



College Administration

Policies and Administrative Rules

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Updated: 7-27-22

BOARD POLICY 2.0: COMMITTEE POLICY

Adopted 8/11/98

Revised 11/8/05(RF), 11/14/17, 9/11/18, 12/10/19

Eastern Wyoming College provides an opportunity for employees to have input on decisions regarding college operations and shared governance.

Committees provide for a broad exchange of information, advice, recommendations, and opinions to aid the College in meeting its mission and HLC requirements.

The committee structure provides clear lines of responsibility, authority, and communication and all committees need a chair person and a person to take minutes of those committee meetings.

There are four types of committees used at EWC:

- **College Committee:** A committee that provides recommendations and guidance on matters of operation. The President, President’s Cabinet or Board of Trustees establishes standing and ad hoc college committees.

- **Policy Development and Review Committee:** A committee comprised of the President, Human Resources Director, Vice Presidents, Executive Assistant to the President, at least one Board of Trustee Member (or more), and others, as needed.

- **Departmental Committee:** A committee that consider matters within or across departments. Vice Presidents, Associate Vice Presidents, and Directors establish standing and ad hoc departmental committees.

- **Advisory Committee:** A committee comprised of knowledgeable, prominent, and credible volunteers who provide advice, opinions, and support to an employee group or program. Members may be community members or college employees. An advisory committee does not have formal legal responsibilities or decision-making authority. Employees may establish an advisory committee with approval of their supervisor.

The position responsible for establishing a committee determines the following characteristics of the committee, such as:

- Committee name
- Purpose and objective
- Committee type
- Membership composition, number of members, membership terms, and whether members are elected or appointed
- Authority
- Budget
- Minutes and reporting requirements

NOTE: A majority of the membership of each standing advisory council will be considered a quorum.

Administrative Rule 2.0.1: **President’s Cabinet**

Adopted 7/14/15, 2/27/17, 7/27/18, 12/10/19

- Chairperson:** College President
- Membership:** Vice President for Academic Services
Vice President for Student Services
Vice President for Administrative Services
Vice President for Douglas Campus
Director of College Relations
Director of Human Resources
Director of Institutional Development
Executive Assistant to the President (ex-officio)

- Purpose:** Review of, and recommendations on:
1. matters of general college development and
 2. College policies which relate to the overall operation of the college.

Administrative Rule 2.0.2: **President’s Leadership Team**

Adopted 8/13/02

Revised 11/8/05(RF), 2/5/08, 2/17/09, 7/14/15, 2/27/17, 7/27/18, 12/10/19

- Chairperson:** College President
- Vice-Chairperson:** Vice President for Academic Services
- Membership:** Vice President for Administrative Services
Vice President for Student Services
Vice President for Douglas Campus
Dean of Faculty/Student Services
Director of College Relations
Director of Institutional Development
Director of Human Resources
Director of Nursing Program
Faculty Senate Representative
Staff Alliance Representative
Executive Assistant to the President

- Purpose:** Review of, and recommendations on:
1. Matters of general college development and information sharing.

Administrative Rule 2.0.3: **Curriculum and Learning Council**

Adopted 8/11/98

Revised 11/8/05(RF), 2/5/08, 2/17/09, 8/11/09, 2/27/17, 7/27/18, 12/10/19

- Chairperson:** Vice President for Academic Services
- Vice Chairperson:** Vice President for Douglas Campus
- Membership:** Vice President for Student Services
Dean of Faculty/Student Services
Department Heads/Program Directors

Outcomes Assessment Chair
Distance Learning Committee Chair
Director of Library/Media Services
Representative from Student Success Center

- Purpose:** Review of, and recommendations on:
1. Existing and proposed courses
 2. Existing and proposed program offerings
 3. Academic standards, grading, withdrawals
 4. Graduation requirements
 5. Quality assurance for all learning, including online offerings
 6. General Education, transfer, articulation
 7. Catalog, calendar
 8. Assessment of student learning outcomes and select institutional assessments
 9. Petitions and appeals regarding any of the functions of the instructional program
 10. Policies and issues which affect and improve learning
 11. May establish taskforces or subcommittees as needed.

Administrative Rule 2.0.4: **Advisory Council for Student Services**

Adopted 8/11/98

Revised 11/8/05(RF), 2/17/09, 2/27/17, 12/10/19

Chairperson: Vice President for Student Services
Vice-Chairperson: Director of Financial Aid
Membership: Student Services Professional Staff
Faculty Senate Representative
Staff Alliance Representative (non-Student Services)

- Purpose:** Develop, review of, and recommendations on:
1. Policies and procedures relating to Student Services
 2. Student petitions and appeals regarding any of the functions of the Student Services program
 3. Existing and proposed student activities, workshops, and programming.

Administrative Rule 2.0.5: **Professional Development Committee**

Adopted 8/11/98

Revised 11/8/05(RF), 2/17/09, 2/27/17, 7/27/18, 12/10/19

Chairperson: Vice President for Academic Services
Vice-Chairperson: Human Resources Director
Membership: Academic Department Heads/Program Directors
Classified Staff Alliance Representative (2-year term)
Professional Staff Alliance Representative (2-year term)

- Purpose:** Review of, and recommendations on:
1. Applications requesting cost reimbursement for approved professional development activities as per Board Policy 3.8, Admin. Rule 3.8.3.
 2. Applications for long-term professional development leave (sabbatical leave) as per Board Policy 3.8, Administrative Rule 3.8.4.
 3. Development, management, and review of institutional professional development plans and activities, aligning with the institutional strategic plan.

Administrative Rule 2.0.6: **Personal Advisory Council**

Adopted 8/11/98

Revised 11/8/05(RF), 2/17/09, 2/27/17, 9/24/18, 12/10/19

- Chairperson:** Human Resources Director
Vice-Chairperson: To be elected by Council
Membership: Two Faculty Senate representatives (2-year term)
 Two Professional Staff Alliance representatives (2-year term)
 Two Classified Staff Alliance representatives (2-year term)
 Administrator (1-year term)

- Purpose:** With a quorum of five (5) or more members present, the purpose of this standing College Committee is the review of, and recommendations on:
1. Existing and proposed personnel policies, procedures, and administrative rules
 2. Proposed personnel activities
 3. Existing and proposed salary schedules

Administrative Rule 2.07: **Student Allocation Committee**

Adopted 5/10/05

Revised 11/8/05(RF), 2/17/09, 2/27/17, 12/10/19

- Chairperson:** Student Senate Sponsor
Ex-Officio
Chairperson: Vice President for Student Services
Membership: The nine voting members of the Student Fee Allocation Committee will be as follows:
 Student representative from 6 instruction Divisions/ Departments.
 President of the Student Senate
 Treasurer of the Student Senate
 Student Senate Sponsor
 One member at large from the Student Senate

Purpose: Student fees are designed to support student-oriented clubs, organizations, and activities which are recommended by the Student Fee Allocation Committee. The purpose of the Committee will be to make recommendations to the Vice President for Student Services and the President about the activities which should receive student fee support and the level of assistance.

