



EWC Board of Trustees Meeting

Eastern Wyoming College

EWC Dolores Kaufman Board Room

Aug 8, 2023 5:45 PM - Aug 8, 2023 7:30 PM MDT

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5. Approval to Increase the Rodeo Team Budget by \$18,154 for FY24	
Funds will be encumbered from the \$1.2 million in new spending approved in FY24 budget.	
6. Approval of Purchase of Practice Calves for Rodeo team	
Funds will be encumbered from the Rodeo Club account and calves will be sold at the conclusion of the Rodeo season.	
7. Approval to Ratify the increase of the College's commitment from \$400,000 to \$500,000 in matching funds for the Douglas Expansion Project	
Funds will be encumbered from the Douglas Operation and Maintenance Fund where the Converse County one cent tax is deposited.	
8. Approval to Ratify the Motion to Approve the EDA Covenant for the Douglas Expansion Project	
Project cost will not exceed the dollars generated by commitments generated from the EDA grant, state funding, City of Douglas, City of Glenrock, EWC and other funding sources.	
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This modification will align all strategies to persistence, retention and graduation rates for the College.	
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Department of Audit

Public Officer Training August 2023

The Department of Audit is providing a one-day course on the minimum training requirements for Public Officers. This is an in-person and virtual course.

- In-person: Capital Auditorium in Cheyenne, WY
- Virtual: Google Link
- Date: August 23, 2023
- Time: 9 am - 5 pm; 90 minute Lunch Break

Please fill out the form and submit. You should receive an email from the Department of Audit with the course materials no later than August 21, 2023.

Background: In 2022, the Wyoming State Legislature passed W.S. 9-1-510 (a) which requires all public officers, as defined by W.S. 9-1-510 (a)(i) and (ii), to complete minimum training requirements established by the Department of Audit within one (1) year of assuming office or assuming responsibility for handling the accounts of their office. This went into effect July 1, 2023.

Eastern Wyoming College - 2023 Fall In-Service Schedule
Monday, August 14, 2023 / ZOOM LINK: <https://ewc-wy.zoom.us/j/95252979723>

Time	Activity	Location
	All employees required to attend 8:30am to 12:00pm	
8:00am - 8:30am	Coffee & Rolls	A U D I T O R I U M
8:30am - 9:30am	Welcome Back Everyone! Dr. Jeffry Hawes <ul style="list-style-type: none"> • Academic and Student Services Update - Mr. John Hansen • Administrative Services Update - Mr. Patrick Korell • Douglas Campus Update - Dr. Margaret Farley • Human Resources Update - Mr. Patrick Korell 	
9:30am - 10:30am	Dr. Sandra Veltri presentation	
10:30am - 10:45am	15 Minute Break	
10:45am - 11:45am	Updates on USDOE Compliance Facilitated by: Ms. Tami Afdahl	
12:00pm - 1:00pm	All Employee's Lunch – Sponsored by the President's Office Catered by Cottonwood Catering	Cafeteria
1:00pm - 2:30pm	Veltri Breakout Session <i>**All Faculty are required to attend.</i>	Rooms 131-132
2:30pm - 4:00pm	Veltri Breakout Session <i>**All Staff are required to attend.</i>	Rooms 131 - 132

Tuesday, August 15, 2023 / ZOOM LINK: <https://ewc-wy.zoom.us/j/95252979723>

Time	Activity	Location
	All employees required to attend 8:30am to 12:00pm	
8:00am - 8:30am	Coffee & Rolls	A U D I T O R I U M
8:30am - 9:30am	Vision and Direction: Meeting the Enrollment Challenge Facilitated by: Mr. John Hansen	
9:30am - 10:00am	Culture of Growth Facilitated by: Dr. Debra Ochsner and Mr. John Hansen	
10:00am - 10:15am	15 Minute Break	
10:15am - 10:45am	The New Face of IT at EWC Facilitated by: Mr. Auke Daane, Dutch IT Solutions and Mr. Tyler Vasko	
10:45am - 11:15am	Business Office Review of Procedures Facilitated by: Mr. Kwin Wilkes	
11:15am - 11:45pm	75th Anniversary Celebration Activities and New Website and Campus Enhancement Project Facilitated by: Mr. Brad Staman	
12:00pm - 1:00pm	All Employee's Lunch - Sponsored by the President's Office Catered by Cottonwood Catering	Cafeteria
1:00pm - 2:00pm	Quality Matters Facilitated by: Mr. Roger Humphrey and Mr. Aaron Bahmer <i>**All Faculty are required to attend.</i>	Rooms 131-132
2:00pm - 3:00pm	HLC Accreditation Overview Facilitated by: Dr. Jeffry Hawes and Mr. Roger Humphrey <i>**All Faculty are required to attend.</i>	Rooms 131-132

Eastern Wyoming College - 2023 Fall In-Service Schedule

Wednesday, August 16, 2023 / ZOOM LINK <https://ewc-wy.zoom.us/j/95252979723>

Time	Activity	Location
	ALL EMPLOYEES MUST ATTEND 8:30am - 10:00am	
8:00am – 8:30am	Coffee & Rolls	A U D I T O R I U M
8:30am - 9:00am	Title IX, FERPA, Sexual Harassment, Drug Free , Cleary Trainings Facilitated by: Ms. Tami Afdahl and Mr. Patrick Korell	
9:00am - 9:30am	Security Awareness and Ticketing Tool Facilitated by: IT Department	
9:30am - 10:00am	Campus Safety Plan Facilitated by: Ms. Tami Afdahl and Mr. Patrick Korell	
10:00am - 11:00am	VR and AR Technology for Classes Facilitated by: Mr. John Hansen and Mr. Aaron Bahmer <i>**All Faculty required to attend.</i>	Rooms 131-132
11:00am - 12:00pm	Workshop on Lightboard for Video Recording Facilitated by: Mr. Aaron Bahmer <i>**All Faculty are required to attend.</i>	Tebbet Room 110
1:00pm - 2:00pm	WIP Grants and the Edge of Innovation Facilitated by: Mr. John Hansen <i>**All Faculty are required to attend.</i>	Rooms 131-132
2:00pm - 3:00pm	Work Study Supervisor Training Facilitated by: Ms. Holly West <i>**All Work Study Supervisors are required to attend.</i>	Board Room

Thursday, Aug. 17, 2023 - Faculty Work Day

Friday, Aug. 18, 2023 - Faculty Work Day & New Student Orientation

Eastern Wyoming College

Instructional Program Review

2022-2023

**Programs:
Human Services
Social Science**

**Prepared by:
Ellen Creagar, J.D., M.A., Jennifer Hart, M.S., Debbie Ochsner, M.S.W., Ed.D.**

Date of Report: Spring 2023

EASTERN WYOMING COLLEGE Instructional Program Review

Program Names: Human Services
Social Science

Part I: Statistical Data from the past three years: Human Services

	2019-2020	2020-2021	2021-2022	5-Year Average
Annualized FTE Enrollment	1.5	2.9	2.3	1.3
Annualized FTE Faculty	.3	.4	.6	.3
# Students	7	10	5	4.4
# Graduated		2	2	0.8

Modes of Delivery:

online compressed video face-to-face

Community Partners or Internships: (if applicable):

Field Experience Sites for Human Services: Lincoln Elementary, St. Joseph's Children's Home, Department of Family Services, Goshen County Probation and Parole, Senior Center and Workforce Development – Platte and Goshen County. Field Experience students have options in their own communities with over 15 partners throughout EWC's service area.

Revisions in Curriculum Since Last Review: This is the first program review for Human Services because the degree was adopted for student enrollment Fall 2019.

Part I: Statistical Data from the past three years: Social Science

	2019-2020	2020-2021	2021-2022	5-Year Average
Annualized FTE Enrollment	138.5	133.4	133.3	141.0
Annualized FTE Faculty	9	8.1	8.2	9
# Students	34	36	32	38
# Graduated	8	13	14	11.2

Modes of Delivery:

online compressed video face-to-face

Community Partners or Internships: (if applicable):

The SOSOC degree offers students the opportunity to intern with the Legislative Service Office during the legislative session.

Revisions in Curriculum Since Last Review: There have been no significant revisions in the curriculum of the core social science courses since the last program review.

Part II: Narrative Analysis – Human Services

Description of Community Need:

Current Community Need/Growth of Industry:

The Human Services degree is a 2-year degree with job potential in the helping professions. Social, community and health services employ people trained in human services. This degree also attracts students interested in either pairing this degree with another (like CNA) or transferring on to focus on areas such as counseling or health care management. This two-year degree is designed for students who want entry level jobs in areas that provide professional support including: the elderly, persons living with chronic health conditions, victims of crimes, victims of domestic or sexual abuse, foster families, people with addictions, veterans, the homeless, adolescents, families.

Description of State and National Trends (if applicable)

United States	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here Human Services Assistants	420,600	472,900	13%	55,900
Wyoming	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Human Services Assistants	750	840	12%	100

State and National Wages (from 2020 through 2030)

Location	Pay Period	Year or Period				
		10%	25%	Median	75%	90%
United States	Hourly	13.42	14.64	18.08	22.58	28.60
	Yearly	27,910	30,440	37,610	46,960	59,490
Wyoming	Hourly	9.70	12.47	18.38	20.08	27.47
	Yearly	19,519	23,470	27,810	33,560	38,795

Part II Narrative Analysis – Social Science

Description of Community Need:

Current Community Need/Growth of Industry:

This is an academic transfer program meaning that it is preparing students for transfer to a 4-year school. After obtaining four-year degrees, many students obtain employment in the fields of government, law, education, business, social or counseling work, international relations, advertising, analyses, archiving, consulting, congressional aides, foreign service officers, foundation staffers, information specialists, intelligence agents, journalists, legal assistants, lobbyists, personnel managers, or public relations staffers. Some of our students pursue graduate degrees.

