to obtain a credit from the vendor and make payment with another means. This correction should be done as quickly as feasibly possible, and the Budget Manager/Supervisor must be notified immediately. Exceptions need to be approved by the Vice President for Administrative Services.

Procurement cards may be utilized by college employees and trustees mentioned above, under the following circumstances:

1. For travel expenses when such expenses directly concern and relate to college business. Such expenses include, but are not limited to: meals, transportation, registration fees, and lodging costs.
  - a. A college P-card shall never be used for personal purchases or for the purchase of alcoholic beverages while traveling on college business.

- b. A college procurement card shall never be used for cash advances, motel/hotel movies, mini bar, or personal valet services. Valet services include, but are not limited to, shoe shining, assistance with parking vehicles, laundry services, spa services, concierge services, tours, and baggage services. Exceptions may be granted for valid employee ADA accommodations.
- 2. College supplies or services may be purchased with a college P-card if the use of a voucher is not possible or highly impractical (i.e., a vendor will not accept a college purchase order AND the goods or services offered by the vendor are not available at a demonstrated better price from another vendor), and the employee has secured the required supervisor authority prior to such purchase.
  - a. Purchases of supplies or services with a college procurement card are subject to all applicable college purchasing policies and procedures.
  - b. Required supervisor authority is defined under #6 below.

The President shall authorize employee positions to hold a college procurement card, which will be reviewed periodically. A cardholder may not authorize other employees to use his/her assigned card. The Board of Trustees may authorize the use of P-cards by trustees for travel purposes. Requests to temporarily raise the credit limit for a particular assigned card shall be made to the Vice President for Administrative Services and shall not be requested through direct contact with the procurement card company. The President must approve employee requests for a permanent credit limit increase.

A lost or stolen college P-card shall be reported immediately to the procurement card company, the President, and the Vice President for Administrative Services. The same applies if an unauthorized party has been using the P-card. The Business Office Director shall be notified if the Vice President is not on campus or otherwise available.

P-cards shall be revoked at the discretion of the President, if an employee consistently fails to follow Board policy and procedures regarding P-card use.

This policy does not apply to the gasoline credit cards that are checked out with motor pool vehicles.

Itemized receipts must be attached to the P-card charge slip. This includes detailed motel/hotel bills and gas receipts. Meals may be charged to a motel/hotel bill. Likewise, when purchasing supplies or services with a college P-card, an itemized receipt from the vendor must be obtained. The receipt should provide detailed information showing full description and cost of each item.

- 3. If an alcoholic beverage is purchased during a meal, the employee or trustee shall pay for such alcoholic beverage with cash, a personal check, or a personal credit P-card, under a separate ticket. **Under most circumstances, a college employee or trustee shall not be allowed to purchase alcoholic beverages with college funds. However, see Board Policy 2.15.**

4. Expenses for meals can only be authorized if the college employee or trustee attaches an itemized statement/ticket/receipt. A tip, not to exceed twenty percent (20%), may be added to the bill by the meal provider (restaurants in certain geographic locales automatically add tips to the bill, which may exceed the 20% limit).
5. Itemized receipts and related P-card charge slips shall be turned into the Business Office, attached to the monthly statement that reports the charges. In order to avoid financing charges, this should be done as soon as possible after receipt of the monthly statement to allow time for the Business Office to process the payment. All charges on the monthly statement shall be coded to a proper, general ledger budget number.
  - A. All statements are available to all cardholders online once the cardholder properly registers and signs into their online account.
  - B. All cardholders are responsible to monitor their card activities throughout the month and contact the Vice President for Administrative Services in advance of any travel/purchases that may exceed their credit limit.
6. For employees, a single purchase of non-travel related items (supplies or services) less than \$1,000, requires the approval of an immediate supervisor. Current purchasing limits and procedures still apply.

A single purchase of non-travel related items (supplies or services) of \$1,000 or more requires the approval of both the immediate supervisor and the supervisor's supervisor.
7. When placing an order by telephone or fax, an assigned order number shall be immediately acquired from the vendor, as well as a faxed copy of the invoice that shows cost information. When placing an order through the Internet, an assigned order number shall be acquired, as well as either a printed on-line invoice or an e-mailed invoice. The invoice must contain cost information.
8. College employees or trustees shall ensure receipt of goods, services, and/or materials and shall follow-up with the vendor to resolve any delivery problems, discrepancies, and/or damaged goods. All supplies or materials shall be immediately inspected upon receipt. If there is a problem with the order, the merchant shall be contacted and notes on problems and their resolution should be kept, including names, dates and conversation results.
9. Cards should NEVER be used at local vendors where EWC has established accounts. EWC has established accounts at most, if not all, local vendors. Established accounts have pre-verified tax-free status and billing arrangements.
10. A missing receipt slip is used when cardholder does not have appropriate receipt. This should be a rare occasion and not commonplace.
11. If cardholder is taking a class that was approved for Professional Development credit, cardholder should not use their own card to authorize payment of the class. Payment should be authorized by supervisor/supervisor's card only.

