



EWC Board of Trustees Meeting Agenda

Eastern Wyoming College

3200 West C Street, Torrington, WY 82240 / Zoom available at:

<https://ewc-wy.zoom.us/j/98595658648> Meeting ID: 985 9565 8648

Feb 14, 2023 5:45 PM - 8:00 PM MST

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I. Call Meeting to Order - Mr. Bob Baumgartner

II. Approval of the February 14, 2023, Meeting Agenda.

III. Introductions

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The February monthly financial report provides an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from July 1, 2022 through December 31, 2022.

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C. Report on major maintenance repair for EWC Boilers - Mr. Kwin Wilkes

D. Report on the Campus Master Plan Request for Proposals process - Mr. Patrick Korell

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VIII. Consideration of Unfinished Business

IX. Consideration of New Business

A. Action Items

1. Approval of bid award to MC2 Engineering and Construction, P.C. who will provide professional services to Eastern Wyoming College for the assessment and development of a Campus Master Plan.

The award is contingent upon formalizing a mutually agreed upon written contract,

subject to review by legal counsel.

2. Approval for the extension of the maintenance agreement for the college network.

The maintenance agreement for the existing network will not exceed \$45,000 with a start date of March 1, 2023 through June 30, 2023.

3. Approval of McCoy Sales to repair EWC boilers not to exceed \$35,000.

Repair has been budgeted through the Major Maintenance budget through the State of Wyoming.

4. Approval for the repeal of policy for 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12, 7.13, 7.18, 7.20, 7.22, 7.23, 7.24, 7.26, 7.27, 7.28, 7.29, 7.30 and 7.31.

Repealed on first reading 2/14/23; Second reading 4/11/23.

5. Appointment of Roger Humphrey for a one year contract.

6. Appointment of Tamara Afdahl for a one year contract.

7. Appointment of Margaret Farley for a one year contract.

8. Appointment of Kwin Wilkes for a one year contract.

9. Appointment of Ed Kimes to the position of CDL Instructor.

10. Appointment of Gail Bower to the position of Admissions Coordinator.....1

X. Trustee Topics

XI. Adjournment

**Spring 2023
10 Day Enrollment Comparison Summary**

Loc Desc	23/SP		22/SP		20/SP		19/SP	
	1/26/2023		1/27/2022		1/23/2020		1/24/2019	
	hdct	%hdct	hdct	%hdct	hdct	%hdct	hdct	%hdct
Torrington	343	100%	336	98%	397	116%	380	111%
Douglas	70	100%	69	99%	92	131%	61	87%
Outreach	27	100%	31	115%	29	107%	42	156%
Other	2	100%	9	450%	3	150%	12	600%
Grand Total	442	100%	445	101%	521	118%	495	112%

Loc Desc	23/SP		22/SP		20/SP		19/SP	
	1/26/2023		1/27/2022		1/23/2020		1/24/2019	
	Credit	%Credit	Credit	%Credit	Credit	%Credit	Credit	%Credit
Torrington	5,044	100%	4,736	94%	5,576	111%	5,447	108%
Douglas	787	100%	767	97%	831	106%	532	68%
Outreach	166	100%	218	131%	258	155%	306	184%
Other	12	100%	45	375%	25	208%	45	375%
Grand Total	6,009	100%	5,766	96%	6,690	111%	6,330	105%

*Headcount & Credit are based on Degree-Seeking Students

**Other: OUT,WYO,WMC



Interoffice Memo

To: Dr. Jeffrey Hawes, President
From: Kwin Wilkes, Vice President for Administrative Services
Date: February 8, 2023
Cc: Ms. Karen Parriott, Business Office Director
Re: Monthly Financial Report

REVENUES:

The original FY-2023 operational fund revenue budget total is \$15,859,546, as adopted on July 12, 2022. The total budget is now \$15,860,546. It has increased by \$1,000 for funds received for the Women's Basketball team for their participation in the Eastern Arizona College basketball tournament. In FY-2023, we have recognized \$11,513,087 in revenue representing 73% of the approved budget, which is largely made up of state aid in the amount of \$6,878,620. Overall, operational fund revenue is 11% higher than last fiscal year. Tuition and fee collections are \$3,689,004, which comes to 92% recorded fiscal year-to-date.

Institutional revenue is based on an in-state tuition rate of \$105 per credit hour. The mandatory student fees are currently \$38 per credit hour.

Regular credit tuition revenues are \$2,669,526, which is 94% of the amount budgeted. In-district fees are \$413,564. This is 104% the amount budgeted. Outreach fees are \$184,114, which is more than the amount budgeted. Non-credit tuition is \$49,767. This is 16% lower than last year.