The following are four common student career paths for our graduates:

1. Counselors/therapists

Description of State and National Trends (if applicable)

United States	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Counselors/therapists	351,000	428,500	22	43,600
Wyoming	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Counselors/therapists	630	760	21	80

State and National Wages (from 2020 through 2030)

Location	Pay Period	Year or Period				
		10%	25%	Median	75%	90%
United States	Hourly	30	33	37	41	46
	Yearly	63,407	69,450	76,087	86,038	95,098
Wyoming	Hourly					
	Yearly	56,432	61,810	67,717	76,574	84,637

2. High school teachers

Description of State and National Trends (if applicable)

United States	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: High school teacher	1,058,300	1,107,000	5	77,900
Wyoming	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: High school teacher	220	240	9	20

State and National Wages (from 2020 through 2030)

Location	Pay Period	Year or Period				
		10%	25%	Median	75%	90%
United States	Hourly					
	Yearly	40,375	51,300	63,300	78,800	92,912
Wyoming	Hourly					
	Yearly	35,958	45,700	56,400	70,100	82,573

3. Lawyer/attorney

Description of State and National Trends (if applicable)

United States	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Attorney	833,100	913,300	10	48,700
Wyoming	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Attorney	1,060	1,310	24	80

State and National Wages (from 2020 through 2030)

Location	Pay Period	Year or Period				
		10%	25%	Median	75%	90%
United States	Hourly	29.52	39.24	61.54	93.55	100.00
	Yearly	61,400	81,620	127,990	194,580	208,000
Wyoming	Hourly					
	Yearly	65,256	77,455	90,853	105,096	118,063

4. Social Worker

Description of State and National Trends (if applicable)

United States	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Social workers	59,000	60,700	3	5,700
Wyoming	Employment		Percent Change	Job Openings
	2020	2030		
Enter the job title here: Social workers	180	180	0	20

State and National Wages (from 2020 through 2030)

Location	Pay Period	Year or Period				
		10%	25%	Median	75%	90%
United States	Hourly	17.68	22.28	29.42	38.48	44.97
	Yearly	36,780	46,340	61,190	80,040	93,540
Wyoming	Hourly					
	Yearly	44,320	49,697	55,604	62,026	67,874

Activities in Support of Student Recruitment and Retention (if applicable)

The Social Science program has been very consistent in enrollment and graduation rates. It is an attractive program with its flexibility and transferability. Further, our courses are the basis for all transfer students in terms of electives and general education categories.

The Human Services degree has attracted students who might not otherwise have come to college. It is designed for a student to gain employment after 2 years.

Our students have access to a variety of scholarships including the Black and Gold, First Generation, Department Scholarship and the Hathaway Scholarship. These scholarships aid in recruitment of students.

Assessment of Student Learning: Analysis of Program Learning Outcomes.

Social Science PLOs:

1. Evaluate the historical and contemporary influences that have led to diversity in the U.S.
2. Describe how societal institutions originated and evolved.
3. Apply the conventions of written and oral communication to the analysis of history, political science, psychology, or sociology.
4. Explain the essentials of citizenship and society.
5. Utilize discipline-specific knowledge to identify reasons for conflict and the institutions/options for its management.
6. Support the importance and relevance of the human identity and experience.

Evaluation for each: 3 pts – Mastery; 2 pts – Proficient; 1 pts - Basic

The program assessment for SOSOC is a capstone project. Students complete an online portfolio containing examples of the SOSOC program outcomes and these are evaluated by the faculty based on rubric-scores.

Human Services PLOs:

1. Describe the role of human services professionals in a variety of professional settings.
2. Differentiate contemporary social and mental health issues, including substance abuse and dependence, and examine the ways in which those issues impact society.
3. Apply group and interpersonal communication and leadership skills to help individuals tackle challenges in their lives and relationships.
4. Apply case management skills (assessment, documentation, treatment planning, referrals, and crisis intervention) in typical human services situations.
5. Identify institutions and options for human services providers and clients that may be helpful in managing conflicts.

6. Interpret human behaviors within the context of a variety of family systems and multidimensional systems.
7. Exhibit proficient and consistent adherence to professional, ethical standards, including confidentiality, sensitivity when working with diverse populations, and responsibility for professional growth.

Evaluation for each: 3 pts – Mastery; 2 pts – Proficient; 1 pts - Basic

The program assessment for HMSV is the Field Experience II course. Students complete skills rubrics, reflections and logs reflecting their preparedness for work.

Statistical Data Results: Since the capstone courses are required for graduation, the graduation rates in each program reflect capstone completion.

What has been learned?

The majority of students completing the Social Science program at EWC transfer to four-year institutions to pursue degrees in those respective fields. There are few job opportunities available to graduates who possess only Associates Degrees. The Social Science program is vital to the institution because it provides not only courses for majors but also multiple courses that fulfill general education requirements.

Students who transfer to the University of Wyoming are fully accepted at junior standing and have had no problems completing degrees in social science areas. Students who transfer to Chadron State College sometimes do have transfer issues with individual courses, but do transfer with junior standing.

EWC faculty have worked in conjunction with their counterparts at the University of Wyoming to develop 2+2 transfer agreements in the areas of Political Science, Psychology, Anthropology, Sociology, Social Work, History, and Social Sciences Secondary Education. These agreements provide students a pathway to complete a bachelor's degree in four years.

It is too early to have any meaningful data on the Human Services graduates. The first students earning the degree finished in May 2021.

Strengths of the Program and Faculty:

The Social Science program maintains consistent enrollment in core courses as well as providing courses satisfying a General Education requirement for many educational programs at EWC. For several years, faculty have been devoted to developing program courses for distance delivery, increasing enrollment and course offerings.

The Social Science degree at EWC provides a high-quality transfer education for an affordable price in a non-threatening and supportive environment; this is a place where students *want* to come to get a good education and good college experience. When they leave EWC, students are

prepared to meet academic, technological, social, and cultural demands. EWC keeps our community young and vibrant by producing quality graduates and by offering quality programs.

The full-time faculty members in the social sciences are well-qualified and well-respected. They have the requisite graduate training and stay current in their fields.

There is one well-qualified and well-respected adjunct who has taken the lead on the four HMSV courses. Remaining course work consists of general education courses and, therefore, the Human Services faculty are, by in large, the same as the Social Science faculty.

Part III: Recommendations

Faculty Recommendations:

The faculty are concerned about the situation that exists with respect to upper level courses. In psychology and sociology in particular, upper level face to face classes are not successful because of the lack of student enrollment. The faculty has successfully put these courses on-line, but student comments reflect that they are frustrated with the number of classes that are ONLY offered on-line without an in class equivalent. This is of particular disadvantage to international students who are limited to one on-line course each semester.

The faculty are further concerned with the loss of a full-time person in the departments of history and political science. These departments used to have 1.5 faculty dedicated to them; currently there is one full-time faculty member (teaching over 30 credits annually) with other vital and core courses being taught by adjuncts (more than 30 hours annually). The loss of the faculty position led to the inability to teach the range of courses needed to keep students at EWC for a full two years, thereby weakening the program. It also leads to the overuse of adjuncts who, while qualified, do not take ownership in these areas nor in the growth or advising of students.

In regard to the substantiated shortage of mental health professionals nationwide, EWC's social science program, if afforded the opportunity to expand enrollment, would fill a grave need with the counseling and social work professions. A strong recruitment voice in high schools, mental health service agencies, hospitals and care facilities encouraging individuals to enroll in this underserved area is imperative for growth in the social science department. EWC has a strong social science program in place and dedicated faculty to provide a valuable social science degree that will directly transfer into an established mental health professional program at the university level.

Finally, the low pay for adjuncts and lack of consistent raises and below comparator salaries is very concerning. Raises and cost-of-living adjustments have not kept up with the economy. This makes it difficult to be competitive in filling faculty positions and hiring adjuncts.

Strategic Action Plans:

– **2019-2022:**

Attached is a plan from the Human Services Program asking for assistance on that program's administrative duties since it is staffed by adjuncts who are not paid for the administrative work faculty are required to do.

Department Head Recommendations:

1. Human Services Program:

The Human Services program equips students with the knowledge and skills to work in a variety of helping professions, such as social work, counseling, and community outreach. Graduates from this program often pursue careers in human services agencies, nonprofit organizations, healthcare settings, and government agencies.

Job prospects for graduates of Human Services programs are generally favorable. The demand for professionals in this field is expected to grow due to various factors, including an aging population, increased focus on mental health services, and a greater need for social support systems.

The EWC Human Services program would benefit from having a full-time faculty member. Faculty members bring extensive expertise and experience in the field, allowing them to provide students with valuable insights and mentorship. Additionally, full-time faculty have more time to engage in research, community outreach, and professional development activities, which enriches the program's curriculum and keeps it up-to-date with industry trends. The practical nature of human services education necessitates a robust faculty presence to guide students through internships, field placements, and hands-on learning experiences.

2. Social Sciences Program:

The Social Sciences program encompasses a broad range of disciplines, including sociology, psychology, anthropology, political science, and economics. It focuses on studying human behavior, societal structures, cultural phenomena, and political systems, fostering critical thinking, research skills, and an understanding of complex social issues.