12. EWC is exempt from sales tax within the State of Wyoming. Therefore, cardholders should never pay sales tax on purchases made within or delivered to, Wyoming. Cardholders should always have in their possession a tax exempt form (available on the M: drive) that can be given to the vendor to verify tax exempt status.

**Administrative Rule 6.8.2:      PROCUREMENT CARD ETHICS**

*Revised: 10/10/19*

EWC employees and trustees are subject to the laws and policies which impact all public employees. Employees are not to show favoritism to particular vendors or providers of services or share one vendor's quotes with another. The acceptance of gifts and gratuities of value from outside interests such as vendors is illegal. When in doubt about the acceptance of gifts that may be considered customary, remember, the best guideline is DO NOT ACCEPT ANYTHING OF VALUE FROM A VENDOR.

**Conflict of Interest**

A conflict of interest occurs when an employee either:

1. Has an existing or potential financial or other interest which impairs, or might appear to impair, the employee's independent judgment in the discharge of responsibilities to the College or,
2. May receive a material, financial or other benefit from knowledge or information confidential to the College

**Card Misuse and Sanctions Card**

Misuse and failure to adhere to the requirements of the P-Card program has serious consequences. The cardholder understands that his/her improper use of the EWC procurement card may be cause for disciplinary action by the College, including termination, and that improper use of the procurement card may subject the cardholder to criminal prosecution. Misuse is broadly defined as using the card in violation of college policies and procedures as well as the P-Card program requirements.

Examples of misuse of the procurement card include, but are not limited to:

1. Using the procurement card for personal purchases or for purchases that are not authorized by the College.
2. Using the procurement card to purchase any goods or services that violate policies or procedures of the College, including those items listed as specific exclusions for the procurement card, or which violate any law or regulation to which the College must adhere.
3. Splitting a transaction to circumvent the transaction limit authorized for the cardholder's card.
4. Using multiple cards to circumvent the transaction limit authorized for the cardholder's card.
5. Failing to provide required purchasing documentation in a timely manner.
6. Failing to provide information about any specific purchase.
7. Giving the cardholder's P-card to another individual to use for a purchase. Occasionally, a person may be authorized to use another cardholder's card. The cardholder may make transactions on behalf of others in his/her college, department or division, however the cardholder is responsible for the business validity of the use of his/her card.

## **Reporting Misuse of the Procurement Card**

All P-Card program participants, including but not limited to the: president, vice-presidents, deans, directors, cardholders and budget managers are required to know and follow procurement card policies. Program participants also need to be aware of program misuses and consequences associated with these misuses. A department vice president, dean or director, budget manager and the Vice President for Administrative Services may review all transactions in order to identify possible misuse of the card. The review should be conducted each statement period and prior to submitting the final paperwork to the Business Office. By signing the P-card statement, the Budget Manager is acknowledging that all transactions were made appropriately and that no misuse has occurred. The Business Office shall notify the Budget Manager when it appears that misuse has occurred. Cardholders and Budget Managers are solely responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the College insisted that they bend the rules. Prohibited purchases and card misuse are outlined throughout the procedures manual and reviewed during training sessions completed by all cardholders and support staff.

## **Consequences and Accountability**

When it has been found that misuse may have occurred or that the requirements of the Procurement Card Manual are not being followed, the Budget Manager shall notify the Vice President for Administrative Services of such issues. The Vice President for Administrative Services will review the information to determine the best course of action in conjunction with the problems outlined below.

### **Frequent problems associated with the program processes may include, but are not limited to:**

- Failure to provide a detailed receipt.
- Failure to enter an authorized and complete budget string.
- Failure to obtain written approval when purchasing for others.
- Failure to complete the month-end processes on time.
- Failure to ensure that the P-card statement and receipts match and contain only authorized purchases.

### **Consequences for misuse may include, but are not limited to:**

- Written notification of misuse sent to department head and cardholder
- The Vice President of Finance and Administrative Services or the President reserves the right to suspend or cancel cards at any time.
- Termination of employment
- Criminal prosecution

## **BOARD POLICY 6.9: INVESTMENT POLICY**

*Adopted 6/10/03*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

Eastern Wyoming College shall invest its cash so as to maximize the return within established parameters of fiscal prudence, liquidity, fairness to vendors, and safety of principal. The College shall conduct all investing activities in accordance with its own policy and administrative rules, and in compliance with all applicable statutes of the State of Wyoming.

### **Administrative Rule 6.9.1: INVESTMENT PROCEDURES**

*Adopted 6/10/03*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

Eastern Wyoming College (EWC) has adopted an investment policy that provides management with flexibility to enhance revenue through short-term, local investment opportunities. Investment earnings generated by the investment of excess cash resources are a vital revenue component to EWC. A minimum threshold level of earnings must be maintained in order to fully fund existing programs for the budget year. Earnings that are greater than the established minimum are available to enhance operating budgets, upon approval by the EWC Board of Trustees. Therefore, a successful investment program is important, as it benefits not only sustainability, but growth.