Administrative Rule 2.0.8: Technology Advisory Committee

Adopted 2/17/09

Revised 2/27/17, 12/10/19

- Chairperson:** Chief Information Officer/Computer Services Director
- Vice Chairperson:** Elected from Membership
- Membership:** Vice President for Academic Services
Vice President for Student Services
Instructional Technologist
Administrative Assistant for Academic Services
College Relations Director
Webmaster
IT/Telephone Staff Member
Financial Aid Representative
Library Representative (2-year term)
Computer Services (2-year term)
Registrar Representative (2-year term)
Outreach Representative (2-year term)
Classified Staff Alliance Member (2-year term)
Arts, Humanities, Social, & Behavioral Sciences Division (2-year term)
Science Division (2-year term)
College President (ex-officio)

- Purpose:** Research, evaluate, review, and recommend:
1. Appropriate technology for existing and emerging technologies throughout the College
 2. Appropriate training activities for users of the various technologies
 3. Strategic action plans as appropriate

Administrative Rule 2.0.9: Converse County Advisory Committee

Adopted 2/6/17

Revised 7/27/18, 12/10/19

- Co-Chairperson:** Vice President for Douglas Campus
- Co-Chairperson:** Elected from Membership
- Membership:** Converse County School District #1 Representative
Converse County School District #2 Representative
Wyoming Law Enforcement Academy Representative
Memorial Hospital of Converse County Representative
EWC Converse County Faculty Representative
EWC Converse County Student Representative
Converse County Government Representative (*appointed by the County Commissioners to serve in both this role and that of advisory member to the Board of Trustees*)
Municipal Government Representative(s) (appointed by mayors)
Tourism/Hospitality Representative
Agricultural Representative
Finance Representative

Energy Industry Representative
Business/Economic Development Representative
Marketing/Advertising Representative
County At-Large Representative (appointed by Converse County Commissioners)
College President (ex-officio)
One or more committee members may also be Eastern Wyoming College Foundation members.

Purpose: To represent the various Converse County constituent groups to Eastern Wyoming College's Administration in an advisory capacity. Provides advice and information to assist EWC in program development, operation, and planning for Converse County. Meetings will be held quarterly or as required.

Administrative Rule 2.0.10: Campus Safety Committee

Adopted 2/6/17

Revised 7/27/18, 12/10/19

Co-Chairperson: Vice President for Student Services
Co-Chairperson: Campus Resource Officer

Membership: Vice President for Student Services
Vice President for Administrative Services
Vice President for Academic Services
Vice President for Douglas
Director of College Relations
Director of Human Resources
Director of Physical Plant
Director of Residence Life
Douglas Maintenance Supervisor
Campus Resource Officer
Dean of Faculty/Student Services
Animal Caretaker
Faculty Senate Representative (2-year term)
Staff Alliance Representative (2-year term)
Goshen County Emergency Management Coordinator (ex-officio)

Purpose: Formulate, develop, review, and submit recommendations on:

1. Ongoing systematic review of safety and security conditions throughout the college
2. Crisis Management Plan
3. Review safety/security concerns, debrief/evaluate significant related accidents and incidents, and conduct self-inspections
4. Comprehensive safety education/training program for students and employees
5. Compliance with federal/state/local regulations and industry standards regarding health and safety
6. Maintenance and improvements of a safe and healthy campus environment to the President's Cabinet/Leadership Team

Administrative Rule 2.0.11: Policy Development and Review Committee

Adopted 8/11/98

Revised 11//05 (RF), 2/17/09, 2/27/17, 12/10/19

- Membership:**
- President
 - Vice President for Academic Services
 - Vice President for Student Services
 - Vice President for Administrative Services
 - Director of Human Resources
 - At least one Board of Trustee Member
 - Others as needed

Purpose: Formulate and develop new policies as needed. This committee will review, edit, or write policies in consultation with internal and external sources, stakeholders, and people who will be responsible for implementing and enforcing them. The committee will set and maintain a timeline for review of current policy.

Administrative Rule 2.0.12: AD HOC Committees

Adopted 8/11/98

Revised 11/8/05(RF), 2/17/09, 2/27/17, 12/10/19

Committees for special purposes will be formed and utilized as necessary.

Administrative Rule 2.0.13: Budget Advisory Committee (BAC)

Adopted 11/20/20

The Committee’s membership structure is designed to provide for a continuity of expertise, as well as an opportunity each year for new members to join. All members are encouraged and expected to consider themselves representative of EWC broadly, rather than representative of a single department, group, or a narrower constituency. The committee will consist of 10 members, 9 of whom are voting members, as described below:

Membership	Areas of Representation	Term
1	Athletic Director or Designee	Permanent
1	College Relations Representative	Permanent
1	Douglas Campus Representative (Rotating)	2-year term
1	Faculty Senate President	Permanent
1	Faculty Senate Representative	1-year term
1	Financial Aid Director	Permanent
1	Human Resources Representation (Rotating)	2-year term
1	Physical Plant Director	Permanent
1	Residence Life Director	Permanent
1	Staff Alliance President	Permanent
1	Staff Alliance Representative	1-year term
1	Vice President for Administrative Services	Permanent (ex-officio) Non-voting

Status:

The Budget Advisory Committee is an advisory body to the Vice President for Administrative Services, President, and other EWC officers. The intention is to provide a forum for budget discussion and input, with the objective of sharing all budget information with identified constituencies.

Charge: The Committee's responsibilities include the review and recommendations regarding college-wide processes related to budget development, which may have a major impact on site operations or allocations. Committee discussions or review may include the following during any budget year:

1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting Eastern Wyoming College and the related financial impact on the College.
2. Review of EWC budgetary policies, administrative procedures, allocation model formulas and guidelines across the college and alignment to the EWC Strategic Plan.
3. Review various income streams, including general fund, tuition and fees, auxiliaries, and grant sources.
4. Review and make recommendations regarding college-wide budget assumptions (revenues, allocations, COLA and growth) to the Vice President for Administrative Services, President, and other EWC officers.
5. Promote budget awareness, communicate budget issues and assist in budget and finance training activities college-wide.

Operation:

All members are responsible for making regular reports to their respective departments or organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the President's Cabinet and appropriate constituent groups for review and the President will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the college website.

Administrative Rule 2.0.14 College Effectiveness Committee (CEC)

Adopted: 2/22/21

Revised: 6/1/21, 11/9/21

Membership

The Committee's membership structure is designed to provide for a continuity of expertise as well as an opportunity each year for new members to join. All members are encouraged and expected to consider themselves representative of EWC broadly, rather than representative of a single department, group, or a narrower constituency. The committee will consist of 8 members.

# of members	Category	Term	Nominated by
1	Chair VP Academics	Permanent	
1	Vice Chair, Operations (must be employed within an operational department) VP Administrative Services	Permanent	
1	Vice Chair, Co-curricular (must be employed within a co-curricular department) VP Student Services	Permanent	
2	Faculty representing two different departments, one of which is a CTE program	2 yrs. upon Election appoint.	ALT
1	Staff representing one operational department	2 years upon appointment	VP of Admin Svs.
1	Staff representing one co-curricular department	Election appointment	VP for Student Svs.
1	Representation from Douglas Campus	2 years upon appointment	VP Douglas Campus

Status

The College Effectiveness Committee (CEC) is an advisory body to the Vice President for Academic Services (Chief Academic Officer / Accreditation Liaison Officer), and the President.

The College Effectiveness Committee (CEC) facilitates processes for documenting evidence of institutional effectiveness to promote continuous improvement and oversee compliance with federal, state, and accreditation requirements. This includes student learning within academic programs, student learning within co-curricular programs and services, and effectiveness within operational units.

Charge

In partnership with the College community, CEC:

1. Advise on all assessment activities of the institution, including:
 - a. Review assessment documentation to ensure compliance with external accreditation bodies and college goals for institutional effectiveness and student learning outcomes.
 - b. Ensure that assessment results are used for continuous program/service/operational improvement
 - c. Ensure appropriate feedback is provided to college departmental and program assessment/ institutional effectiveness reports.
 - d. Act as a resource, providing coaching, and training for those conducting assessment/institutional effectiveness evaluations.
 - e. Budget impact statements and priorities for consideration by the Cabinet, and College Budget Advisory Committee.
2. Communicate results of assessment activities to the campus community.
3. Evaluate and recommend solutions regarding data access and transparency.