Auxiliary Fund revenue recognized to date is \$1,183,302 or 93% of the approved budget. Food service and conference center revenues are \$513,895 or 89% of the budget recorded at the end of this reporting period. Food service and conference center revenues are 29% higher than the previous year. Housing revenue is \$655,977 which is 10% higher than the previous year.

EXPENDITURES:

The operational fund includes all of the unrestricted operating budgets for the College's instructional, public service, academic support, student services, institutional support, plant operations, institutional scholarships, and non-mandatory transfers to other programs (primarily auxiliary operations). As of the end of the current period, \$8,365,270 or 53% of the operational fund budget was expended. Salaries and benefits account for \$4,336,804 or 52% of the total

expended and current and capital expenditures are \$4,028,466 or 48% of the total amount expended. Last year's salaries and benefits, and current and capital expenditures totaled \$4,380,012 (62%) and \$2,705,103 (38%) respectively. Salaries and benefits spending is 1% lower than last year. Capital expenditures are 49% higher than last year. Overall, operational fund spending is 18% higher than last year.

Instruction and non-mandatory transfers budgets have current year expenditures that are under 3% of the prior year's expenditures.

Within the Auxiliary Fund, \$709,950 or 51% of the budget was spent in the current period of fiscal year 2023. This includes Food Service-\$213,772, Conference Center-\$64,281, Housing-\$416,757 and Motor Pool-\$15,140. Total Auxiliary Fund expenses are 17% higher than last year.

INVESTMENTS:

Cash on hand in various demand accounts at the end of this period total \$10.7 million. Of this total, \$6,890,407 is being held in the Operating Fund checking account, earning a 1.20% fixed interest rate. This rate is lower than the six-month average market interest rate of 2.24% paid by WYOSTAR so we will continue to monitor the account against the rising interest rates. The credit card sales repository account has a balance of \$69,406. Restricted repairs and maintenance funds for the Torrington campus total \$937,258 and cash reserves for the payment of CTEC and ATEC general obligation bonds held by Goshen County are \$1,521,342.

EWC has Excellence in Higher Education Endowment (EHEE) funds in the amount of \$626,685 (included in the bank accounts listed above). While we endeavor to seek bids for these funds periodically, they are currently earning 1.20% in our Operating Fund checking account.

Operations and maintenance funds for the Douglas Campus total \$586,091. These funds are held with Converse County Bank.

OTHER FINANCIAL AND RELATED MATTERS:

Budget worksheets were sent to budget managers the end of October. The request was to have them returned to me by the middle of February. With these worksheets we will begin in earnest to build the FY-2024 fiscal budget. The preliminary FY2024 budget will be presented to the Board of Trustees in their meeting in May.

Eastern Wyoming College
Operational Fund Summary
As of December 31, 2022(Unaudited)

REVENUE	FY-23 ADOPTED BUDGET	YEAR TO DATE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
State Appropriation	9,057,330	6,878,620	75.95%	5,983,593	14.96%
Local Revenue					
Mill Levy	1,042,679	765,823	73.45%	725,779	
Motor Vehicle Fees	173,913	90,340	51.95%	91,185	
Total Local Revenue	1,216,592	856,163	70.37%	816,964	4.80%
Institutional Revenue					
In-District Tuition	829,659	722,428		639,681	
Out of District Tuition	564,701	357,105		393,618	
Out of State Tuition	232,589	324,135		373,275	
WUE Tuition	584,131	606,878		621,811	
Concurrent Tuition	642,844	658,980		489,510	
Total Credit Tuition	2,853,924	2,669,526	93.54%	2,517,895	6.02%
Continuing Education	15,000	1,540		8,546	
Community Services	86,802	48,227		50,351	
Total Non-Credit Tuition	101,802	49,767	48.89%	58,897	-15.50%
Course Fees	116,780	109,065	93.39%	97,630	
In-District Fees	399,382	413,564	103.55%	347,406	
Technology Fee	205,297	191,080	93.07%	157,794	
Outreach Fees	137,651	184,114	133.75%	141,470	
Sales and Services Income	174,792	71,888	41.13%	65,325	
Total Fee Income	1,033,902	969,711	93.79%	809,625	19.77%
Total Tuition and Fees	3,989,628	3,689,004	92.46%	3,386,417	8.94%
Miscellaneous Income	311,075	35,517		167,396	
Gate Receipts	2,300	-		333	
Total Other Sources	313,375	35,517	11.33%	167,729	-78.82%
Total Institutional Revenue	4,303,003	3,724,521	86.56%	3,554,146	4.79%
Carryover	161,319	-	0.00%	-	
Investment Income	10,000	33,854	338.54%	2,791	
Gifts/Grants	1,112,302	19,929	1.79%	60,589	
Total Revenue	15,860,546	13,087	72.59%	10,418,083	10.51%