Eastern Wyoming College may only purchase those investments that comply with Wyoming Statutes (see W.S. 9-4-831). Further, the EWC Board of Trustees must pre-approve each investment type (except for certificates of deposits/time deposits, which have already been approved) and financial entity employed in the investment of College funds.

Eastern Wyoming College may only invest in those investment types that are listed in current Wyoming Statutes and have been approved by the EWC Board of Trustees. As of July 30, 2013, approved investment types are:

1. United States treasury bills, notes or bonds, including stripped principal or interest obligations of such issuances, or any other obligation or security issued by the United States treasury or any other obligation guaranteed as to principal and interest by the United States.
2. Bonds, notes, debentures, or any other obligations or securities issued by or guaranteed by any federal government agency or instrumentality, including but not limited to the following to the extent that they remain federal government agencies or instrumentalities: Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal agencies or instrumentalities.
3. Repurchase agreements involving securities which are authorized investments under (1.) and (2.) above. The securities may be held in a custodial arrangement with a member bank of the Federal Reserve System or in a segregated account at a Federal Reserve System bank. The repurchase agreement must provide for daily valuation and have a minimum excess market price reserve of one hundred two percent (102%) of the investment.

4. Mortgage-backed securities that are obligations of or guaranteed or insured issues of the United States, its agencies, instrumentalities, or organizations created by an act of congress, excluding those defined as high risk. High risk mortgage-backed securities are defined as any security which meets either of the following criteria:
  - A. Is rated V-6 or higher by Fitch Investors Service or at an equivalent rating by another nationally recognized rating service; or,
  - B. Is defined as a high risk mortgage security under Section III of the Supervisory Policy Concerning Selection of Securities Dealers and Unsuitable Investment Practices, as amended by the Federal Financial Institutions Examination Council, as created under 12 U.S.C. 3301, et seq., or its successor.
5. Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
6. Guaranteed investment contracts, if issued and guaranteed by a United States commercial bank or a United States insurance company. The credit quality of the issuer and guarantor shall be the highest category of A.M. Best, Moody's, or Standard and Poor's rating service. The contract shall provide the governmental entity a non-penalized right of withdrawal of the investment if the credit quality of the investment is downgraded.
7. A commingled fund of eligible securities listed herein, if the securities are held through a trust department of a bank authorized to do business in Wyoming or through a trust company authorized to do business in Wyoming with total capital of at least ten million dollars (\$10,000,000) or which has an unconditional guarantee with respect to those securities from an entity with total capital of at least one hundred million dollars (\$100,000,000).
8. Certificates of deposit of a savings and loan association or a federal savings bank authorized to do business in this state to the extent that they are fully insured by the Federal Deposit Insurance Corporation (FDIC) or secured by a pledge of assets, and are otherwise authorized as a depository by the EWC Board of Trustees, as prescribed by law.
9. Certificates of deposit of a bank authorized to do business in Wyoming to the extent that they are fully insured by the FDIC or secured by a pledge of assets, and are otherwise authorized as a depository by the EWC Board of Trustees, as prescribed by law.
10. As authorized by W.S. 37-5-206 and 37-5-406, bonds of the Wyoming pipeline authority and the Wyoming infrastructure authority.
11. Investments in shares of a diversified money market fund are authorized except that no entity of Wyoming government shall at any time own more than ten percent (10%) of the fund's net assets or shares outstanding. Investments under this subsection are limited to a diversified money market fund which seeks to maintain a stable share value of one dollar (\$1.00), is registered under the Securities Act of 1933 and Investment

Company Act of 1940, as amended, and has qualified under state registration requirements, if any, to sell shares in Wyoming and which:

- A. Invests its assets—
  - i. Solely in securities issued by the United States treasury, obligations, or securities issued by or guaranteed by any federal government agency or instrumentality, and repurchase agreements collateralized by such instruments at not less than the repurchase price including accrued interest;
  - ii. Solely in securities issued by the United States treasury, obligations, or securities issued by or guaranteed by any federal government agency or instrumentality, and repurchase agreements collateralized by such instruments at not less than the repurchase price including accrued interest;
  - iii. So that an average dollar weighted maturity of ninety (90) days or less is maintained at all times; and,
  - iv. Under limitations such that the fund may borrow funds for temporary purposes only by entering into repurchase agreements and only to the extent permitted by federal law.
- B. Does not impose a sales charge.
- C. Maintains the highest quality rating from at least one (1) of the nationally recognized rating organizations, such as Standard & Poor's Corporation or Moody's Investor Services.
- D. Has an operating history of not less than five (5) consecutive years.
- E. Requires submission of sixty (60) days advance notice of any investment policy change, in the case where such policy changes may be approved without approval of the fund's shareholders or requires approval by shareholders entitled to vote a majority, as the term is defined under the Investment Company Act of 1940, as amended, of the fund's shares.
- F. Is purchased from a person licensed to sell securities in Wyoming through or for an account with an entity which, at the time the investment is made by the state or local government:
  - i. Has been continuously engaged in the business of selling securities in Wyoming for the preceding two (2) years or a financial institution authorized to do business in Wyoming and qualified by law to act as a depository of public funds in this state; and,