4. Develop and maintain a current listing of persons within each department who are responsible for coordinating assessment.
5. Oversee and monitor the College's Strategic Plan, the College's Student Success Plan, and the College's Strategic Enrollment Plan.

These recommendations should reflect the College's Mission and Vision, the deliberations and decisions of campus committees, the actions of the Board of Trustees, and the President of the College. In addition to their advisory role to the VPAS, all Committee members should consider themselves to be advisors and critical sources of transparent communication to the general campus community about the nature and state of the budget and the budget process.

Scope

The committee will examine all submitted assessment and institutional effectiveness reports from instructional programs, co-curricular departments/services, and operational areas at Eastern Wyoming College. The committee will report to the Cabinet and departments that are not participating fully or from which unsatisfactory reports have been received.

Operation

Each voting member shall have one vote (eligible voting constituents are listed below.) Staff support for the committee will be under the direction of the Vice President for Academic Services.

Definitions

Instructional Areas: Those areas, which offer credit-bearing courses, certificates, and/or degrees. Instructional units assess student performance related to EWC's Institutional Learning Outcomes (ILOs), Program Learning outcomes (PLOs), and course objectives.

Co-curricular Areas: Those areas that offer activities, programs, and/or learning experiences that complement, in some way, what students are learning in their classes.

- Co-curricular areas assess student learning related to EWC's Institutional Learning Outcomes (ILOs), sometimes in addition to established industry outcomes, such as those espoused by NASPA.

Operational Areas: Those areas with primary focus on college infrastructure and non-instructional services.

- Operational areas assess their efficiency against department-specific operational outcomes and/or established professional standards, such as NACUBO standards for business offices or LEED standards for building efficiency.

BOARD POLICY 2.1: CAMPUS CRIME AND SECURITY

Adopted 3/9/93

Revised 11/8/05(RF), 8/11/15

Reviewed 6/1/19

A. Purpose

Eastern Wyoming College (College) is committed to maintaining a respectful, safe and non-threatening environment for its students, faculty, staff, contractors and visitors (College Community).

The College intends to comply fully with the letter and spirit of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1988 (Clery Act), as amended from time to time, to include the Violence Against Women Act amendments.

The Board of Trustees directs the administration to prepare, publish, and distribute policy statements, and statistical reports, that comply with the letter and spirit of the Clery Act.

The Student Services Office (SSO) shall be primarily responsible for implementing the mandates of the Clery Act. The Vice President for Student Services shall serve as the Title IX Coordinator.

The College will work with local, state and federal law enforcement agencies and will seek to protect life and property, and to preserve a secure campus environment.

B. Sexual Misconduct Policy

Sexual misconduct is expressly prohibited and will not be tolerated. Sexual misconduct incorporates a range of behaviors including dating violence, domestic violence, hostile environmental sexual harassment, sexual assault, sexual exploitation, sexual harassment, stalking and any other conduct of a sexual nature that is nonconsensual. Violations of this policy will be addressed promptly, fairly and impartially.

C. Alcohol and Illegal Drug Policy

Members of the College community are prohibited from bringing onto campus or using alcohol or illegal drugs on College property or off College property, if in connection with a College or College recognized program or activity.

The SSO shall develop appropriate materials to be distributed to all students and employees explaining local, state and federal laws on the use, possession and sale of alcohol and illegal drugs on and off campus at College activities and prepare educational programs on alcohol or drug abuse.

Students who violate local, state or federal law on campus or at College activities off campus are subject to prosecution by local, state and federal officials and when appropriate may be referred to counseling.

Students who violate the College alcohol or drug policy on campus or at College activities off campus are subject to discipline under the Student Code of Conduct and when appropriate may be referred to counseling.

Employees who violate local, state or federal law or the College alcohol or drug policy on campus or at College activities off campus are subject to prosecution by local, state or federal officials and are subject to discipline under collective bargaining agreements, campus policies, and when appropriate may be referred to counseling.

The SSO will provide a referral for counseling or assistance programs for students, as appropriate, found in violation of the College's alcohol and drug policy. The Human Resources Office will provide a referral for counseling or assistance programs for employees, as appropriate, found in violation of the College's alcohol and drug policy.

All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 must notify the College within five (5) days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall within ten (10) days after receiving such notice inform the federal agency providing the grant of such conviction. Within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employee. Employees may be required at his/her own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

Students who are federal aid recipients must notify the College within five (5) days of any criminal drug statute conviction for a violation occurring on or off College premises while receiving federal aid. Students may be required at her/his own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

Administrative Rule 2.1.1: Sexual Misconduct

Adopted 8/11/15

The College is committed to providing students, staff and visitors an environment free from any form of sexual misconduct and considers such actions to be inconsistent with the College's mission to which tolerance and respect are central.

The College Administration is charged with developing a procedure to report, investigate, and adjudicate allegations of sexual misconduct. The procedure shall provide for appropriate sanctions upon a finding violation of Board Policy 2.2.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is irrelevant to the implementation of this rule.

Administrative Rule 2.1.2: Clery Act and Annual Reporting

Adopted 8/11/15

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))** (Clery Act) is a federal law requiring colleges and universities to disclose information about crime on and around their campuses. The Clery Act is enforced by the United States Department of Education.

The Clery Act **requires** colleges and universities to:

- A. **Publish an Annual Security Report (ASR)** by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault.

The law requires EWC to make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. EWC's report can be found online for the [Torrington Campus](#) and [Douglas Campus](#), and upon request in the Student Services office.

- B. **Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities.** These statistics are gathered from campus authorities, local law enforcement, and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- a. Criminal Homicide
- b. Sex Offenses
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Theft
- g. Arson

- C. **Arrests/Referrals**

EWC is also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- a. Liquor Law Violations
- b. Drug Law Violations
- c. Illegal Weapons Possession

- D. **Hate Crimes**

Hate crimes are reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- a. Larceny/Theft
- b. Simple Assault
- c. Intimidation
- d. Destruction/Damage/Vandalism of Property

- E. **Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.**

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Chief Student Services Officer or Campus Resource Officer, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Timely Warnings are generally issued for Clery- reportable crimes that occur on the campus but may also extend to other

circumstances. The warning may be issued through various means including, but not limited to the following; the college e-mail system, on the EWC website at ewc.wy.edu, on electronic bulletin boards at the Information Center and Student Services, via EWC's mass notification system CodeRed. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be posted in each residence hall, and at the front door of each on-campus classroom building. A broadcast message will also be sent to all telephones on campus. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Student Services by phone at 307-532-8257, in person at the EWC Student Services Office; or to the Campus Resource Officer at 307-575-5982 or 307-532-8343.

- F. Devise an emergency response, notification and testing policy.**
- G. Compile and report fire data to the federal government and publish an annual fire safety report.**
- H. Enact policies and procedures to handle reports of missing students.**
- I. Sex Offenders**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, EWC provides information regarding registered sex offenders in Goshen County and its service areas in the State of Wyoming.

Information regarding registered sex offenders in Wyoming is available through the Wyoming Attorney General's Office, Division of Criminal Investigations: Sex Offender Registration at <http://wysors.dci.wyo.gov/>.

BOARD POLICY 2.2: CRISIS MANAGEMENT POLICY

Adopted 1/14/03

Revised 11/8/05(RF), 9/13/16

Reviewed 6/1/19

Eastern Wyoming College, by its nature and mission, cares for its employees and students. The Eastern Wyoming College Crisis Management Plan details the responsibilities of EWC that when properly implemented, will help the college respond to a crisis.

A crisis can cover two types of events:

Emergencies - any situation that may involve or threaten to cause loss of life or injury to employees or students or damage to property (e.g., fires, explosions, accidents, vehicular mishaps or severe weather events.)