Graduates of Social Sciences programs possess versatile skills that can be applied to various career paths. While the job prospects for specific disciplines within the social sciences may vary, the overall demand for social science graduates remains steady. Graduates often find employment in fields such as research, policy analysis, market research, social advocacy, education, and public administration. They can work in government agencies, nonprofit organizations, research institutes, educational institutions, consulting firms, and think tanks. The interdisciplinary nature of social sciences allows graduates to adapt to different roles and industries.

Additional faculty in this area is essential for the EWC Social Sciences program. Full-time faculty bring in-depth subject knowledge, expertise, and theoretical perspectives to the program. They foster critical thinking and intellectual development among students while guiding them through research projects and helping them develop a comprehensive understanding of the social

sciences. Full-time faculty also enhance the program's reputation and attract prospective students.

Conclusion:

The Human Services and the Social Sciences programs offer promising job prospects for graduates in various fields. While the demand for professionals in the human services field is projected to grow significantly, social sciences graduates benefit from the versatility of their skills. In both programs, a strong presence of full-time faculty members is crucial to provide students with comprehensive education, mentorship, and professional guidance. Full-time faculty members contribute to the program's reputation and enrich the curriculum to meet the evolving needs of the respective fields. Therefore, every effort should be made to accommodate these areas primarily with full-time faculty members, and only supplemented with adjuncts when necessary.

Vice President's Recommendations:

The Social Sciences Program has continued to grow over the past five years at Eastern Wyoming College. One of the strengths of the program is the consistency of qualified, experienced faculty and their discipline expertise.

Strengths of the Social Science Program:

- a. Small Class Sizes that provides individual attention
- b. Dedicated faculty and strong commitment to student success
- c. Strong collegiality among faculty
- d. Discipline and content expertise
- e. 2+2 University of Wyoming Articulations

Opportunities for the Social Science Program:

- a. Continued work on the use of retention, persistence, and completion for degree students focused on intervention and remediation strategies, enrollment targets
- b. In coordination with Admissions, the development of recruiting strategies to increase the number of students enrolling in Social Science Program
- c. Continued work and focus on Program and Institutional Outcomes for curriculum alignment, instructional strategies and course completion rates for Gateway courses.
- d. Continued work with the University of Wyoming and other colleges on course and program articulations
- e. Completion of staffing analysis for future growth and staffing considerations
- f. Coordination with concurrent faculty on alignment of course, program and institutional outcomes.

The Human Services Program continues to grow since its inception on 2019 at Eastern Wyoming College. It is primarily taught by adjuncts and is a blend of face-to-face and online courses. Considerable work has been completed aligning the program with other Wyoming Community Colleges and the University of Wyoming. Program completion has been a challenge for students due to low enrollment and the cancellation of courses.

Strengths of the Human Services Program:

- a. Small Class Sizes that provides individual attention
- b. Strong collegiality among faculty and support for adjuncts
- c. Discipline and content expertise among full-time and adjunct faculty
- d. 2+2 University of Wyoming Articulations and Community Colleges
- e. Program alignment with potential workforce needs in the service area

Opportunities for the Human Services Program::

- a. Continued work on the use of retention, persistence, and completion for degree students focused on intervention and remediation strategies, enrollment targets
- b. In coordination with Admissions, the development of recruiting strategies to increase the number of students enrolling in Human Services Program
- c. Continued work and focus on Program and Institutional Outcomes for curriculum alignment, instructional strategies and course completion rates foe Gateway courses.
- d. Continued work with the University of Wyoming and other colleges on course and program articulations
- e. Completion of staffing analysis for future growth and staffing considerations
- f. Coordination with concurrent faculty on alignment of course, program and institutional outcomes.



Interoffice Memo

To: Dr. Jeffrey Hawes, President
From: Kwin Wilkes, Vice President for Administrative Services
Date: August 4, 2023
Cc: Ms. Karen Parriott, Business Office Director
Re: Monthly Financial Report

REVENUES:

The original FY-2024 operational fund revenue budget total is \$17,209,518, as adopted on July 11, 2023. In FY-2024, we have recognized \$2,005,920 in revenue representing 12% of the approved budget, which is largely made up of state aid in the amount of \$746,670. Overall, operational fund revenue is 29% lower than last fiscal year. Tuition and fee collections are \$1,256,135, which comes to 32% 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 \$913,205 which is 32% of the amount budgeted. In-district fees are \$161,550. This is 40% of the amount budgeted. Outreach fees are \$27,688, which is 20% of the amount budgeted. Non-credit tuition is \$12,264. This is 12% of the amount budgeted.

Auxiliary Fund revenue recognized to date is \$385,492 or 31% of the approved budget. Food service and conference center revenues are \$183,145 or 41% of the budget recorded at the end of this reporting period. Food service and conference center revenues are 40% lower than the previous year. Housing revenue is \$222,057 which is 31% lower than the previous year and 35% of the amount budgeted.

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, \$736,128 or 4% of the operational fund budget was expended. Salaries and benefits account for \$424,930 or 58% of the total expended and current and capital expenditures are \$311,198 or 42% of the total amount expended. Last

year's salaries and benefits, and current and capital expenditures totaled \$413,544 (58%) and \$301,973 (42%) respectively. Salaries and benefits spending is 3% higher than last year. Capital expenditures are 3% higher than last year. Overall, operational fund spending is 3% higher than last year.

Within the Auxiliary Fund, \$12,576 or 1% of the budget was spent in the current period and 88% lower than last year.

INVESTMENTS:

Cash on hand in various demand accounts at the end of this period total \$5.9 million. Of this total, \$2,412,289 is being held in the Operating Fund checking account, earning a 2.50% fixed interest rate, which was effective 2/15/2023. During the month of June 2023, two million of EWC funds were placed in Certificates of Deposit at Pinnacle Bank earning 4.80% interest. The six-month average market interest rate paid by WYOSTAR is 3.60%. The credit card sales repository account has a balance of \$34,355. Restricted repairs and maintenance funds for the Torrington campus total \$938,612 and cash reserves for the payment of CTEC and ATEC general obligation bonds held by Goshen County are \$1,787,286.

EWC has Excellence in Higher Education Endowment (EHEE) funds in the amount of \$796,151 (included in the bank accounts listed above). While we endeavor to seek bids for these funds periodically, they are currently earning 2.50% in our Operating Fund checking account.

Operations and maintenance funds for the Douglas Campus total \$588,520. These funds are held with Converse County Bank.

OTHER FINANCIAL AND RELATED MATTERS:

We have started working with the auditors for the FY23 audits for the College, Foundation and Eastern Wyoming BOCES. Part of this work is preparing year end journal entries so that we can close out FY23. We are also organizing details for the new FY24 budget as the new fiscal year started July 1.

Eastern Wyoming College
Operational Fund Summary
As of July 31, 2023 (Unaudited)

REVENUE	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
State Appropriation	9,710,051	746,670	(8,963,381)	7.69%	1,527,500	-51.12%
Local Revenue						
Mill Levy	1,178,633	-	(1,178,633)	0.00%	-	
Motor Vehicle Fees	181,056	-	(181,056)	0.00%	-	
Total Local Revenue	1,359,689	-	(1,359,689)	0.00%	-	#DIV/0!
Institutional Revenue						
In-District Tuition	725,659	325,815	(399,844)		350,175	
Out of District Tuition	564,701	140,280	(424,421)		121,380	
Out of State Tuition	232,589	116,235	(116,354)		170,730	
WUE Tuition	584,131	321,530	(262,601)		312,366	
Concurrent Tuition	742,844	9,345	(733,499)		-	
Total Credit Tuition	2,849,924	913,205	(1,936,719)	32.04%	954,651	-4.34%
Continuing Education	15,000	-	(15,000)		250	
Community Services	86,802	12,264	(74,538)		10,543	
Total Non-Credit Tuition	101,802	12,264	(89,538)	12.05%	10,793	13.63%
Course Fees	145,535	61,435	(84,100)		44,715	
In-District Fees	399,382	161,550	(237,832)	40.45%	172,440	
Technology Fee	191,297	55,456	(135,841)		56,080	
Outreach Fees	137,651	27,688	(109,963)	20.11%	25,980	
Sales and Services Income	166,112	24,537	(141,575)		25,990	
Total Fee Income	1,039,977	330,666	(709,311)	31.80%	325,205	1.68%
Total Tuition and Fees	3,991,703	1,256,135	(2,735,568)	31.47%	1,290,649	-2.67%
Miscellaneous Income	90,650	3,115	(87,535)	3.44%	1,804	
Gate Receipts	2,300	-	(2,300)	0.00%	-	
Total Other Sources	92,950	3,115	(89,835)	3.35%	1,804	72.67%
Total Institutional Revenue	4,084,653	1,259,250	(2,825,403)	30.83%	1,292,453	-2.57%
Carryover	1,764,648	-	(1,764,648)	0.00%	-	
Investment Income	114,675	-	(114,675)	0.00%	-	
Gifts/Grants	175,802	-	(175,802)	0.00%	-	
Federal Cares Revenue						
Total Revenue	17,209,518	2,005,920	(15,203,598)	11.66%	2,819,953	-28.87%

Eastern Wyoming College
Operational Fund Summary
As of July 31, 2023 (Unaudited)