- ii. Currently, and during the preceding two (2) years, continuously had at least one (1) established place of business in this state. As used in this subparagraph, "established place of business" means a place in this state which is actually occupied either continuously or at regular periods by employees or agents of the entity who are licensed to sell securities in this state and where a large share of the entity's business in this state is actually conducted.
- 12. Commercial paper of corporations organized and existing under the laws of any state of the United States, provided that at the time of purchase, the commercial paper shall:
  - A. Have a maturity of not more than two hundred seventy (270) days; and,
  - B. Be rated by Moody's as P-1 or by Standard & Poor's as A-1+ or equivalent ratings indicating that the commercial paper issued by a corporation is of the highest quality rating.

Any company or person (other than EWC employees or Trustees) that executes investment transactions on behalf of or offers investment advice to Eastern Wyoming College must sign a Securities Dealer Certification Form that indicates the company or person has read EWC's investment policy and accompanying administrative rules, and agrees to abide by Wyoming state law with respect to investment advice given and transactions completed. For the purpose of purchasing certificates of deposits or time deposits under (8.) and (9.) above, the Securities Dealer

Certification Form is not required of banks that have been approved as a depository of EWC public funds.

Competitive bidding among participating authorized depositories offering time deposits for the highest possible yield under substantially equal risk levels is encouraged and shall be used when management can reasonably commit excess cash resources to an investment program for a predetermined length of time. However, the length of time should not generally exceed 120 days. It is allowable to roll the investment over for an additional 30 days without re-bidding.

**BOARD POLICY 6.10: INFORMATION SECURITY PROGRAM POLICY**

*Adopted 12/09/03*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

This policy is adopted pursuant to the comprehensive written information security program (the “Program”) mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). The procedures related to this policy describe the Program elements pursuant to which Eastern Wyoming College intends to:

- (i) ensure the security and confidentiality of covered records, and ;
- (ii) protect against any unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students.

The Program incorporates by reference Eastern Wyoming College’s policy already adopted, as such concerning the disclosure of confidential student information found at formal policy number 5.7, Family Educational Rights and Privacy Act (FERPA), as if such was set forth at length herein.

**Administrative Rule 6.10.1: INFORMATION SECURITY PROGRAM PROCEDURES**

*Adopted 12/09/03*

*Revised 11/8/05(RF), 2/11/14, 10/10/17(RN)*

**DESIGNATION OF REPRESENTATIVE:** The Vice President for Administrative Services is hereby designated as the Program Officer who shall be responsible for coordinating and overseeing the Program. The Program Officer may designate other employees at EWC to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officer.

**SCOPE OF PROGRAM:** The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with EWC, whether in paper, electronic, or other form that is handled or maintained by or on behalf of EWC. For these purposes, the term nonpublic financial information shall mean any information:

- (i) a student or other third party provides in order to obtain a financial service from EWC;
- (ii) about a student or other third party resulting from any transaction with EWC involving a financial service, or;
- (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

**PROGRAM ELEMENTS:**

1. **RISK IDENTIFICATION AND ASSESSMENT.** EWC intends, as part of the Program, to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the Program, the Program Officer will establish procedures for identifying and assessing such risks in each relevant area of EWC’s operations, including:
  - a. **Employee Training and Management:** The Program officer will coordinate with representatives of EWC’s Human Resources Department, Business Office, and Financial Aid Office to evaluate the effectiveness of EWC’s procedures and

practices relating to access to and use of student records, including nonpublic financial information. This evaluation will include assessing the effectiveness of EWC's current policies and procedures in this area.

- b. Information Systems and Information Processing: The Program Officer will coordinate with representatives of Computer Services Department by and through the Vice President for Academic Services to assess the risks to nonpublic financial information associated with EWC's information systems. This evaluation will include assessing EWC's current policies and procedures relating to the use of the network and network security. The Program Officer will also coordinate with the Vice President for Academic Services to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.
- c. Detecting, Preventing, and Responding to Attacks: The Program Officer will coordinate with EWC's Vice President for Academic Services to evaluate procedures for and methods of detecting, preventing, and responding to attacks or other system failures, and existing network access responses to network attacks and developing incident response teams and policies. In this regard, the Program Officer may elect to delegate to a representative of the Vice President for Academic Services that responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by EWC.
- d. Document Retention, Security, and Disposal: The Program Officer will assess file management practices wherever nonpublic financial information is found to ensure that adequate systems are in place to protect sensitive documents from unauthorized use and provide archive and/or disposal plans for documents and files that are no longer needed.