Non-emergencies - any situation that threatens the reputation or stature of the college, poses legal ramifications, but does not pose a direct physical threat to students, employees, or property.

In such a crisis, at the determination of the College President or his/her designee, the Eastern Wyoming College Crisis Management Plan and Crisis Communication Plan will be implemented. The plans will be reviewed and updated annually in July.

BOARD POLICY 2.3: SERIOUS INFECTIOUS ILLNESS

Adopted 12/14/93

Revised 11/8/05(RF), 12/8/20, 12/14/21

Reviewed 12/8/20

The Board of Trustees of Eastern Wyoming College is responsible for overall development, implementation and maintenance of college-wide policy on serious infectious illnesses as they affect the safety and work areas of College employees and students.

The Board of Trustees is responsible for the ongoing maintenance of this policy, with appropriate input and participation of technical experts, including but not limited to safety, confidentiality, employment, testing, education, benefits, etc.

The purpose of this policy is to inform employees of serious infectious illness, including but not limited to Tuberculosis, all Hepatitis forms, all COVID forms, blood borne diseases such as all Hepatitis forms and HIV infection, and how this organization is responding to these health issues.

This policy covers serious infectious illnesses, including but not limited to tuberculosis, all Hepatitis forms, all COVID forms, and blood borne diseases such as all Hepatitis forms and HIV infection.

Administrative Rule 2.3.1: Serious Infectious Illness

Adopted 12/14/93

Revised 11/8/05(RF)

The following Administrative Rule has been developed to implement the Infectious Illness Policy.

1. Workplace Safety
 - a. Eastern Wyoming College as an employer shall provide a safe work environment for all employees based on standards set by OSHA and the State Department of Health.
 - b. The College shall make first aid kits readily available in work areas. Infection control procedures shall be posted near first aid kits, restrooms and rest areas.
 - c. The College shall provide a source of water, soap, disinfectant solution, and disposable paper towels close to the workplace.
 - d. Blood spill decontamination kits will be readily available in areas identified as having a high risk of blood spills. These areas include but are not limited to Health Services, Maintenance and Custodial Services, Fitness Center, Gymnasium, and Vet Tech building.
 - e. Employees who knowingly disregard infection control procedures may be counseled and/or disciplined accordingly.

2. Education

It is the policy of Eastern Wyoming College to provide information and education to its employees regarding serious infectious illness that covers:

- a. Rights in gaining employment, continuing employment and conditions of employment of persons diagnosed as having a serious infectious illness;
- b. Rights and responsibilities of the College as an employer to make reasonable accommodations in the workplace for employees and applicants diagnosed as having a serious infectious illness;
- c. Rights and responsibilities of the College as an employer to maintain the confidentiality of any medical information regarding an employee or prospective employee;
- d. Safety and/or perceived safety of the workplace for co-workers of and employees diagnosed as having a serious infectious illness;
- e. Concerns of applicants/employees regarding their insurability and/or continued insurability as a result of being diagnosed as having a serious infectious illness;
- f. Information and Training: Employees must be provided with information and training in areas including:
 - The Blood borne Pathogens Standard itself.
 - The epidemiology and symptoms of serious infectious illness and blood borne diseases.
 - Transmission of serious infectious illness and blood borne diseases.
 - The College's Exposure Control Plan.
 - An explanation of how to recognize tasks that may involve exposure.
 - A review of methods that will prevent or reduce exposure (Universal Precautions).
 - How to select and use personal protective equipment.
 - The use of biohazard labels, signs and container "color-coding".
 - Information on all Hepatitis forms vaccine and the College's policy on providing the vaccine for employees identified as "at risk".
 - Actions to take in case of emergencies involving serious infectious illness and blood borne pathogens, including the use of Blood Spill Decontamination kits.
 - An explanation of the procedures to follow if an exposure incident occurs, including reporting and medical follow-up.
 - Information on the post-exposure evaluation and follow-up that is provided to employees in case of an exposure incident.
- g. Any other issues, concerns, rights, responsibilities and/or obligations of applicants, employees and the College as an employer as they pertain to serious infectious illness.

Current principle concerns in the workplace with respect to serious infectious illness (es) are Acquired Immune Deficiency Syndrome (AIDS) and Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2, COVID-19). Eastern Wyoming College believes that a compelling need exists to provide information and education about serious infectious illness (es) to its employees due to the serious nature of the diseases, the protected increasing numbers of diagnosed cases and the fear of exposure in both the workplace and elsewhere.

Employment of Affected Persons

It is the policy of Eastern Wyoming College to protect the rights of individuals to employment free from unlawful discrimination based on handicap. This includes employment with the College and encompasses non-discriminatory treatment of persons with impairing conditions or diseases capable of being impairing. An impairing condition or disease is one that substantially limits, or is capable of substantially limiting a major life activity. Serious infectious illnesses come within this definition.

3. Confidentiality

It is the policy of Eastern Wyoming College that rights of confidentiality of an individual's medical history and right to review medical records must be limited, but only to benefit the patients. For example, information related to a serious infectious illness test, the results of that test, or the identification of the subject of the test is confidential except as required by law or rule or as authorized by the individual who is tested. Persons who comply with these confidentiality provisions are protected from an action for civil damages.

Information of a personal nature such as, but not limited to, that kept in a personnel, medical or similar file, if public disclosure would constitute an unreasonable invasion of privacy, is exempt from disclosure. Persons seeking disclosure have the burden of showing that public disclosure would not constitute an unreasonable invasion of privacy.

Medical records of College employees are protected from disclosure. The College as an employer has a duty to protect employees with a serious infectious illness from the harassment or potentially discriminatory treatment, which may result from the information being made available. Continued employment for an employee with a serious infectious illness may sometimes be therapeutically important in the remission or recovery process or may help to prolong that employee's life. Often a breach of confidentiality may well prevent persons with a serious infectious illness from seeking medical attention or voluntarily identifying themselves to management when it seems in the best interest of the workforce to do so.

Eastern Wyoming College recognizes the serious infectious illness may pose significant and delicate issues for employees in the workplace. Accordingly, the following Guidelines should be followed:

- a. Medical records of College employees are protected from public disclosure.
- b. Self-disclosure or serious infectious condition is voluntary and shall not result in harassment or disparate treatment, consistent with State civil rights law.
- c. Persons with serious infectious illnesses are protected as handicapped under State civil rights laws. Management or employee and who breach confidentiality or otherwise cause harassment or disparate treatment shall be disciplined as for other unacceptable practices or infractions.

4. Antibody Testing

No individual may be tested for infection without the informed consent of the individual. There shall be no routine or mandatory antibody testing of College employees.

5. Employee Benefits

The College administers benefits for employees with serious infectious disease in the same way as for employees with other life-threatening illnesses.

When employees get sick, employee health benefits are designed to provide care for them. This applies whether the disease is catastrophic, controversial, or epidemic.

All Hepatitis forms Vaccination Plan - As required by OSHA, all Hepatitis forms vaccination series shall be made available to all employees deemed "at risk" by the College. Those College employees deemed "at risk" by OSHA include employees working in Health Services. Those employees deemed "at risk" by the College include custodial and maintenance staff, coaching staff, food service, fitness center, and dorm personnel, veterinary technology, welding, refrigeration, cosmetology, and laboratory instructors. The College shall assure that employees who decline to accept all Hepatitis forms vaccination offered by the College sign a statement to this effect. If the employee initially declines Hepatitis all forms vaccination but at a later date while still covered under the standard decides to accept the vaccination, the College shall make available for all Hepatitis forms vaccination at that time. The vaccination series must be offered within 10 days of initial assignment to a job where exposure to blood or other potentially infectious materials can be reasonably anticipated.