EXPENDITURES	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
Instruction						
Salaries	2,641,756	41,338	2,600,418		35,191	
Benefits	1,293,321	12,764	1,280,557		12,490	
Current Expenses	1,442,459	4,241	1,438,218		26,358	
Capital Expenses	-	(38,001)	38,001		-	
Total	5,377,536	20,342	5,357,194	0.38%	74,039	-72.53%
Public Service						
Salaries	63,802	1,825	61,977		548	
Benefits	5,428	140	5,288		42	
Current Expenses	7,975	335	7,640		143	
Capital Expenses	-	-	-		-	
Total	77,205	2,300	74,905	2.98%	733	213.78%
Academic Support						
Salaries	553,560	30,273	523,287		30,687	
Benefits	305,148	16,116	289,032		17,090	
Current Expenses	318,250	11,150	307,100		12,908	
Capital Expenses	-	-	-		-	
Total	1,176,958	57,539	1,119,419	4.89%	60,685	-5.18%
Student Services						
Salaries	829,402	47,316	782,086		47,867	
Benefits	406,718	25,349	381,369		29,146	
Current Expenses	463,724	47,550	416,174		9,815	
Capital Expenses	-	-	-		-	
Total	1,699,844	120,215	1,579,629	7.07%	86,828	38.45%
Institutional Support						
Salaries	1,868,258	132,868	1,735,390		120,426	
Benefits	944,458	61,978	882,480		58,389	
Current Expenses	1,949,868	176,453	1,773,415		67,435	
Capital Expenses	12,944	-	12,944		-	
Total	4,775,528	371,299	4,404,229	7.78%	246,250	50.78%
Plant Operations						
Salaries	591,312	36,518	554,794		39,971	
Benefits	283,353	18,445	264,908		21,697	
Current Expenses	1,132,626	105,114	1,027,512		1,545	
Capital Expenses	110,000	-	110,000		-	
Total	2,117,291	160,077	1,957,214	7.56%	63,213	153.23%
Scholarships						
Current Expenses	1,454,150	4,356	1,449,794	0.30%	4,719	
Non-Mandatory Transfers						
Current Expenses	531,006	-	531,006	0.00%	179,050	
Total Expenditures	17,209,518	736,128	16,473,390	4.28%	715,517	2.88%

Eastern Wyoming College
Auxiliary Fund Summary
As of July 31, 2023 (Unaudited)

REVENUE	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
Food Service	447,187	183,145	(264,042)	40.95%	250,494	-26.89%
Conference Center	127,404	(32,209)	(159,613)	-25.28%	-	#DIV/0!
Residence Halls	628,172	222,057	(406,115)	35.35%	322,774	-31.20%
Bookstores	12,499	12,499	-	100.00%	-	
Motor Pool - Buses	27,250	-	(27,250)	0.00%	(10)	
Total Revenue from Sales/Services	<u>1,242,512</u>	<u>385,492</u>	<u>(857,020)</u>	<u>31.03%</u>	<u>573,258</u>	<u>-32.75%</u>
Transfers*	279,699	279,699	-	100.00%	129,258	116.39%
Total Revenue and Transfers	<u><u>1,522,211</u></u>	<u><u>665,191</u></u>	<u><u>(857,020)</u></u>	<u><u>43.70%</u></u>	<u><u>702,516</u></u>	<u><u>-5.31%</u></u>

*Transfers

Food Service	108,092	108,092			80,096	
Conference Center	32,209	32,209			15,026	
Residence Halls	151,897	151,897			46,635	
Bookstores	(12,499)	(12,499)			(12,499)	
Total Transfers	<u><u>279,699</u></u>	<u><u>279,699</u></u>			<u><u>129,258</u></u>	

Eastern Wyoming College
Auxiliary Fund Summary
As of July 31, 2023 (Unaudited)

EXPENDITURES	FY-24		BUDGET VARIANCE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
	ADOPTED BUDGET	YEAR TO DATE				
Food Services						
Salaries	180,839	234	180,605		-	
Benefits	143,054	57	142,997		-	
Current Expenses	231,386	103	231,283		11,098	
Capital Expenses	-	-	-		-	
Total	555,279	394	554,885	0.07%	11,098	-96.45%
Conference Center						
Salaries	55,457	-	55,457		-	
Benefits	32,817	-	32,817		-	
Current Expenses	71,339	-	71,339		3,835	
Capital Expenses	-	-	-		-	
Total	159,613	-	159,613	0.00%	3,835	-100.00%
Housing						
Salaries	158,382	8,042	150,340		7,351	
Benefits	69,290	4,142	65,148		4,002	
Current Expenses	552,397	(2)	552,399		81,083	
Capital Expenses	-	-	-		-	
Total	780,069	12,182	767,887	1.56%	92,436	-86.82%
Bookstores						
Salaries	-	-	-		-	
Benefits	-	-	-		-	
Current Expenses	-	-	-		-	
Capital Expenses	-	-	-		-	
Total	-	-	-		-	
Motor Pool - Buses						
Current Expenses	27,250	-	27,250		34	
Total	27,250	-	27,250	0.00%	34	-100.00%
Total Expenditures	1,522,211	12,576	1,509,635	0.83%	107,403	-88.29%

Fund Balance		as of 7/31/2023	
Fund 10	Operational Fund	Fund 40	Endowment Fund
(Main Educational/Operating Fund)		College EC funds invested with EWC Foundation	
Balance	\$ 3,642,533.16	Balance	\$ 6,221,501.81
Encumbered	\$ 170,481.82	Encumbered	\$ -
Fund 11	Optional Mill Levy Fund	Fund 60	Agency Fund
1 Mill assessed by Goshen County at Board's request.		Funds where EWC is the fiduciary (Student Clubs)	
Balance	\$ 987,251.15	Balance	\$ 496,869.41
Encumbered	\$ -	Encumbered	\$ -
Fund 12	Auxiliary Fund	Fund 70	Unexpended Plant Fund
Cafeteria, Student Center, Housing, Bookstore and Motorpool		Funds for new construction	
Balance	\$ 830,955.49	Balance	\$ 2,672,469.26
Encumbered	\$ 3,449.00	Encumbered	\$ -
Fund 13	Flow Through Fund	Fund 71	Funds for Renewals & Replacements
Student Fees, Technology Fees, Outreach Fees pass through this fund.		Funds for Maintenance and Repairs	
Balance	\$ 244,802.00	Balance	\$ 1,415,174.87
Encumbered	\$ -	Encumbered	\$ 1,185,522.44
Fund 19	GASB Audit Accruals Fund	Fund 72	Funds for Retirement of Debt
Amount of liability for pension and other post employment benefits.		Funds to retire ATEC and CTEC GO Bonds	
Balance	\$ (18,196,605.57)	Balance	\$ 1,567,710.10
Encumbered	\$ -	Encumbered	\$ -
Fund 22	Grant & Contracts/BOCES	Fund 73	Investment in Plant
Restricted funds		** See below	
Balance	\$ (1,876,191.51)	Balance	\$ 43,892,463.43
Encumbered	\$ -	Encumbered	\$ -
		**The major part of this balance (\$43,210,473.70) comes from net investment in plant. These are assets stated at net book value (land, buildings and infrastructure)	



EWC Board of Trustees Meeting Minutes

Eastern Wyoming College
Jul 11, 2023 at 5:45 PM MDT
@ EWC Dolores Kaufman Board Room

Attendance

Present:

Members: Randy Adams, Bob Baumgartner, Jeff Hawes, Doug Mercer, Dami Metzler, Katherine Patrick, Kurt Sittner, Jackie VanMark, Rick Vonburg, Sally Watson, Jim Willox

Absent:

Members: Tim Bush

I. Chairman Baumgartner called the meeting to order.

II. Approval of the July 11, 2023, Meeting Agenda.

Motion to approve the July 11, 2023, Meeting Agenda with the Addendum:

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

III. Public Hearing - Fiscal Year 2024 College Budget - Mr. Kwin Wilkes

Chairman Baumgartner opened the Public Hearing for Fiscal Year 2024 College Budget. No comments were received. Public Hearing was closed.

IV. Introductions

None

V. Public Comment

None

VI. President's Report - Dr. Jeffry Hawes

Dr. Hawes presented information on six of the Strategic Priorities; the 5% staff increase, HCM2 status, USDOE Program Review, selection of a new Customer Relationship Management (CRM) system, data warehouse analytics and evaluate funding options.

VII. Staff Reports

A. Financial Report - Mr. Kwin Wilkes

Mr. Wilkes reported on the June monthly financial report which provides an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from July 1, 2022 to June 30, 2023.

B. Academic Services - Program Reviews

1. 2022-2023 Biology/Wildlife and Fisheries Biology Management - Ms. Sherri Warren

Ms. Sherri Warren presented information on the 2022-2023 Biology/Wildlife and Fisheries Biology Management Program Review. This report was generated by Mr. Chris Wenzel and the Science dept. EWC is articulating with University of Wyoming and hope numbers will increase for recruitment and retention. Some of the improvements needed for the program include new and modern lab equipment and new lab spaces, a budget for professional development within the budget in the Biology department, and a plan to assist faculty with overload burnout.

C. The Future plan for Information Technology (IT) - Mr. Auke Daane

Mr. Daane presented a PowerPoint presentation on the new proposed plan for Information Technology.

D. IT Report - Mr. Tyler Vasko

1. Update to the upgrade for the TV services in the fitness center

Mr. Vasko stated the upgrade to the TV's in the fitness center have been serviced with a better signal, new converter box and new remotes.