2. **DESIGNING AND IMPLEMENTING SAFEGUARDS.** The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper, or other form. The Program Officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards.

3. **OVERSEEING SERVICE PROVIDERS.** The Program Officer shall coordinate with those responsible for the third-party service procurement activities the information/computer services and other affected departments to raise awareness of, and to institute methods for selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the Program Officer will work with the college attorney to develop and incorporate standard, contractual protections applicable to third party services providers, which will require such providers to implement and maintain appropriate safeguards. Any deviation from these standard provisions will require the approval of the College Board after review by the college attorney.

4. **ADJUSTMENTS TO PROGRAM.** The Program Officer is responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the Program.

**Administrative Rule 6.10.2: IDENTITY THEFT PREVENTION PROGRAM**

*Adopted 4/14/09*

*Revised 2/11/14, 10/10/17(RN)*

Eastern Wyoming College ("College") developed an Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The Program was developed after considering the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities.

The program must contain reasonable policies and procedures to:

- Identify relevant red flags for new and existing covered accounts and incorporate those red flags into the Program;
- Detect red flags that have been incorporated into the Program;
- Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from identity theft.

**PROGRAM ADMINISTRATION**

**Oversight**

Responsibility for developing, implementing and updating the Program lies with a designated EWC Identity Theft Prevention Committee ("Committee") for the College. The Committee is headed by a Program Administrator who is the Vice President for Administrative Services or his or her appointee. Three or more individuals from Business Services, Student Services and College Relations appointed by the Program Administrator comprise the remainder of the Committee membership. The Program Administrator will be responsible for ensuring appropriate training of College Staff on the Program, for reviewing any staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

**Staff Training and Reports**

College staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of red flags and the responsive steps to be taken when a red flag is detected. College staff shall be trained, as necessary, to effectively implement the Program. College employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or of the College's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, College staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on

compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

### **Service Provider Arrangements**

In the event the College engages a service provider to perform an activity in connection with one or more covered accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft:

1. Require that the service providers have such policies and procedures in place; and
2. Require that service providers review the College's Program and report any red flags to the Program Administrator or the College employee with primary oversight of the service provider relationship.

### **Non-disclosure of Specific Practices**

For the effectiveness of this Identity Prevention Program, knowledge about specific red flag identification, detection, mitigation, and prevention practices may need to be limited to the Committee who developed this Program and to other employees on a need to know basis. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other Eastern Wyoming College employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information on those documents or specific practices which should be maintained in a confidential manner.

### **Program Updates**

The Committee will periodically review and update this Program to reflect changes in risks to students and the soundness of the College from identity theft. In doing so, the Committee will consider the College's experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program are warranted.

## **BOARD POLICY 6.11: ANIMALS OR PETS ON CAMPUS POLICY**

*Adopted 2/6/07*

*Revised 2/11/14, 10/10/17(RN), 11/14/17*

In order to ensure the safety of students, community members, and employees, and to maintain and promote sanitary conditions, authorized animals or pets, whether on campus grounds or authorized to be in campus buildings, must be appropriately restrained and controlled.

Eastern Wyoming College recognizes the importance of an Emotional Support Animal (ESA) for a student's on-going mental health status and treatment or a Service Animal with a documented disability. As such, with appropriate documentation and oversight, a student may request an exception to the College's No Pet Policy utilizing the procedures outlined in the *Eastern Wyoming College Process for Applying for Emotional Support Animal*. The student must annually request and register the ESA with the Counseling and Disability Services Office.

### **Administrative Rule 6.11.1: ANIMALS OR PETS ON CAMPUS**

*Adopted 2/6/07*

*Revised 2/11/14, 10/10/17(RN), 11/14/17, 3/26/18*

Animals that are specifically authorized to be in campus buildings include:

1. Service animals assisting people with disabilities.
2. Emotional Support Animals (in EWC Residence Halls only) assisting people with on-going mental health issues.
3. Animals that are used in EWC instructional programs or for special events, e.g., Agriculture, Veterinary Technology, etc.
4. Animals or pets that accompany visitors, employees, or students on a short-term, nonrecurring basis.
5. Animals that are brought to campus for Veterinary Technology activities such as pet washing.
6. Other exceptions may be considered by the Vice President for Administrative Services on an as-needed basis.

Liability for animals and other pets lies with the owner and/or possessor of such animals and pets. Other than service animals, animals or pets shall not be taken into food service areas (e.g., Cafeteria, Student Center, etc.). This policy will not restrict college programs that require animals on campus.

Pet owners are responsible for working with the campus facilities department to clean up any messes made by their pets. Anyone who brings an animal on EWC-controlled property assumes all financial responsibility for any damages to the property or injury to individuals caused by the animal. If an unrestrained or unattended animal is observed on campus, the local animal control authority will be contacted to take possession of the animal and help locate the animal's owner.