Eastern Wyoming College
Operational Fund Summary
As of December 31, 2022(Unaudited)

EXPENDITURES	FY-23 ADOPTED BUDGET	YEAR TO DATE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
Instruction					
Salaries	2,569,021	1,051,973		1,225,756	
Benefits	1,324,611	503,173		625,772	
Current Expenses	1,326,659	799,516		589,634	
Capital Expenses	110,000	-		(20,000)	
Total	5,330,291	2,354,662	44.18%	2,421,162	-2.75%
Public Service					
Salaries	60,764	20,905		16,264	
Benefits	5,195	2,095		1,603	
Current Expenses	7,975	9,070		7,417	
Capital Expenses	-	-		-	
Total	73,934	32,070	43.38%	25,284	26.84%
Academic Support					
Salaries	516,994	280,313		277,784	
Benefits	296,229	160,659		173,025	
Current Expenses	318,250	161,044		94,227	
Capital Expenses	-	-		-	
Total	1,131,473	602,016	53.21%	545,036	10.45%
Student Services					
Salaries	661,947	354,183		321,555	
Benefits	361,518	207,351		202,345	
Current Expenses	541,224	319,827		261,181	
Capital Expenses	-	-		-	
Total	1,564,689	881,361	56.33%	785,081	12.26%
Institutional Support					
Salaries	1,484,638	882,404		764,064	
Benefits	744,652	446,272		400,304	
Current Expenses	1,430,182	1,002,556		980,899	
Capital Expenses	12,944	-		2,495	
Total	3,672,416	2,331,232	63.48%	2,147,762	8.54%
Plant Operations					
Salaries	537,630	287,220		244,374	
Benefits	270,499	140,256		127,166	
Current Expenses	1,132,626	854,861		793,534	
Capital Expenses	110,000	-		-	
Total	2,050,755	1,282,337	62.53%	1,165,074	10.06%
Scholarships					
Current Expenses	1,687,979	635,758	37.66%	5,716	
Non-Mandatory Transfers					
Current Expenses	348,009	245,834	70.64%	(10,000)	
Total Expenditures	15,859,546	7,000,000	52.75%	7,085,115	18.07%

Eastern Wyoming College
Auxiliary Fund Summary
As of December 31, 2022(Unaudited)

REVENUE	FY-23 ADOPTED BUDGET	YEAR TO DATE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
Food Service	447,187	506,193	113.19%	408,479	23.92%
Conference Center	127,404	7,702	6.05%	(11,096)	-169.41%
Residence Halls	664,998	655,977	98.64%	595,151	10.22%
Bookstores	12,499	2,976	23.81%	15,673	
Motor Pool - Buses	22,250	10,454	46.98%	11,749	
Total Revenue from Sales/Services	<u>1,274,338</u>	<u>1,183,302</u>	<u>92.86%</u>	<u>1,019,956</u>	<u>16.02%</u>
Transfers*	129,258	129,258	100.00%	129,258	0.00%
Total Revenue and Transfers	<u><u>1,403,596</u></u>	<u><u>1,312,560</u></u>	<u><u>93.51%</u></u>	<u><u>1,149,214</u></u>	<u><u>14.21%</u></u>

*Transfers

Food Service	80,096	80,096		80,096
Conference Center	15,026	15,026		15,026
Residence Halls	46,635	46,635		46,635
Bookstores	(12,499)	(12,499)		(12,499)
Total Transfers	<u><u>129,258</u></u>	<u><u>129,258</u></u>		<u><u>129,258</u></u>

Eastern Wyoming College
Auxiliary Fund Summary
As of December 31, 2022(Unaudited)

EXPENDITURES	FY-23 ADOPTED BUDGET	YEAR TO DATE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
Food Services					
Salaries	158,055	64,125		82,814	
Benefits	136,960	36,784		62,351	
Current Expenses	232,268	112,863		111,192	
Capital Expenses	-	-		-	
Total	527,283	213,772	40.54%	256,357	-16.61%
Conference Center					
Salaries	51,374	24,812		18,884	
Benefits	19,717	10,026		10,883	
Current Expenses	71,339	29,443		19,387	
Capital Expenses	-	-		7,750	
Total	142,430	64,281	45.13%	56,904	12.96%
Housing					
Salaries	115,707	71,165		65,362	
Benefits	48,703	29,065		31,391	
Current Expenses	547,223	316,527		185,454	
Capital Expenses	-	-		-	
Total	711,633	416,757	58.56%	282,207	47.68%
Bookstores					
Salaries	-	-		-	
Benefits	-	-		-	
Current Expenses	-	-		-	
Capital Expenses	-	-		-	
Total	-	-		-	
Motor Pool - Buses					
Current Expenses	22,250	15,140		12,377	
Total	22,250	15,140	4.00%	12,377	22.32%
Total Expenditures	1,403,596	709,950	50.58%	607,845	16.80%



EWC Board of Trustees Meeting Minutes

Eastern Wyoming College
Jan 10, 2023 at 7:00 PM MST

Attendance

Present:

Members: Randy Adams, Bob Baumgartner, Doug Mercer, Katherine Patrick, Kurt Sittner, Jackie VanMark, Rick Vonburg, Sally Watson, Jim Willox (remote)

Guests: Tim Bush, Attorney

- I. Chairman Baumgartner called the meeting to order.
- II. Approval of the January 10, 2023, Meeting Agenda.