2. Update to the upgrade for the internet in the dormitories

Mr. Vasko expressed his frustration with his dealings with VIVE. The problems with bandwidth will not support our project and VIVE has delayed the project. Currently, we do not have functionality in the dorms. Mr. Vasko stated he may be looking at changing companies. Mr. Wilkes and Attorney Dami Metzler will examine the current contract to see what the next steps would be in either staying with the company or looking for a new option with someone else.

E. Facilities Report - Mr. Keith Jarvis

1. Prioritization list update

Mr. Jarvis updated the Board with the facility projects on campus. He informed them on the concrete issue at CTEC and plans to redo the parking lot. He also confirmed the progress on the boiler and chiller status, and the auditorium AV system upgrade.

VIII. Consent Agenda Approval for the following items

A. Approval of the June 13, 2023, Meeting Minutes

Motion to approve the June 13, 2023, Meeting Minutes:

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

Motion passed.

IX. Consideration of Unfinished Business

None

X. Consideration of New Business

A. Action Items

1. Approval of the June 2023 expenditure report - Mr. Kwin Wilkes

Motion to approve the June 2023 expenditure report:

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

2. Approval of the Fiscal Year 2024 College Budget - Mr. Kwin Wilkes

Motion to approve the Fiscal Year 2024 College Budget:

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

3. Approval of Fiscal Year 2024 transfers of unexpended/unencumbered appropriations and requested budget authority increases - Mr. Kwin Wilkes

Motion to approve the Fiscal Year 2024 transfers of unexpended/unencumbered appropriations and requested budget authority increases :

Motion moved by Jackie VanMark and motion seconded by Katherine Patrick. Motion passed.

4. Approval of the 5% increase for all employees that were employed prior to July 2022 - Mr. Patrick Korell.

Motion to approve the 5% increase for all employees that were employed prior to July 2022:

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

5. Approval of Dutch IT Solutions to contract services for Informational Technology (IT) at EWC in the amount of \$489,500 annually - Mr. Kwin Wilkes

Motion to approve Dutch IT Solutions to contract services for Informational Technology (IT) at EWC in the amount of \$489,500 annually :

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

6. Approval of First reading of Board Policies: 1.11, 1.13, 2.16, 4.3, 4.4, 5.0, 5.7, 5.8, 5.11, 5.13, 5.14, 5.15 5.16, pending legal review - Dr. Jeffry Hawes

Dr. Hawes stated these policies will be advertised for 45 days and if we receive any comments, they will be brought back to the Policy Advisory Committee for review.

Motion to approve the First reading of Board Policies: 1.11, 1.13, 2.16, 4.3, 4.4, 5.0, 5.7, 5.8, 5.11, 5.13, 5.14, 5.15 5.16, pending legal review:

Motion moved by Jackie VanMark and motion seconded by Katherine Patrick. Motion passed.

7. Approval of Campus improvement projects to enhance student experience, not to exceed \$35,000 - Dr. Jeffrey Hawes

Dr. Hawes expressed the need to have student spaces for studying and hanging out, which we currently do not have. He would like to create a group of faculty, staff and students to see where and what kind of spaces they would be interested in. There may be an option to "pilot" a test run on some items to see if they will be used.

Motion to approve Campus improvement projects to enhance student experience, not to exceed \$35,000:

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

8. Approval of Mr. Mahmud Jalloh for the position of Mathematics Instructor - Mr. Patrick Korell

Motion to approve Mr. Mahmud Jalloh for the position of Mathematics Instructor:

Motion moved by Katherine Patrick and motion seconded by Jackie VanMark. Motion passed.

9. Approval of Dr. Jessica Ostrander, for the position of Biology Instructor - Mr. Patrick Korell

Motion to approve Dr. Jessica Ostrander, for the position of Biology Instructor:

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

10. Approval of Ms. Rebecca Cornish, for the position of Criminal Justice Instructor - Mr. Patrick Korell

Motion to approve Ms. Rebecca Cornish, for the position of Criminal Justice Instructor:

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

XI. Addendum to the Agenda

XII. Approval for the continued contract with Arete Advisors for Sentinel One endpoint protection system for the amount of \$93,681.36 - Mr. Tyler Vasko

Motion to approve the continued contract with Arete Advisors for Sentinel One endpoint protection system for the amount of \$93,681.36:

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

- XIII. Approval to waive Board Policy 1.1 as it relates to Mr. Jim Willox's participation in executive sessions and invite Mr. Willox to participate in the executive session

Trustee Vonburg expressed some dissent about waiving the policy and is against moving forward. Chairman Baumgartner stated the Board has the ability to invite anyone to executive session. Dr. Hawes stated there will be a policy change on this subject.

Motion to approve waiving Board Policy 1.1 as it relates to Mr. Jim Willox's participation in executive sessions and invite Mr. Willox to participate in the executive session:

Motion moved by Randy Adams and motion seconded by Kurt Sittner. Majority ruled and the motion passed with one vote of "No"

- XIV. Move into Executive Session for personnel matters, as authorized by Wyo. Stat. § 16-4-405(a)(ii) and (x)

To consider appointments, wages, terms, negotiations, and offers of employment for senior administrative positions.

To discuss and review the annual Presidential Evaluation and contract.

Motion to move into Executive Session for personnel matters, as authorized by Wyo. Stat. § 16-4-405(a)(ii) and (x):

Motion moved by Jackie VanMark and motion seconded by Kurt Sittner. Motion passed.

- XV. Moved out of Executive Session

- XVI. Addendum: Additional approval items

- XVII. Approval to increase the President's contract by \$5,000 as negotiated in the initial contract effective July 1, 2023

Motion to approve the increase the President's contract by \$5,000 as negotiated in the initial contract effective July 1, 2023:

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

- XVIII. Approval of an extension of one year to the President's contract that will begin July 1, 2025 through June 30, 2026

Motion to approve an extension of one year to the President's contract that will begin July 1, 2025 through June 30, 2026:

Motion moved by Katherine Patrick and motion seconded by Kurt Sittner. Motion passed.

XIX. Trustee Topics

Trustee Vonburg would like to see the College upcoming events added to the agenda.

XX. Meeting adjourned

Bob Baumgartner, Board Chair

Randy Adams, Secretary

Sally Watson, Executive Assistant

New Hires -- Approval

Amber Holen	Grant Writer
	<ul style="list-style-type: none">• Funded by Foundation and Goshen Economic Development• EWC Benefits
William McCullum	Athletics Director
George Hamilton	Volleyball Coach
Paige Miller	Livestock Judging Coach
Lisa Johnson	Executive Director EWC Foundation
	<ul style="list-style-type: none">• 75% funded by EWC• 25% funded by Foundation
Eric Benedick	Asst. Coach WBB/Resident Life Coordinator
Darryl Spitzer	Human Resources Director, Interim
Christy Feagler	Veterinary Technology Instructor
Kate Norton	Veterinary Technology Instructor
Mike Rodriguez	Facilities Technician

New Organization Structure

Roger Humphrey	Director of Research, Planning and Institutional Effectiveness
Tami Afdahl	Executive Dean of Administration Services
Debbie Ochsner	Executive Dean of Academics
John Hansen	Vice President of Student and Academic Services, Interim
Margaret Farley	Vice President of Douglas Campus
Patrick Korell	Vice President of Administrative Services, Interim

Accounts Payable Check Register					
Period: 07/01/2023 -07/31/2023					
Check No	Check Date	Payee Name	Voucher ID	PO/BPO Number	Check Amount
0160860	7/5/2023	DIGITAL ARCHITECTURE LLC	V0209796		11,811.07
0160861	7/5/2023	GOSHEN COUNTY FAIR ASSOC	V0209797		37,500.00
0160862	7/5/2023	INSTRUCTIONAL TECHNOLOGY COUNC	V0209798		520.00
0160863	7/5/2023	RESPONDUS, INC	V0209799		1,695.00
0160864	7/5/2023	SCENARIO LEARNING LLC	V0209800		1,688.26
0160865	7/5/2023	SCHOLARSHIP SOLUTIONS, LLC	V0209801		6,750.00
0160866	7/7/2023	Student	V0209804		5,747.00
0160867	7/7/2023	Student	V0209802		990.00
0160868	7/7/2023	Student	V0209803		3,464.00
0160869	7/6/2023	BLOEDORN LUMBER COMPANY	V0209806		100.36
0160870	7/6/2023	BLUFFS FACILITY SOLUTIONS	V0209807		137.52
0160870	7/6/2023	BLUFFS FACILITY SOLUTIONS	V0209808		364.22
0160870	7/6/2023	BLUFFS FACILITY SOLUTIONS	V0209809		179.64
0160870	7/6/2023	BLUFFS FACILITY SOLUTIONS	V0209810		342.25
0160871	7/6/2023	CASTLE BRANCH INC	V0209811		1,615.00
0160872	7/6/2023	Employee Reimbursement	V0209812		2,643.57
0160873	7/6/2023	CITY OF TORRINGTON	V0209813		46,604.19
0160874	7/6/2023	CONVERSE COUNTY SCHOOL	V0209794		1,089.00
0160875	7/6/2023	DEPT OF WORKFORCE SERVICES	V0209814		0.25
0160876	7/6/2023	EASTERN WYOMING COLLEGE	V0209815		3,517.05
0160877	7/6/2023	M LAZY HEART FEEDS LLC	V0209816		54.00
0160877	7/6/2023	M LAZY HEART FEEDS LLC	V0209817		176.94
0160877	7/6/2023	M LAZY HEART FEEDS LLC	V0209818		98.00
0160877	7/6/2023	M LAZY HEART FEEDS LLC	V0209819		286.42
0160877	7/6/2023	M LAZY HEART FEEDS LLC	V0209821		300.92
0160878	7/6/2023	MWI VETERINARY SUPPLIES	V0209822		10.27
0160878	7/6/2023	MWI VETERINARY SUPPLIES	V0209823		20.54
0160879	7/6/2023	Student	V0209824		180.00
0160880	7/6/2023	PARKER POE	V0209825		3,195.00
0160881	7/6/2023	PLATTE VALLEY UPHOLSTERY	V0209826		70.00
0160882	7/6/2023	VALLEY MOTOR SUPPLY	V0209827		2.52
0160882	7/6/2023	VALLEY MOTOR SUPPLY	V0209828		31.38
0160882	7/6/2023	VALLEY MOTOR SUPPLY	V0209829		24.84
0160882	7/6/2023	VALLEY MOTOR SUPPLY	V0209830		11.20
0160883	7/6/2023	WESTON CTY SCHOOL DIST # 1	V0209795		363.00
0160884	7/11/2023	Student	V0209899		150.00
0160885	7/11/2023	Student	V0209832		150.00
0160886	7/11/2023	Student	V0209833		150.00
0160887	7/11/2023	Student	V0209831		150.00
0160888	7/11/2023	307 SPORTS BAR & GRILL	V0209834		548.00
0160889	7/11/2023	ADORAMA CAMERA	V0209890	P0043250	3,939.58
0160890	7/11/2023	Employee Reimbursement	V0209835		57.42
0160891	7/11/2023	BENCHMARK OF TORRINGTON	V0209836		2,508.00
0160892	7/11/2023	CAPITAL BUSINESS SYSTEMS, INC	V0209837		24.73
0160893	7/11/2023	CENTURY LUMBER CENTER	V0209838		353.72
0160894	7/11/2023	CENTURYLINK	V0209839		1,349.40