Poisonous reptiles and other potentially dangerous or aggressive animals are prohibited from campus grounds and buildings.

**Administrative Rule 6.11.2:     ANIMALS IN MOTOR VEHICLES**

*Adopted 2/11/14*

*Revised 10/10/17(RN)*

No person shall leave a dog unattended in the bed of a pickup truck in an Eastern Wyoming College parking area unless the dog is restrained in such a manner as to prevent the dog from making physical contact with a pedestrian.

It is prohibited for a person to leave a dog, cat, or any animal unattended in a motor vehicle when the temperature is seventy degrees Fahrenheit or above, unless adequate ventilation and water is provided. Uncontrolled or noisy animals will be reported to the campus resource officer or local animal control officials so that actions may be taken for the safety and protection of all, including the animals.

## **BOARD POLICY 6.12: ANIMAL CARE POLICY**

*Adopted 8/11/15*

*Revised 10/10/17(RN)*

It is the policy of Eastern Wyoming College (College) to assure the care and use of animals for teaching, research, rodeo activities, judging, and showing is done in a safe, humane manner. All activities with animals will be conducted in accordance with applicable federal, state, and local laws or regulations. The College will utilize the Guide for the Care and Use of Laboratory Animals (Guide), Institute of Laboratory Animal Resources, National Research Council, to implement and evaluate its animal care program. EWC Rodeo activities will also be governed by the current “Rules Book” of the National Intercollegiate Rodeo Association. If applicable, additional program requirements made by accrediting agencies will also be followed.

This policy applies to all employees, students, and college affiliates who use animals in teaching, research, rodeo activities, judging, and showing utilizing EWC facilities or other locations when those projects involve EWC sponsorship or funding, faculty scholarship, or staff/student efforts on behalf of EWC.

Failure to comply may result in disciplinary action, up to and including, loss of privileges in the use of animals in those activities.

### **Administrative Rule 6.12.1: DEFINITIONS (specific to this policy)**

*Adopted 8/11/15*

*Revised 10/10/17(RN)*

- Animal:
  - any live or dead vertebrate animal used or intended for use in teaching, testing, research, judging, showing, or rodeo practice or competition.
- Attending Veterinarian:
  - the institutional animal care and use committee (IACUC) attending veterinarian with direct or delegated program responsibility who has training and experience in laboratory animal science and medicine, or in the care of species used.
- Institutional Animal Care and Use Committee (IACUC):
  - a committee appointed by the EWC institutional official charged with providing local review and oversight of teaching, research, rodeo activities, judging, and showing or other activities utilizing animals.

### **Administrative Rule 6.12.2: RESPONSIBILITIES & PROCEDURES**

*Adopted 8/11/15*

*Revised 2/29/16, 10/10/17(RN)*

#### **A. Institutional Official (IO)**

The EWC President is the institutional official (IO) responsible for ensuring activities using animals at the College are humane and in compliance with all applicable federal, state and local regulations. The IO is responsible for establishing and enforcing relevant College policies and procedures, including but not limited to:



1. Ensuring safety of all faculty and staff utilizing animals in research, teaching, and coaching activities.
2. Ensuring humane treatment of all animals utilized in research, teaching, rodeo activities, judging and showing.
3. Ensuring ongoing compliance with federal, state, and local laws or regulations.
4. Ensuring the authority of the IACUC.
5. Ensuring the IACUC has sufficient resources for conducting the activities under its jurisdiction.
6. Ensuring the number and experience of the IACUC members is adequate to address the volume and types of scholarly activities so reviews are accomplished in a thorough and timely manner.
7. Conducting periodic reviews of the IACUC and its activities.

The IO is granted the following authorities (list may not be all-inclusive):

1. Establish and appoint members to IACUC, including the chair, or modify its composite membership. Appointments will be done annually, at the beginning of the academic year.
2. Oversee IACUC's responsibility to establish and implement practices and procedures governing the use of animals in research, teaching, and testing.
3. Review and oversee research, teaching, and testing activities that include the use of animals.
4. Provide resources, including budgetary authority, for the IACUC.
5. Suspend or terminate research, teaching, and testing activities as recommended by the IACUC.
6. Provide access to legal counsel on behalf of the IACUC.
7. Place administrative sanctions, within college guidelines, on employees, students, and college affiliates for non-compliance with federal, state, or local laws or regulations, guidelines, policies or procedures.

**B. Institutional Animal Care and Use Committee (IACUC)**

The IACUC reports to the IO and is charged with the responsibility for the general oversight, evaluation, and assurance of compliance with the College's animal care and use program.

The IACUC's scope of responsibility includes (list may not be all-inclusive):

1. Review at least once every six months the College's program for humane care and use of animals, using Guide as a basis for evaluation.
2. Inspect at least once every six months the College's animal facilities, using the Guide as a basis for evaluation.
3. Prepare reports regarding IACUC evaluations and submit them to the IO.
4. Review and investigate reported concerns involving the care and use of animals at the College. This includes checking calls received on the Animal Welfare telephone line.