Motion to approve the January 10, 2023, Meeting Agenda:

Motion moved by Jackie VanMark and motion seconded by Randy Adams. Motion Passed.

- III. Introductions

None

- IV. Public Comment

None

- V. President's Report

- A. Food Service and Residency Fee Discussion

Dr. Hawes informed the Board on the food and residency 3% fee increases spanning over several years.

- VI. Staff Reports

- A. McGee Hearne & Paiz, LLP Presentation on Audit - Ms. Brittany Wilson

Ms. Wilson presented information on the June 30, 2022 Financial and Compliance Report. All Board members received a bound copy of this report.

- B. Presentation regarding increase to base salary schedule. - Mr. Patrick Korell

Mr. Korell presented handouts and information regarding the overview of the deficiency in salaries ranging from Level A through Level E. The College is still working with an outdated 2011 salary schedule model, which indicates EWC is 6 steps below where we need to be. The proposals today are as follows: 15% increase and move on the chart, 12.5% has lesser impact, and 10% has 0 impact. With the 10% adjustment, it would close the gap, but may need to be adjusted 2% to account for the cost of living increase. Mr. Korell advised that we need to examine the recruitment, growth and retention of employees. He advocated the option above 10%. Mr. Korell will have updated figures at the next meeting.

VII. Consent Agenda

- A. Reading and Approval of December 19, 2022, Meeting Minutes.

Motion to approve the December 19, 2022, Meeting Minutes:

Motion moved by Randy Adams and motion seconded by Doug Mercer. Motion passed.

VIII. Consideration of Unfinished Business

- A. Approval of the proposed 2022-2023 Course and Program Fees

Motion to approve the proposed 2022-2023 Course and Program Fees:

Discussed at last month's Board meeting.

Motion moved by Jackie VanMark and motion seconded by Rick Vonburg.
Motion passed.

IX. Consideration of New Business

- A. Action Items

Mr. Kwin Wilkes presented information on the January 2023 Financial Report.

1. Approval of the January 2023 Financial Report.

Motion to approve the January 2023 Financial Report:

Motion moved by Katherine Patrick and motion seconded by Rick Vonburg. Motion passed.

2. Approval of the Addendum to the Dynamic Campus contract for 500 additional hours pending legal review.

Dr. Hawes stated the law firm, Parker and Poe is reviewing the Dynamic Campus contract. Dynamic Campus is working to build policies and practices in the Financial Aid office and meeting the 10 findings in the program review. In September, we approved the initial contract with Dynamic Campus. Currently, we need to add 500 additional hours to this contract at a rate of \$150/hour. The hours will be directed out of the President's office.

Motion to approve the Addendum to the Dynamic Campus contract for 500 additional hours pending legal review:

Motion moved by Rick Vonburg and motion seconded by Doug Mercer.
Motion passed.

3. Approval of the First Reading for Board Policy and Administrative Rule 5.0 - Admission Policy

Motion to approve the first reading for Board Policy and Administrative Rule 5.0 - Admission Policy:

Ms. Tami Afdahl stated that this policy aligns with the procedures that are required by the Department of Education and this was sent to the DOE. This adjustment simplifies this policy and confirms how the procedures are done. Changes that are important in this policy are that the word "must" submit a transcript, rather than "recommends".

Motion moved by Randy Adams and motion seconded by Katherine Patrick. Motion passed.

4. Approval of Increase to Base Salary Schedule.

Motion to approve the increase to the base salary schedule:

Chairman Baumgartner expressed the need for the 15% increase.

Motion moved by Jackie VanMark and motion seconded by Randy Adams. Motion passed.

X. Trustee Topics

Trustee Sittner stated that it was brought to his attention that we have international students that do not have access to cash checks. Mr. Korell confirmed that our work study students are issued a debit card immediately. We do have connections with the banks and students are being taken care of with debit cards and cashing check processes.

XI. Adjournment

Motion to adjourn the meeting:

Motion moved by Randy Adams and motion seconded by Rick Vonburg. Motion passed.

Bob Baumgartner, Board Chair

Randy Adams, Secretary

Sally Watson, Executive Assistant