0160895	7/11/2023	COAL CREEK LAW LLP	V0209892		5,310.25
0160896	7/11/2023	CONNECTING POINT	V0209841		723.74
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209842		72.10
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209843		12.50
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209844		86.20
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209845		28.20
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209846		30.20
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209847		10.00
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209848		25.70
0160897	7/11/2023	CULLIGAN WATER CONDITIONING	V0209849		28.20
0160898	7/11/2023	DOUGLAS HARDWARE	V0209850		54.97
0160899	7/11/2023	EXPRESS TOLL	V0209895		36.80
0160900	7/11/2023	FINANCIAL AID SERVICES, LLC	V0209893		9,210.00
0160901	7/11/2023	FOLLETT CORPORATION	V0209851		6,788.87
0160902	7/11/2023	FRANK PARTS CO	V0209852		51.19
0160902	7/11/2023	FRANK PARTS CO	V0209853		13.94
0160902	7/11/2023	FRANK PARTS CO	V0209854		2.58
0160903	7/11/2023	GlobalVetLink	V0209894		13.50
0160904	7/11/2023	GOSHEN COMMUNITY THEATRE INC	V0209855		665.00
0160905	7/11/2023	GRAINGER INC	V0209856		34.43
0160906	7/11/2023	HIRERIGHT LLC	V0209857		461.25
0160907	7/11/2023	IDEAL LINEN SUPPLY, INC	V0209858		676.62
0160907	7/11/2023	IDEAL LINEN SUPPLY, INC	V0209859		66.99
0160908	7/11/2023	IDEXX LABORATORIES	V0209860		33.64
0160908	7/11/2023	IDEXX LABORATORIES	V0209861		422.88
0160908	7/11/2023	IDEXX LABORATORIES	V0209862		18.99
0160908	7/11/2023	IDEXX LABORATORIES	V0209863		460.95
0160908	7/11/2023	IDEXX LABORATORIES	V0209864		33.64
0160909	7/11/2023	MAIN STREET APPLIANCE, INC	V0209865		925.00
0160910	7/11/2023	MID-AMERICAN RESEARCH CHEMICAL	V0209866		420.80
0160911	7/11/2023	Employee Reimbursement	V0209886		4.80
0160912	7/11/2023	PANHANDLE COOP	V0209867		134.32
0160912	7/11/2023	PANHANDLE COOP	V0209868		67.56
0160912	7/11/2023	PANHANDLE COOP	V0209869		51.21
0160912	7/11/2023	PANHANDLE COOP	V0209870		11.96
0160912	7/11/2023	PANHANDLE COOP	V0209871		115.94
0160912	7/11/2023	PANHANDLE COOP	V0209872		26.46
0160913	7/11/2023	Employee Reimbursement	V0209887		140.16
0160913	7/11/2023	Employee Reimbursement	V0209888		119.28
0160914	7/11/2023	SPIC & SPAN CLEANERS	V0209873		1,104.00
0160915	7/11/2023	STATE BEAUTY SUPPLY	V0209874	P0043192	13.01
0160915	7/11/2023	STATE BEAUTY SUPPLY	V0209875		9.48
0160915	7/11/2023	STATE BEAUTY SUPPLY	V0209876		119.76
0160915	7/11/2023	STATE BEAUTY SUPPLY	V0209877		69.70
0160916	7/11/2023	TORRINGTON OFFICE SUPPLY INC	V0209878		113.09
0160916	7/11/2023	TORRINGTON OFFICE SUPPLY INC	V0209879		113.09
0160916	7/11/2023	TORRINGTON OFFICE SUPPLY INC	V0209880		62.51
0160916	7/11/2023	TORRINGTON OFFICE SUPPLY INC	V0209881		276.00
0160916	7/11/2023	TORRINGTON OFFICE SUPPLY INC	V0209882		89.55
0160916	7/11/2023	TORRINGTON OFFICE SUPPLY INC	V0209883		60.16

0160917	7/11/2023	Torrington Telegram	V0209884		424.04
0160918	7/11/2023	Student	V0209885		370.80
0160919	7/11/2023	VERIZON WIRELESS	V0209896		971.38
0160919	7/11/2023	VERIZON WIRELESS	V0209897		38.01
0160919	7/11/2023	VERIZON WIRELESS	V0209898		474.82
0160920	7/11/2023	CHEYENNE WINNELSON CO			
0160921	7/11/2023	CHEYENNE WINNELSON CO	V0209840	P0043201	107,800.00
0160922	7/11/2023	GRAYBAR FINANCIAL SERVICES	V0209900		1,361.58
0160923	7/11/2023	Peggy Hill	V0209901		240.00
0160924	7/11/2023	OK WRECKING	V0209902		100.00
0160925	7/11/2023	WESTERN LIVESTOCK JOURNAL	V0209903		55.00
0160926	7/11/2023	WYOMING BUSINESS ALLIANCE	V0209904		275.00
0160927	7/13/2023	CONVERSE COUNTY SCHOOL	V0209906		155.52
0160928	7/13/2023	Student	V0209907		55.16
0160929	7/13/2023	KATH BROADCASTING CO., LLC	V0209908		2,019.00
0160929	7/13/2023	KATH BROADCASTING CO., LLC	V0209909		120.00
0160930	7/13/2023	PEREGRINE GLOBAL SERVICES CORP	V0209199		100.00
0160931	7/13/2023	PRINT EXPRESS	V0209910		303.89
0160932	7/13/2023	WESTCO	V0209911		1,025.26
0160933	7/13/2023	BRODART CO			
0160934	7/13/2023	EBSCO INFORMATION SERVICES			
0160935	7/13/2023	Student			
0160936	7/13/2023	HIGHER LEARNING COMMISSION			
0160937	7/13/2023	JOHNSON CONTROLS INC			
0160938	7/13/2023	BRODART CO			
0160939	7/13/2023	EBSCO INFORMATION SERVICES			
0160940	7/13/2023	Student			
0160941	7/13/2023	HIGHER LEARNING COMMISSION			
0160942	7/13/2023	JOHNSON CONTROLS INC			
0160944	7/13/2023	BRODART CO			
0160945	7/13/2023	EBSCO INFORMATION SERVICES			
0160946	7/13/2023	Student			
0160947	7/13/2023	HIGHER LEARNING COMMISSION			
0160948	7/13/2023	JOHNSON CONTROLS INC			
0160950	7/13/2023	BRODART CO	V0209912		3,864.00
0160951	7/13/2023	EBSCO INFORMATION SERVICES	V0209913		7,892.00
0160952	7/13/2023	Student	V0209905		150.00
0160953	7/13/2023	HIGHER LEARNING COMMISSION	V0209914		6,044.00
0160954	7/13/2023	JOHNSON CONTROLS INC	V0209915		8,800.00
0160955	7/17/2023	EASTERN WYOMING COLLEGE			
0160956	7/17/2023	EASTERN WYOMING COLLEGE	V0209916		2,080.00
0160957	7/18/2023	DAVIDSON MECHANICAL INC	V0209917		455.00
0160958	7/18/2023	HEARTLAND EMBROIDERY	V0209918		84.00
0160958	7/18/2023	HEARTLAND EMBROIDERY	V0209940		158.00
0160959	7/18/2023	Employee Reimbursement	V0209919		219.56
0160960	7/18/2023	Student	V0209935		150.00
0160961	7/18/2023	CHICAGO DISTRIBUTION CENTER	V0209920		30.69
0160962	7/18/2023	EASTERN WYOMING COLLEGE	V0209921		316.00
0160963	7/18/2023	EDUCATION TO GO	V0209922		300.00
0160964	7/18/2023	Student	V0209936		150.00