5. Make written recommendations to the IO regarding any aspect of the College's animal programs, facilities, or personnel training.
6. Review and approve, require modifications in (to secure approval), or withhold approval of activities related to the care and use of animals.
7. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding use of animals in ongoing activities related to the care and use of animals.
8. Notify instructors, and the College (via the IO) in writing of its decision to approve, withhold approval, or require modifications to secure IACUC approval of activities related to the care and use of animals.
9. Conduct continuing review of each previously approved, ongoing activity related to the care and use of animals at appropriate intervals as determined by the IACUC, including a complete de novo review at least once every three years.
10. Suspend, or terminate an activity involving animals if deemed necessary.

**C. Attending Veterinarian**

The attending veterinarian has specific oversight authority involving all animals used for teaching, research, rodeo activities, judging, and showing activities at the College. This authority is complementary to the IACUC. Faculty and staff are encouraged to call upon the attending veterinarian or other veterinary staff for guidance in protocol development and consultation on experimental procedures.

The attending veterinarian will be a voting member of the IACUC.

**D. Instructor Responsibilities**

A significant burden of responsibility rests with an instructor for the proper use of animals in research, teaching, and testing.

1. With respect to this policy, the instructor is responsible for (list may not be all-inclusive):
  - a. Obtaining necessary approvals for activities in accordance with the requirements of the funding agency.
  - b. Ensuring IACUC approvals have been obtained.
  - c. Assuring the project is performed in accordance with the IACUC approved protocol.
  - d. Gaining IACUC approval for changes to protocol or activity prior to implementation of those changes.
  - e. Submitting annual updates to the IACUC.
2. Required Procedures
  - a. Instructors using animals must follow specific policies and procedures delineated by the IACUC.
  - b. Any animal deaths and/or serious injuries must be reported monthly to the IACUC and IO on a form provided by IACUC.

- c. An acknowledgement of receipt, review, and acceptance of these policies will be signed by each covered instructor at the start of each academic year.

#### **E. Use of Animals in Teaching**

This policy permits the use of live or dead vertebrate animals solely for instructional purposes under these conditions:

1. The responsible instructor judges the educational goals of the program or course which will be best achieved by such usage.
2. The IACUC evaluates the Animal Utilization Registration Form (AURF) and determines such usage is humane, proper, appropriate, and consistent with government principles and regulations for utilization and care of animals used in research, teaching, and testing.
3. Only the minimum number of animals essential to instructional objectives should be used. Instructors should be encouraged to use alternatives to animals whenever possible.

#### **F. Whistleblower Statement – Reporting Concerns Regarding Animal Treatment**

All animals used at Eastern Wyoming College (EWC) must be handled, housed, treated, cared for, and transported in a humane and ethical manner in accordance with federal law and college rules. Any person having reason to question the treatment of animals at EWC is encouraged to report incidents involving perceived non-compliance without fear of retaliation.

1. Any person having reason to question the humane or ethical treatment of animals at the college should contact the Institutional Animal Care and Use Committee at the anonymous number 855-392-2273 (855-EWC CARE). No threat or retaliation will be made against anyone reporting perceived mistreatment or non-compliance. In addition, reports can be made to any standing member of EWC's Institutional Animal Care and Use Committee.
2. All complaints and documentation will be brought to the attention of the Institutional Animal Care and Use Committee (IACUC).
3. Anonymous concerns are acceptable, and all reports will be investigated. Federal laws and college rules prohibit discrimination or reprisal for reporting violations of standards and regulations promulgated under the Animal Welfare Act. All concerns will be discussed by the IACUC and, if warranted, appropriate measures will be taken.
4. All complaints, violations and recommendations for subsequent action will be forwarded to the Institutional Official.

## **G. Rodeo Coach Responsibilities**

A significant burden of responsibility rests with a rodeo coach for the proper use of animals in rodeo practice and competition.

1. With respect to this policy, the coach is responsible for (list may not be all-inclusive):
  - a. Ensuring IACUC approvals have been obtained, if required.
  - b. Assuring that all activities involving animals are conducted in accordance with applicable federal, state, and local laws or regulations.
  - c. Assuring all practice and competition activities are performed in accordance with the "Rules Book" of the National Intercollegiate Rodeo Association.
2. Required Procedures
  - a. Any animal deaths and/or serious injuries occurring during activities covered by these policies must be reported monthly to the IACUC and IO on a form provided by IACUC.
  - b. An acknowledgement of receipt, review, and acceptance of these policies will be signed by each rodeo coach at the start of each academic year.