Post Exposure Evaluation and Follow-up: Following a report of an exposure incident, the College shall make immediately available to the exposed employee a confidential medical evaluation and follow-up. If the health-care professional's written opinion includes recommendation for Hepatitis all forms prophylaxis vaccination, the College shall provide this treatment. All post- exposure procedures shall adhere to OSHA rules.

No illness is excluded by Eastern Wyoming College from the College health insurance plan solely on the basis of its derivation of the human behavior.

6. Employee Refusal to Work

When the employee's refusal to work with an affected co-worker is not based upon a reasonable risk of exposure, the employee will be counseled as to current medical information. A continued unreasonable neglect of duty may be subject to disciplinary action

BOARD POLICY 2.4: FUNDRAISING GUIDELINES

Adopted 1/14/03

Revised 11/8/05(RF)

Reviewed 9/11/18

It is expected that employees, students, and student organizations that wish to solicit gifts do so in order to enhance current programs or to undertake new projects. Every effort should be made to secure college funding prior to considering private gift solicitation.

The policy and associated administrative rule to guide campus solicitations of private gifts is not intended to discourage individual initiative. The many programs and activities sponsored by faculty, staff, and students are vital elements of EWC's character and greatly valued as complements to its programs. It is important to understand that Eastern Wyoming College may have more worthy causes than private gifts in the area can support.

Administrative Rule 2.4.1: Guidelines for Fundraising

Adopted 1/14/03

Revised 11/8/05(RF), 10/29/18

As Eastern Wyoming College launches major efforts to generate funding for its many and continuing projects, it is especially important for the college to present to the funding community a well-coordinated and unified effort.

To maximize Eastern Wyoming College's fundraising efforts, the following policies and procedures for all fundraising activities conducted on behalf of or in the name of any entity associated with Eastern Wyoming College shall be followed.

1. Prior written approval for any fundraising activities involving both on-campus and/or off-campus solicitation must be obtained from the Director of Institutional Development.
2. Any fundraising activities conducted exclusively on campus by a student organization must have prior written approval by the Vice President for Student Services. Any fundraising activities conducted exclusively on campus by any other group must be preapproved in writing by the Director of Institutional Development.

BOARD POLICY 2.5: ACCEPTANCE OF GIFTS BY EASTERN WYOMING COLLEGE AND EWC FOUNDATION

Adopted 2/6/07

Revised 3/12/13

Reviewed 12/8/20

General

Cash, stocks, bonds, or other negotiable instruments, real property, gifts-in-kind and personal property, such as equipment, supplies, professional services, furniture, books, art, etc., annuities and life insurance may be considered for acceptance.

The EWC Director of Development is authorized by the President to accept gifts on behalf of Eastern Wyoming College or Foundation subject to review and confirmation by the President and subject to the following conditions:

1. Only the Board may accept a gift if Board acceptance is a condition set by the donor.
2. Only the College President and Board of Trustees may accept gifts of real property or any permanent interest in real property, and title must be conferred in the name of Eastern Wyoming College or the Eastern Wyoming College Foundation for the use and benefit of the College.
3. Gifts with conditions that ultimately will require consideration by the Board of Trustees must be approved by the President prior to acceptance (e.g., gifts to support the initiation of a new academic program or capital improvement project).
4. The President or the Board of Trustees reserve the right to reject any gift deemed not to be in the best interest of Eastern Wyoming College.
5. Gifts of property subject to indebtedness must be approved by the President prior to acceptance by the Board.
6. The valuation and substantiation of charitable gifts is a matter between donor/taxpayer and the taxing agency. Therefore, the Foundation or College, as donee of such gifts, will not estimate to the donor the value of non-cash gifts. The Foundation or College will cooperate fully with the donor in the gift substantiation process required by the taxing agency.
7. The Office of Development will develop and manage the recognition of donors for Eastern Wyoming College and the Foundation.

Reports to the Board of Trustees

At the next regular meeting of the Board of Trustees and Foundation Board following acceptance of any gift not requiring Board acceptance, a summary report of such gifts shall be submitted to the Board by the Director of Development.

Implementing Guidelines

The Director of Development is authorized to establish management guidelines consistent with this policy for purposes of implementing this policy statement.

BOARD POLICY 2.6: **FACILITY NAMING**

Adopted 3/12/13

Reviewed: 12/8/20

The purpose of this policy is to establish a regular process and guidelines for naming current or future facilities based on commemoration of an individual, individuals, corporation or foundation, or in recognition of financial support at levels determined in these guidelines.

Responsibility and authority for naming facilities rests with the EWC Board of Trustees based on a final recommendation from the College president

Due to public visibility, permanence, and significance involved in naming facilities, such designations will require careful deliberation and attention to the appropriateness of the name.

Administrative Rule 2.6.1: **Facility Naming**

Adopted 1/8/13

General Provisions

No naming will be approved or sustained that will call into question the public respect of the College. Names of facilities should lend prestige and respect to the college, its staff, students and community. Credentials, character and reputation of individuals, organizations or corporations for which the naming of a facility is being considered shall be carefully evaluated. All discussions regarding naming of facilities shall remain confidential until final decisions are made and all necessary parties contacted and advised.

The College will continue to use the name as long as the facility remains in use and serves its original function. When the use has been changed through demolition, substantial renovation or rebuilding, the college may retain the use of the name, name another comparable facility, or discontinue the use of the name.

It is the responsibility of the College, or in the case of a previous gift for the facility, the additional responsibility of the Foundation, to advise previous or potential donors associated with the facility naming that changes may be made consistent with this policy.

The College will use the criteria described in this policy to determine naming of facilities, however; the Eastern Wyoming College Board of Trustees, in consultation with the Foundation when appropriate, may modify the criteria at its discretion on a case by case basis.

Definitions

“Facility” refers to any building, part of a building structure, street, drive, landscaped area, farm, open space, physical facility or other property under the administrative control of Eastern Wyoming College.

Relationship of College and Foundation in Facility Naming

Naming of facilities that are funded all or in part through private donations will require consultation with the Foundation in order to determine that gift levels required for the project are appropriate. In establishing objectives for a fundraising campaign, the Foundation will establish a schedule of naming opportunities and the level of gift required for each.

The College president will review the Foundation's selections for the Distinguished Alumni Award and the Distinguished Service Award to coordinate any intended or unintended duplication of these awards with possible naming of facilities. Previous selection of an individual, individuals, or corporate entity for these awards will not preclude a naming opportunity for a facility.

Commemorative Naming for Distinguished Service

Distinguished service recognizes significant and positive impact that an individual has had on the institution over an extended period of years. No less than one year shall lapse between the end of an individual's service and consideration for a commemorative naming.

Naming for distinguished service will be recommended by the College president, and approved by the Board of Trustees. The president will coordinate naming for distinguished service with the Foundation's distinguished service award process as appropriate.

The president will annually review candidates for this designation. If an individual is to be so designated, the president may require a background investigation.

Facilities currently named for distinguished service are exempt from this requirement.

Naming as a Result of Gift

Facilities may be named for individuals, families or organizations that provide significant gifts in support of existing or newly constructed facilities at the College. The Eastern Wyoming College Board of Trustees, in consultation with the Foundation when appropriate, may modify the criteria at its discretion on a case by case basis.

For Existing Facilities or Renovated Facilities as a Result of Gift

While criteria may be modified on a case by case basis, generally:

Existing facilities may be named with a gift of at least 50% of the facility's current value or replacement cost.

Renovated buildings may be named with a gift of at least 50% of the cost of the project.

For New Facilities Funded With Gifts

While criteria may be modified on a case by case basis, generally:

New facilities may be named with a gift of at least 50% of the facility's cost.

Classrooms, offices, board rooms or seminar rooms will require a minimum gift of 50% of the cost of the room.