0160965	7/18/2023	GRO BUSINESS SOLUTIONS, LLC	V0209923		930.80
0160966	7/18/2023	Student	V0209937		150.00
0160967	7/18/2023	HEARTLAND EMBROIDERY	V0209924		197.00
0160968	7/18/2023	HIGHER ED JOBS	V0209925		1,300.00
0160969	7/18/2023	HUDL	V0209941		2,399.00
0160970	7/18/2023	INSTRUCTURE, INC	V0209926		18,518.00
0160971	7/18/2023	JPRATT ENTERPRISES, LLC	V0209927		6,640.00
0160972	7/18/2023	Student	V0209938		150.00
0160973	7/18/2023	Student	V0209939		150.00
0160974	7/18/2023	PROQUEST LLC	V0209929		185,361.45
0160974	7/18/2023	PROQUEST LLC	V0209930		9,093.84
0160975	7/18/2023	VISTABEAM	V0209931		3,409.95
0160976	7/18/2023	WACCT	V0209932		20,500.00
0160977	7/18/2023	Employee Reimbursement	V0209933		53.17
0160978	7/18/2023	WyLLA	V0209934		750.00
0160979	7/19/2023	ACCT	V0209951		750.00
0160980	7/19/2023	Barry Q. Lee	V0209952	P0043270	1,700.00
0160981	7/19/2023	TORRINGTON ROTARY CLUB	V0209953		210.00
0160982	7/19/2023	WESTON CTY SCHOOL DIST # 1	V0209954		712.80
0160983	7/21/2023	Student	V0209942		862.00
0160984	7/21/2023	Student	V0209943		866.00
0160985	7/21/2023	Student	V0209944		100.00
0160986	7/21/2023	Student	V0209945		1,924.00
0160986	7/21/2023	Student	V0209946		40.00
0160987	7/21/2023	Student	V0209947		622.00
0160988	7/21/2023	Student	V0209948		1,136.00
0160989	7/21/2023	Student	V0209949		40.00
0160990	7/21/2023	Student	V0209950		723.00
0160991	7/20/2023	Employee Reimbursement	V0209955		81.60
0160992	7/20/2023	PARKER POE	V0209957		7,690.00
0160993	7/20/2023	DUTCH IT SOLUTIONS LLC	V0209958		18,900.00
0160994	7/20/2023	EASTERN WYOMING COLLEGE	V0209960		675.00
0160995	7/20/2023	GW MECHANICAL INC	V0209961	P0043258	70,220.20
0160996	7/20/2023	Student	V0209962		35.00
0160997	7/20/2023	LARAMIE COUNTY COMMUNITY COLLE	V0209963		175.00
0160998	7/20/2023	Employee Reimbursement	V0209964		97.37
0160999	7/20/2023	MOUNTAIN STATES ASSOC OF COMMU	V0209965		1,000.00
0161000	7/20/2023	WACCT	V0209966		2,500.00
0161001	7/20/2023	Student	V0209967		150.00
0161002	7/20/2023	WYOMING COMMUNITY COLLEGE COM	V0209968		3,750.00
0161003	7/21/2023	CIRCUIT COURT	V0209969		576.70
0161004	7/21/2023	EASTERN WYOMING COLLEGE	V0209970		90.50
0161005	7/21/2023	JOHN HANCOCK MUTUAL LIFE	V0209971		250.00
0161006	7/21/2023	NCPERS GROUP LIFE INS	V0209972		128.00
0161007	7/21/2023	STATE OF WYOMING	V0209973		168,677.20
0161008	7/21/2023	WYOMING EDUCATION ASSOCIATION	V0209974		348.09
0161009	7/21/2023	CAV-FRONT RANGE	V0209976		15,000.00
0161010	7/28/2023	Student	V0209977		400.00
0161011	7/28/2023	Student	V0209978		400.00
0161012	7/28/2023	Student	V0209979		400.00

0161013	7/28/2023	Student	V0209980		400.00
0161014	7/28/2023	Student	V0209981		400.00
0161015	7/28/2023	Student	V0209982		400.00
0161016	7/28/2023	Student	V0209983		400.00
0161017	7/28/2023	Student	V0209984		400.00
0161018	7/28/2023	Student	V0209985		400.00
0161019	7/28/2023	Student	V0209986		2,273.00
0161020	7/28/2023	Student	V0209987		100.00
0161021	7/28/2023	Student	V0209988		623.00
0161022	7/28/2023	Student	V0209989		400.00
0161023	7/28/2023	Student	V0209990		400.00
0161024	7/28/2023	Student	V0209991		400.00
0161025	7/28/2023	Student	V0209992		862.00
0161026	7/28/2023	Student	V0209993		400.00
0161027	7/28/2023	Student	V0209994		400.00
0161028	7/28/2023	Student	V0209995		400.00
0161029	7/28/2023	Student	V0209996		400.00
0161030	7/28/2023	Student	V0209997		400.00
0161031	7/28/2023	Student	V0209998		400.00
0161032	7/28/2023	Student	V0209999		400.00
0161033	7/28/2023	Student	V0210000		2,272.00
0161034	7/28/2023	Student	V0210001		622.00
0161035	7/28/2023	Student	V0210002		400.00
0161036	7/27/2023	Employee Reimbursement	V0210003		100.63
0161037	7/27/2023	BROWN COMPANY	V0210004		35.99
0161038	7/27/2023	CANON FINANCIAL SERVICES INC	V0210005		689.00
0161039	7/27/2023	CDW GOVERNMENT INC	V0210006		13,673.16
0161039	7/27/2023	CDW GOVERNMENT INC	V0210007	P0043266	6,974.36
0161040	7/27/2023	DATA RECOGNITION CORP	V0210008	P0043265	1,736.50
0161041	7/27/2023	EAGLE UNIFORM & SUPPLY CO	V0210009		80.07
0161042	7/27/2023	FINANCIAL AID SERVICES, LLC	V0210010		17,225.00
0161043	7/27/2023	GRO BUSINESS SOLUTIONS, LLC	V0210011		2,226.25
0161044	7/27/2023	Employee Reimbursement	V0210012		158.29
0161045	7/27/2023	INFOBASE LEARNING	V0210013		7,129.36
0161045	7/27/2023	INFOBASE LEARNING	V0210014		2,653.02
0161046	7/27/2023	LARAMIE RANGE WATER TREATMENT	V0210015		11.00
0161046	7/27/2023	LARAMIE RANGE WATER TREATMENT	V0210016		27.00
0161047	7/27/2023	MECHANICAL SYSTEMS, INC	V0210017	P0043188	13,068.72
0161048	7/27/2023	OCLC, INC	V0210018		3,110.63
0161049	7/27/2023	STATE OF WYOMING	V0210019		1,799.30

MEMORANDUM

TO: Chairman Baumgartner

FROM: Dr. Jeffrey Hawes, President

DATE: August 7, 2023

SUBJECT: Alignment of 2021-2025 Strategic Plan with Persistence, Retention & Graduation Rates

Aligning a college's strategic plan with persistence, retention, and graduation rates is crucial for several reasons. These metrics are directly related to the success and effectiveness of the institution in fulfilling its mission and goals. Here are some rationales for why this alignment is essential:

1. **Student Success:** The primary purpose of any college is to promote student success and enable students to achieve their academic and career goals. By focusing on improving persistence, retention, and graduation rates, the institution ensures that students have a higher chance of completing their degrees and obtaining the knowledge and skills they need to thrive in their chosen fields.
2. **Quality of Education:** Higher persistence, retention, and graduation rates often indicate that students are satisfied with the quality of education and support services provided by the college. It reflects the effectiveness of teaching methods, curriculum design, and the overall learning environment. By aligning the strategic plan with these rates, the college can continuously work towards enhancing its academic programs and services.
3. **Resource Utilization:** High dropout rates and low graduation rates can lead to inefficient use of resources. When students leave the college before completing their degrees, the investments made in their education do not yield the expected returns. By prioritizing persistence and retention, the college optimizes its resource allocation and ensures that the investments made in student success are maximized.
4. **Reputation and Rankings:** Colleges with high graduation rates and strong student success indicators tend to enjoy a positive reputation and higher rankings. This reputation can attract more students, faculty, and funding opportunities, further strengthening the institution's ability to fulfill its mission.
5. **Financial Sustainability:** Improved persistence and graduation rates can positively impact the college's financial sustainability. Higher graduation rates mean a larger pool of alumni who are likely to contribute to the institution through donations and other forms of support. Financial stability is vital for the long-term viability of the college and its ability to invest in academic and campus improvements.
6. **Accreditation and Accountability:** Many accrediting bodies and funding agencies place emphasis on student success metrics as indicators of institutional effectiveness. By aligning the strategic plan with persistence, retention, and graduation rates, the college demonstrates its commitment to accountability and continuous improvement to stakeholders and regulatory bodies.
7. **Equity and Access:** Focusing on persistence, retention, and graduation rates also highlights the college's commitment to promoting equity and access in higher education. By identifying and addressing barriers to student success, such as financial challenges, academic support, or campus climate, the institution can work towards ensuring that all students, regardless of background, have an equal opportunity to thrive academically.

Overall, aligning the strategic plan with persistence, retention, and graduation rates demonstrates the college's dedication to its students' success, effective resource management, accountability, and continuous improvement, all of which are essential for maintaining a thriving and reputable institution.