**Board Policy 6.13: REQUESTS FOR PUBLIC INFORMATION**

*Adopted 10/10/17*

*Revised 12/10/19*

Inspection of public records shall be done during regular business hours at the office where the record is located, or another facility designated by the College. Original College records shall not be taken from College premises for the purposes of public record disclosure. The College will directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College's own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.

The College may charge a reasonable amount, including administrative and legal fees, to cover the cost to produce a copy of public records.

**W.S. 16-4-201. Definitions:**

"Official custodian" means an officer or employee of EWC, who is responsible for the maintenance, care and keeping of public records, regardless of whether the records are in his actual personal custody and control;

"Public records" when not otherwise specified includes any information in a physical form created, accepted, or obtained by EWC in furtherance of its official function and transaction of public business which is not privileged or confidential by law. Without limiting the foregoing, the term "public records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by EWC in furtherance of the transaction of public business of EWC, whether at a meeting or outside a meeting. Electronic communications solely between students attending a school in Wyoming and electronic communications solely between students attending a school in Wyoming and a sender or recipient using a non-school user address are not a public record of that school. As used in this paragraph, a "school in Wyoming" means the University of Wyoming, any community college and any public school within a school district in the state;

Public records shall be classified as follows:

- (A) "Official public records" includes all original vouchers, receipts and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which EWC is a party; all fidelity, surety and performance bonds; all claims filed against EWC thereof a governmental entity; records or documents required by law to be filed with or kept by EWC; and all other documents or records determined by the records committee to be official public records;
- (B) "Office files and memoranda" includes all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not defined and classified in subparagraph (A) of this subsection as official public records; all duplicate copies of official public records filed with EWC; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with the office; and all other documents or records, determined by the records committee to be office files and memoranda. (ix)

- a. "Application" means a written request for a public record. However, a custodian designated public records person may in his discretion deem a verbal request to be an application;
- b. "Designated public records person" means the person designated as required by W.S. 16-4-202(e) or that person's designee;
- c. "Governmental entity" means the state of Wyoming, an agency, political subdivision or state institution of Wyoming.
- d. This act shall be known and may be cited as the "Public Records Act."

## **PROCEDURE FOR REQUESTING PUBLIC RECORDS**

Requests shall be submitted to the Vice President for Administrative Services who serves as the official custodian of the records. There are two types of public records requests:

### **1. Informal Requests**

The first type of public records request is one that is verbally submitted by the requesting party for records that are incidental, readily accessible, or reproducible at negligible cost, and are typically available for general public distribution at no cost.

### **2. Written Requests**

All other public records requests must be submitted in writing and will be granted or denied in accordance with Wyoming Public Records Act, Title 16, Chapter 4, Article 202, as amended. Each request must describe the records being sought with sufficient specificity to permit a College staff person who is familiar with the subject matter to locate the record in a reasonable period of time.

- a. Parties requesting a copy of a public record shall pay a flat fee of twenty-five dollars (\$25) as a deposit at the time of submitting their public records request to the College. Any overpayments to the College by the requesting party will be promptly refunded after the nonexempt public records are disclosed to the requesting party. Mail a letter of request and deposit to:
  - Eastern Wyoming College
  - Vice President for Administrative Services
  - 3200 West C Street
  - Torrington, WY 82240.
- b. The College requires that the requesting party make payment to the College for the balance of the reasonable costs over and above the twenty-five dollar (\$25) deposit prior to the release of copies of the public records (i.e., public records will be made available to the requesting party only upon payment in full to the College prior to release/disclosure of the records). These reasonable costs shall include, but are not limited to: actual personnel costs; reproduction costs; delivery expenses; and attorney's fees, if any, for reviewing, redacting or segregating the public records into exempt and nonexempt records.
- c. The College shall provide the requesting party with an estimate, in writing, if the cost of the public records request is expected to exceed twenty-five dollars (\$25). After receiving the estimate, the requesting party shall notify the College whether it wants the College to proceed with making the public records available.

- d. The requesting party shall be charged at the rate(s) established below, unless the records request qualifies for a fee reduction or waiver:
1. If the public records request requires a nominal amount of staff time (less than thirty minutes, which includes searching, locating, retrieving, copying, delivering and re-filing the documents), copies shall be made at no charge, unless the number of copies requested exceeds five pages.
  2. Copying charges shall be at the rate of twenty cents (\$0.20) per page for black and white copies and eighty cents (\$0.80) per page for color copies.
  3. Records that require more than a nominal amount of staff time (thirty minutes or more) will be provided to the requesting party for the actual cost of staff time, plus copying/delivery charges and attorney's fees. Copying charges shall be at the rate of twenty cents (\$0.20) per page for black and white copies and eighty cents (\$0.80) per page for color copies.
  4. Personnel costs shall be computed on the basis of quarter hours, rounded up, for time expended by College staff and/or the College attorney.
- e. In most cases, The College will respond to the request for public records within seven (7) working days of acknowledged receipt of the request. EWC follows the guidelines established by legislative action (2019) regarding Wyoming Public Records Act.