In establishing objectives for a fundraising campaign, the College and Foundation will establish a schedule of naming opportunities and the level of donation required for each.

A new facility may be named if it is determined to be integral to the completion of the project in the opinion of the Board of Trustees, and may not meet the criteria above.

For New Facilities Funded Other than Through Gifts

The College Board of Trustees will have the discretion to set requirements for naming facilities funded through sources other than gifts (such as state funding), however should coordinate their recommendations with the funding source and Foundation to ensure a consistent process.

Naming Conventions

The naming of a building, or part of a building, shall generally use the surname only, or in the case of a corporation or organization, the name should be shortened sufficient for recognition; for example:

Atkins Commons
Union Pacific Science Building

Where appropriate, facilities will have names that include their primary function. Special use buildings such as an auditorium, fitness center, may bear the functional name in combination with the name of the individual(s) or organization being recognized; for example:

The Johnson Fine Arts Center
The John and Mary Anderson Gallery

Outdoor facilities shall bear the name of the individual or organization being recognized and a functional description; for example, Pinnacle Drive.

Plaques and signage shall be tasteful, discrete and consistent with other campus signage.

Renaming Facilities

When a facility is proposed for re-naming, the College president will make all reasonable efforts to inform the Foundation, original donors, honorees or family members of the proposed change. The College's legal counsel will be consulted on all renaming proposals.

Removal of a Name

If it is deemed necessary and in the best interests of the College by the trustees to remove a name from a facility, the president of the College will involve legal counsel and the Foundation, if necessary, in the decision.

Confidentiality

All actions and deliberations regarding naming of facilities will be treated as confidential until final decisions are made.

BOARD POLICY 2.7: **INSTITUTIONAL REVIEW BOARD**

Adopted 3/8/16

Revised 2/13/18

Protection of human participants is of the utmost importance for practical and ethical reasons and in order to ensure the safe, ethical, and prescribed treatment of human subjects used in research, EWC shall maintain an Institutional Review Board (IRB). The creation of an IRB does not address all of researcher's ethical issues and adherence to the ethical codes of conduct that govern scientific research in general (i.e. the principles set forth in the Belmont Report) and the basic DHHS policy for the protection of human research participants as specified in the Code of Federal Regulations (CFR) Title 45, Part 46, Subpart A (also known as the Common Rule, 45 CFR 46) for professionalism and research at EWC

Administrative Rule 2.7.1: **IRB Membership, Size and Purpose**

Adopted 3/8/16

Revised 2/13/18

Chairperson

The chair must hold a terminal degree (M.D., D.O., D.V.M., or Ph.D.) and be a member of the staff of Eastern Wyoming College. The chairperson must have previous service on the EWC IRB as a committee member.

Responsibilities:

- Chair the meetings to which they are assigned
- Substitute as chair on other IRB committees
- Serve as an alternate IRB member as needed
- Serve as Designated Expedited Reviewer
- Participate in the on-call schedule for emergency consultation with investigators
- Advise investigators on and acknowledging the appropriateness of emergency use of investigational drugs and devices in accordance with federal regulations
- Participate on IRB Executive Committee meetings
- Facilitate and participate in IRB educational activities
- Keep abreast of regulations and policies governing IRB review of research and the conduct of human subjects research
- Evaluate IRB member's thoroughness of review, and level of engagement and attendance at convened IRB meetings
- Adhere to and administer determinations by the IRB
- All chairpersons must have the approval of their supervisor and the Vice President of Academic Services.

Scientific Committee Member

The IRB Scientific Member must hold a scientific degree (e.g., M.D., D.O., D.V.M., Ph.D., Pharm.D. or Bachelor of Science in Nursing). Scientific members must have professional training and experience in an occupation that would incline them to view scientific activities from the standpoint of someone within a behavior or biomedical research discipline. Registered nurses, nurse practitioners, pharmacists, therapists, radiologists and other biomedical health professionals would be regarded to have primary concerns in the scientific area.

Responsibilities:

- Participate as a reviewer on applications to which the individual is assigned
- Review and participate in a discussion of all applications and agenda items for each convened IRB meeting
- When acting as primary IRB reviewer, attempt to resolve questions or concerns prior to the meeting, which may necessitate contacting researchers.
- Serve as an alternate IRB member as needed
- Provide a written review summary to the Committee Chair prior to the meeting, if assigned as a primary reviewer and unable to attend the meeting due to an emergency
- Keep abreast of regulations and policies governing IRB review and the conduct of human subjects research
- Participate in IRB educational activities

Scientific members employed by Eastern Wyoming College must have the approval of their supervisor and the Vice President of Academic Services.

Non-Scientific Committee Member

The IRB Non-Scientific Member must have experience with complex information processing and interpersonal communication. In addition, the non-scientific member must be comfortable with the electronic environment and able to navigate in email and the internet. Examples of non-scientific or non-medical occupations may include, but not limited to, lawyers, clergy, ethicists, teachers, engineers, accountants, musicians, or business majors.

Responsibilities:

- Participate as a reviewer on applications to which the individual is assigned
- Review and participate in a discussion of all applications and agenda items for each meeting
- Serve as an alternate IRB member as needed
- Keep abreast of regulations and policies governing IRB review of research and the conduct of human subjects research
- Participate in IRB educational activities
- Contribute expertise with regulations, policies and the conduct of human subjects research
- Represent nonscientific interests such as: how well is the research explained in order to comprehend the risk, benefit, and distributable justice (Belmont Principles)

Non-Affiliated (Community) Committee Member

The Non-Affiliated Committee Member is experienced with complex information processing, interpersonal communication, and is sensitive to unique community populations and cultures. In addition, the non-affiliated member must be comfortable with the electronic environment, able to navigate in email, and have access to high-speed internet. The Non-Affiliated Member is not a current or former employee or student of Eastern Wyoming College and does not have an immediate family member who is a current or former employee or student of Eastern Wyoming College.

Responsibilities:

- Participate as a reviewer on applications to which the individual is assigned
- Review and participate in a discussion of all applications and agenda items for each meeting
- Serve as an alternate IRB member as needed
- Keep abreast of regulations and policies governing IRB review of research and the conduct of human subjects research
- Participate in IRB educational activities

Attendance Expectations and Length of Service for All Members

- The anticipated length of service for members is three years
- The minimum attendance requirement is for at least 70% of the meetings scheduled for the member's assigned IRB
- IRB shall have no less than quarterly meetings per year if necessary

According to federal regulations, the minimum number of people required for an IRB is five and will be composed of members of varied backgrounds to facilitate diversity in its composition. Accordingly, if you are doing federally funded or other research, you will need to make sure that your IRB is composed of members who represent the following characteristics:

Scientific area. At least one member must work in science (e.g., biology, psychology, chemistry).

Nonscientific area. At least one member must work in a non-science area (e.g., history, English, philosophy).

External to the institution. One member must come from outside the institution and not be affiliated with the institution.

Diversity of representation. An effort must be made to achieve diversity of representation, particularly if members of a “vulnerable population,” such as children or people with intellectual disabilities, are frequently a subject of study (see definitions in Appendix A). If such populations will be used, someone who has knowledge of or experience with those populations should participate as a member of the IRB.

Diversity of gender. The IRB should have both male and female representation.

Diversity of profession. The IRB should not have representation from just from one profession, such as psychology.

An IRB may not allow any member to participate in the review of any project in which the member has a conflicting interest. That would include researchers involved in the project and administrators involved in the grant applications.

An IRB may invite individuals with expertise in specific areas to assist in the review of projects that require expertise that is not represented sufficiently on the IRB; however, they may not vote with the IRB.

By definition, the IRB is a board, not a committee. As such, it means that members of an IRB are tasked with rendering decisions about research they review. In contrast, members of standing committees may or may not be tasked with rendering decisions—often, their purpose is to offer recommendations or organize information used to help others make decisions. The appointment process to an IRB often differs from the appointment process to other standing committees, as federal regulations include specific requirements about the membership of an IRB.

Members of an IRB will determine the level of IRB review required for submitted research proposals (e.g., “exempt,” “expedited,” or “full” IRB review). Studies that meet the definition of “research” and that involve human participants may be considered exempt if they meet certain requirements.

A “full” IRB review is required when the research is defined as (a) a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (38 CFR 16.102d); (b) that involves human subjects (i.e., a living person about whom a researcher collects either identifiable private information OR data through an intervention or interaction); and (c) involves greater than minimal risk to those human subjects. A full IRB review usually requires attendance from a quorum of IRB-appointed members.

An “expedited” IRB review is selected when the research is defined as meeting the first two classifications noted above but involves no more than minimal risk to subjects OR is being reviewed strictly for minor changes to previously approved protocols in the research project. An expedited review procedure can be conducted by a subset of reviewers designated by the IRB chairperson from members of the IRB.

An “exempt” IRB review is selected when the research falls into one of the six approved categories of exempt research (45 CFR 46.101 [b]) and is not applicable to research in a covered research category (e.g., FDA regulation - 21 CFR 50.20). Exempt research does not mean that a research project has no review. Rather, for studies that are determined to be exempt, it means that the exemption (and its corresponding category) is documented in the IRB records and that the decision is communicated in writing to the investigator.

BOARD POLICY 2.8: EXTERNAL COMMUNICATIONS

Adopted 11/14/17

Reviewed 2/25/19, 12/8/20

Revised 12/8/20

This communication policy outlines the rules and regulations that govern the representation of Eastern Wyoming College to all internal and external audiences. These policies extend to all forms of communications and apply across all channels and communication vehicles in which the College is being represented as an institution. The purpose of these policies is to ensure that all communication that takes place on behalf of the College is done in a manner that is consistent with the College's quality standards, branding and official college statements.

At the direction of the President, the Director of College Relations is the official spokesperson for the College in regards to external communications or inquiries made to the College. The College Relations Office is responsible for creating and maintaining a professional and consistent image of Eastern Wyoming College to the public. When time permits and in non-emergency situations, all media contacts by college administration, staff and faculty should be initiated from or coordinated with this office. Exceptions include athletic team coaches when they are out-of-town participating in competitive events.

Any contact with media means one is representing the Board of Trustees and the College and must be done in a professional and supportive manner to the public and media; therefore, the Director of College Relations is the College's primary contact with the media and may act as the College spokesperson or direct the media to the appropriate College representative. College Relations will make every effort to provide equitable coverage of programs and employees provided they are newsworthy and timely and will utilize a variety of media types that include radio, print, television, and social media coverage.

Official EWC press releases and marketing advertisements are prepared by or coordinated with the College Relations Office staff. To track the messages going to the public and to ensure all EWC publications enhance the college's marketing effort, all printed materials for external distribution must be created by or coordinated with and reviewed by the College Relations Office.

Official publications include the college catalog, class schedule, program brochures, newspaper inserts, web site, social media and annual reports. The college web site content and design and social media content are maintained by College Relations with technical support from Computer Services. EWC has one official college logo and one athletic logo that ensures a consistent and clear image representing the college in the community. The logo guidelines and graphic standards for the campus are the responsibility of College Relations and are available in the Communications Guide.

BOARD POLICY 2.9: ADVERTISING

Adopted 3/8/16

Reviewed 9/11/18

The Director of College Relations will authorize all advertising and marketing for the College. The Vice President for Administrative Services will authorize all legal advertising. The Director of Human Resources will direct and authorize the advertising for all employee vacancies.

BOARD POLICY 2.10: COMMERCIAL PRINTING

Adopted 3/8/16

Reviewed 9/11/18

The Director of College Relations will be responsible for the oversight of commercial printing at the College. Any person, department, division or campus must obtain authorization from the Director to have materials commercially printed. All commercial printing will be in compliance with Wyoming Statute W.S. 16-6-301.

BOARD POLICY 2.11: EMERGENCY NOTIFICATION OR ISSUANCE OF A CAMPUS TIMELY WARNING NOTICE

Adopted 10/10/17

Revised: 7/14/20

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm. As a result, information related to crime-related and other potentially threatening situations is provided in an accurate and timely fashion. The President, Vice President of Student Services or the Director of College Relations will release information, which can be used by students and other College community members to reduce their chances of becoming victims. These notices will be issued as a means of a “Campus Timely Warning Notice” or an “Emergency Notification”.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding an incident or crime, including factors such as the nature of the incident or crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The decision to issue a Campus Timely Warning Notice or an Emergency Notification is made in coordination and consultation by at least two of the following personnel from the Decision Team. In an extreme emergency, the notification process will be implemented at the sole discretion of the President, Vice President of Student Services or the Director of College Relations.

The Decision Team includes:

- President
- Vice President of Student Services
- Vice President of Administrative Services
- Vice President of Academic Services
- Director of College Relations
- Vice President of Douglas Campus
- Chairman of the Board of Trustees
- Campus Resource Officer

This information will be disseminated to the campus community members via a variety of mechanisms or mediums. Eastern Wyoming College will use one or more of the following means depending on the nature of the incident:

- CodeRED System
- Electronic Mail Messaging
- Public Announcements and Social Media
- Posting and Digital Signage
- Other methods deemed necessary

BOARD POLICY 2.12: SOCIAL MEDIA POLICY

Adopted 10/10/17

Reviewed 2/25/19

Eastern Wyoming College encourages the appropriate use of social media as a method of communicating ideas and information, and as part of the educational mission we have at EWC. This policy governs employees and students of the College. This policy governs behavior of individuals as a variety of Social Media Technology is utilized. This policy is not limited to any one media format. The media guidelines and procedures are located in the Communications Guide under the responsibility of College Relations.

Eastern Wyoming College use of Social Media is governed by Section 230 of the Communications Decency Act, which allows a safe harbor for Internet Service Providers and Web sites for activity that occurs on said sites, provided this site/domain take appropriate actions when legally required.

BOARD POLICY 2.13: WEAPONS

Adopted 10/10/17

Eastern Wyoming College prohibits employees, students, and visitors from possessing, using, or storing weapons on College property with these exceptions:

1. Use or possession of weapons by law enforcement personnel;
2. Use or possession of weapons in an approved course, when related to the course content and objectives and approved by the Vice President for Academic Services;
3. Use or possession of weapons outside of an approved course with the written permission of the College President; and,
4. Storage of weapons owned by residents on campus when such storage is supervised and approved by the College President.

A weapon is any device designed to produce serious or fatal injury and is not limited to firearms (including compressed gas-powered or gunpowder), stun guns, dart guns, dangerous chemicals, explosive devices (hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers and pyrotechnic fuses), bow and arrow combinations, knives with blades longer than 5 inches, switchblades, daggers, swords, striking instruments (clubs, truncheons, blackjacks and metal knuckles), paint-pellet guns, starter pistols, tasers, pepper spray, military folding shovels (e-tools), and martial arts pons (nunchakus, tonfas, staffs and throwing stars).

BOARD POLICY 2.14: EXCEPTIONS TO THE NO ALCOHOL USE ON CAMPUS POLICY

Adopted 11/14/17

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

1. The College maintains an alcohol and drug free work and academic environment.
2. Serving alcohol in college facilities is allowable only with prior presidential approval. Only the President may grant permission. The President's decision is discretionary and final. The President may grant permission in the following situations:
 - a. Alcoholic beverages may be served at a few selected Eastern Wyoming College sponsored events or those of guest organizations approved to use the College's facilities. The President will take into consideration the number and age of attendees, purpose of the event, supervision, security provisions, location, date and time of the event, and any factors the President deems relevant.
 - b. Alcohol used as an integral part of teaching a class.

BOARD POLICY 2.15: COLLEGE BUDGET

Adopted: 10/10/19

The purpose of the College Budget is to:

- a. Align annual operations objectives and actions with the College's strategic plan; its vision, mission, diversity statement, and strategic objectives and initiatives (Board Policy 1.0).
- b. Optimize the limited financial resources available to meet the goals of the College;
- c. Serve as the College's formal financial plan.

The Board of Trustees is responsible for maintaining the overall fiscal health of the college. The Board has final authority for the adoption of the budget.

The college President shall work closely with the Vice President for Administrative Services (Assistant Treasurer to the Board) and recommend a balanced budget in accordance with the strategic plan College ensuring that:

- a. Assets are sufficient and appropriate to the mission;
- b. Assets are maintained/not allowed to depreciate or become obsolete;
- c. Assets are applied to achieve mission, support strategic objectives, and respond to priorities of key constituencies, and,
- d. The primary focus is on long-term shaping and maintenance of asset structure rather than short-term economic cost of the asset.

The College President has the overall responsibility for monitoring the budget and ensuring that the total annual budget is not exceeded.

It is the policy of the Board that the budget process be transparent and inclusive, allowing input from Trustees, administration, staff, and community members.

The Board shall set a goal for the amount of cash reserves available to carry over for future years. Cash reserves should be adequate to meet future unforeseen demands, long term goals, and emergency needs. Use of cash reserves for budgeting or transfer of cash reserves during the year for unforeseen or emergency expenditures must be approved in advance by the Board.

The policy of the Board is to include consideration of a long term perspective in the budgeting plan and process. Priorities, with estimated costs and ties to the strategic plan, shall be outlined for a minimum of 5 years. A required capital outlay plan shall be projected for a minimum of 3 years.

The College President shall set an annual "contingency fund" amount. This fund is used in cases where the adopted budget is inadequate to meet the required expenses of various functions and departments. Changes to the contingency fund (by transfer to or from other functions or departments) should be approved by the Board, as this is considered to be a substantial change to

the adopted budget. Intra-functional and inter-departmental transfers may be made to cover unexpected expenses, as long as the total expenses per function does not exceed the established budget. However, all budget transfers shall conform to establish Budget Transfer Guidelines that are periodically reviewed and updated.

There should not be any planned “slush” funds present within the budget understood to be intentionally overstated and available for unforeseen emerging circumstances that should otherwise be met and funded by the contingency fund.

Budgets shall be aggregated and evaluated annually and any over expenditure conditions shall be identified and reported at the appropriate level within the organizational chain of command.

Monitoring the budget is important to ensure that the financial, operational and capital plans that were developed and approved for implementation as part of the budget processes are being implemented. Budget monitoring is crucial for an organization to be able to enforce accountability related to spending. Regular, comprehensive monitoring of the budget allows EWC to evaluate service level provision, ensure any new initiatives are making expected progress towards goals/expectations, learn more about trends and other deviations that may impact future operations, and finally demonstrate transparency by sharing findings from this regular monitoring.

Budget monitoring must include examination of a broad set of functions in order to fully inform what actions need to be taken if significant deviations are found.

Budget monitoring should include analysis of a diverse set of indicators to best inform the analysis and facilitate evaluation of EWC’s overall performance. EWC will establish comprehensive budget monitoring that includes the following key items:

- a. Revenues
- b. Expenditures
- c. Personnel
- d. Non-personnel
- e. Operations
- f. Capital
- g. Economic Trends
- h. Performance Measures

The College’s operating budget is prepared annually, detailing revenues and expenditures. The budget is prepared to coincide with the fiscal year of the College, July 1 to June 30. The Board of Trustees has the ultimate responsibility for approving the annual operating budget.

Administrative Rule 2.15.1: **Annual Budget Cycle Process**

Adopted: 10/10/19

In the budget development process outlined below, Eastern Wyoming College follows the Annual Budget Cycle Process. The budget document provides a financial plan for fiscal year revenues and expenses, outlines initiatives and implements controls for spending authority. Budget planning at EWC will be a transparent and participative process that involves all campus constituencies.

Phase 1: Preparation of the Proposed Budget

1. Historical budget data, revenue and enrollment projections are distributed to department heads/program directors and budget managers for review.
2. Budgets are prepared by departments with assistance from their Vice President.
3. The Vice Presidents will utilize their key leadership areas to prioritize requests before forwarding them to the Vice President for Administrative Services and the President. Budget managers who report directly to the President will submit their budgets directly to the President. The President will work cooperatively with budget managers when requests are revised before forwarding them to the Vice President for Administrative Services.
4. The President, in collaboration with the Vice Presidents will review and prioritize, add and/or reduce recommendations, align requests with the strategic directions and share the priorities with the Board of Trustees at a work session in the fall.
5. The President provides guidance to the work of the Vice President for Administrative Services and communicates budget information to campus constituencies.
6. Distribute proposed Preliminary Budget college-wide prior to presenting to the Board of Trustees.

Phase 2: Approval of Preliminary Budget by the Board of Trustees

1. The EWC Board of Trustees will review and/or revise the Preliminary Budget in a work session or retreat prior to the May board meeting.
2. At the May board meeting, the Trustees will take official action regarding the Preliminary Budget.
3. At the May board meeting, the Vice President for Administrative Services will request authorization from the Board of Trustees to schedule public hearings concerning the current fiscal year final budget and renewal of any special mill levies for the new fiscal year.

Phase 3: Adoption of the Fiscal Year College Budget

1. The Vice President for Administrative Services will publish a Notice of Budget Hearing in the official newspaper of the College District. The hearing is held at the July Board of Trustees meeting.
2. The Board of Trustees will formally adopt the budget at the July board meeting on or before the third Wednesday of July.
3. The Vice President for Administrative Services submits a copy of the complete budget in the required format to the Goshen County Clerk and the Wyoming Community College Commission per the Wyoming Uniform Municipal Fiscal Procedures Act.

Administrative Rule 2.15.2: Budget Planning Timeline

Adopted: 10/10/19

Month	Action
August/September	Prepare budget planning materials to department heads, program managers and budget managers.
September	President and Vice President review strategic initiatives and assumptions. Prepare for retreat to review strategic plan and develop recommendations for consideration by the Board of Trustees.
September/October	Review strategic initiatives and assumptions with the Board of Trustees at a retreat. The President and Vice Presidents work with the Trustees to develop a tentative set of planning and budget assumptions.
October	Submit tentative set of planning and budget assumptions to department heads/program directors and budget managers.
November through February	Department heads/program directors and budget managers develop budgets based on the College and departmental strategic plans.
February	Department heads/program directors and budget managers submit their budget request form(s) to the appropriate Vice President. Direct reports to the President will submit their budget request form(s) directly to the President.
March	The Vice Presidents and the President review requests, develop priorities based on the College and strategic priorities, and recommend budget priorities to the President.
April	The President and Vice President for Administrative Services finalize Preliminary Budget based on Community College Budget Model and dollars to be allocated. Distribute proposed Preliminary Budget college wide.
May	Presentation and discussion of the Preliminary Budget with the Board of Trustees during a work session or retreat prior to the May board meeting. Board of Trustees approve Preliminary Budget at the May board meeting.
June	The Vice President for Administrative Services advertises public hearings in the District newspaper; previous FY Final Budget, renewal of mill levies, and new FY Budget.
July	Presentation of the College Budget and final approval by the Board. Submission of adopted Budget to Wyoming Community College Commission and Goshen County Clerk.