MEMORANDUM

TO: Chairman Baumgartner

FROM: Dr. Jeffrey Hawes, President

DATE: August 8, 2023

SUBJECT: Goals for the President of EWC for FY24, FY25 & FY26

Growth Metrics

1) Grant Development:

- Minimum of \$2 million for FY24 with 10% Overhead average.
- Minimum of \$3 million for FY25 with 10% Overhead average.
- Minimum of \$4 million for FY26 with 10% Overhead average.

2) Enrollment increase based on three-year average from the prior three fiscal years.:

- Minimum of 2% increase in credit hour generation for FY24.
- Minimum of 3.5% increase in credit hour generation for FY25.
- Minimum of 5% increase in credit hour generation for FY26.

Compliance Metrics

1) USDOE Compliance:

- Board Policy alignment with statutory requirements to be completed by the end of FY26.
(Includes IT with major findings in program review.)
- Administrative Regulation and Manual alignment with statutory requirements to be completed by the end of FY26.
- Removal from HCM2 status with USDOE to be completed by the end of FY26.

2) Maintenance of State Board Approval and Accreditation Status:

- Eastern Wyoming College (Higher Learning Commission)
- Nursing (State Board of Nursing & Accreditation Commission for Education in Nursing)
- Veterinary Technology (AVMA Committee on Veterinary Technician Education and Activities)
- Cosmetology (State Board of Cosmetology)
- Barbering (State Board of Barbering)

3) Provide solutions to improved management both fiscally to the College and in quality of service to the students for the following areas.

- Academic Services
- Student Services
- Business Office Services
- IT Services
- Athletics
- Food Service
- Dormitories

BOARD POLICY 1.1: COLLEGE BOARD PURPOSE AND OPERATIONS

Adopted 8/13/91

Revised 11/8/05(RF), 5/11/15, 10/10/17

College Board Membership - Reference: W.S. § 21-18-308 and 22-22-101 through 22-22-304
The Eastern Wyoming Community College District, which operates Eastern Wyoming College, is a legally defined area including all of Goshen County. The Board of Trustees shall exercise general supervision of the District and retains full legislative and judicial authority with the Statutes of Wyoming.

To insure equitable representation on the College Board, the College District is divided into four subdistricts. One member is elected from subdistricts number I, II, and III; three members are elected from subdistrict number IV, and one member is elected at large.

The business and affairs of Eastern Wyoming College shall be managed by the College Board. The College Board has full powers of organization and government of Eastern Wyoming College subject to such control as the Wyoming State Legislature and the Wyoming Community College Commission provide.

Members of the College Board are elected by the voters of the College District. The number of members of the College Board shall be seven members. The term of office of each elected member is four years. Four members are elected in years in which there is a presidential election, and three members are elected in years in which there is a national election but no presidential election. The College Board shall fill a vacancy in office as provided by law and Board Policy 1.3.

The College Board may appoint an advisory member to represent the constituents of Converse County as it relates to the operation of the Eastern Wyoming College Douglas Branch Campus. The College Board may request the Converse County Commissioners appoint an individual each December to serve in this capacity. **The Advisory member may attend all regular or special board meetings either in person or by telephone but shall not vote on issues coming before the College Board. The Advisory member may attend executive sessions at the discretion of the College Board. The Advisory Member shall not disclose the topic or details of executive session discussions.**

Governance Philosophy

On behalf of the district's citizens, the Eastern Wyoming College Board of Trustees is entrusted with the authority and responsibility for the effective governance of the College which include:

1. The Board of Trustees connects the College to the community to ensure outcomes of the institution match the expectations of the community.
2. The Mission, Vision, and Strategic Directions for Eastern Wyoming College are guided by the community. These Strategic Directions are also shared by the Trustees, President, and college community of faculty, staff and students.
3. The Board of Trustees is intent on meeting the expectations of the community through evidence-based, informed practices that support the learning and futures of our students.
4. The Board of Trustees believes in a culture of transparency and inclusion in setting the direction of the College.
5. Board members shall have authority only when acting as a Board in session

and conducted in accordance with Wyoming Open Meeting statutes (W.S. §16-4-401 through 16-4-408).

6. The Eastern Wyoming College Board of Trustees is committed to active involvement of all internal College constituencies in the governance of the institution. This is provided via an ongoing participative process of shared governance. The Board of Trustees affirms this belief by supporting the right of faculty, staff, administration, and students to express ideas and opinions with the assurance their opinions will be given consideration regarding decisions of the College via their respective alliances.

a. Shared governance provides an avenue of shared commitment for continuous improvement in both college effort and resources. Shared governance provides for all major constituents of Eastern Wyoming College to contribute to policies, procedures and practices. The Board of Trustees is the ultimate decision-making body and the Board entrusts the President with day-to-day administration of the College.

7. The Board of Trustees establishes the Office of President and delegates to the President the execution of its policies. The President is responsible to the Board of Trustees for the organization and operation of the College, the execution of the College employees' duties, and the welfare of the student body. The President is expected to perform duties contained in the President's job description and fulfill other responsibilities determined in annual goal-setting or evaluation meetings. The President has the authority to delegate to employees the responsibility for all or portions of these responsibilities; however, these responsibilities to the Board of Trustees resides solely with the President.

Concurrent and Dual Enrollment
MEMORANDUM OF UNDERSTANDING (2023-2024)
Between Eastern Wyoming College and School District

DEFINITIONS

Concurrent Enrollment

- Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses also satisfy high school graduation requirements. These courses have been approved by the college as having equivalent content, learning competencies, and assessments to an existing college course. Course content and competencies are equivalent to the related college course as determined and defined by the college faculty.
- High school faculty teaching concurrent enrollment courses are considered adjunct faculty for the purposes of the college. Adjunct faculty teaching concurrent enrollment courses are approved by the college and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative for issues such as student records, grades, and other student or learning issues.
- The student will be graded consistently with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the college. The students will receive a grade on the official college and high school transcripts.

Dual Enrollment

- Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor and which the high school agrees to allow high school graduation credit.
- The course will typically be delivered on the college's academic calendar and schedule; students and the local high school may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript, as well as the official high school transcript. Qualified high school students have access to the full variety of delivery modalities such as face-to-face, online, or hybrid (ZOOM/online).

Jump Start Courses

- Jump Start courses are classes taught at the college that are not required for high school graduation purposes. Such courses are considered enrichment to a student's educational pathway in providing seamless transition to advanced post-secondary programs of study.
- The cost of all fees and textbooks for Jump Start courses are the student's responsibility.
- All costs of additional course work beyond the terms of this MOU are the student's responsibility.

PURPOSE

The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201.

Wyoming community colleges believe that concurrent enrollment programs allow for opportunities to

- **Serve as an impetus or vehicle for seamless transition between high school and post-secondary education.**
 - Establish a partnership to support student success.
 - Establish written agreements between the school district and a community college that clarify the process and mutual expectations.
 - Ensure that the high school faculty and students are informed of the rigor of college courses.
 - Ensure that more high school students are prepared for college-level work upon graduation.
- **Serve as an access point for students who otherwise are unlikely to attend college.**
 - Reduce the time associated with completing a postsecondary credential.
 - Provide opportunities for those who did not know that they were "college material."

- Facilitate successful student completion of college courses and demonstrate that there are college programs available for them.
- Align and fortify curricular options available to advanced high school students through enrollment in college transfer and technical courses.
- **Provide a head start for advanced students already planning to attend college or enter the workforce.**
 - Ensure that more high school students are college-ready upon graduation and have acquired the skills necessary to compete in the state’s global economy.

COURSE OFFERINGS

Eastern Wyoming College will collaborate with the appropriate personnel at the local high schools to identify potential courses and faculty for each high school. If a course is not offered in a format accessible to a student through Eastern Wyoming College, the district has the option to utilize courses through Wyclass.org. Eastern Wyoming College will not request textbook updates for concurrent enrollment courses offered in the high schools more frequently than every four years unless both parties agree to an update. The number of concurrent enrollment courses available to students will be limited only by the approved offerings at their high schools which are attached in Appendix A of this MOU.

FACULTY APPROVAL

High school faculty who teach concurrent enrollment courses are college adjunct faculty; therefore, their applications to teach a college course are reviewed in the same manner and according to the same standards as all other college adjunct faculty who teach a specific course. All employment forms and official transcripts must be submitted through the appropriate office.

A faculty credential approval process, consistent with college accreditation, requirements and needs for flexibility in exceptional circumstances will be developed. Exceptions shall be based upon demonstrated proficiency in the discipline, progress toward graduate education, or appropriate certification.

Eastern Wyoming College follows guidelines established by the Wyoming Community College Commission (WCCC) and standards established by the National Alliance for Concurrent Enrollment Partnerships (NACEP) for approving adjunct faculty. All concurrent enrollment instructors are **Eastern Wyoming College** Adjunct Faculty.

Adjunct faculty members who teach **transfer** courses typically hold a master’s degree in the teaching discipline or master’s degree in a closely related academic field or subfield with a minimum of 18 credit hours of graduate level coursework in the teaching discipline. In some instances, faculty without a master’s degree or the required 18 graduate credit hours of graduate level course work may be deemed qualified by the expertise they have developed through other means. This may include a combination of equivalent tested experience, training, or alternative credentialing qualifications.

Faculty teaching in Career Technical Education (CTE) college-level courses should hold an associate’s or bachelor’s degree in the teaching discipline or field and/or a combination of education, training, tested experience, and alternative credentialing. When an academic degree or credential does not exist, equivalent tested experience may be applied.

The department head of the discipline at **Eastern Wyoming College** can provide specific credentialing details.

Provisional approval for faculty who do not yet meet the expectations for full approval is permitted under the following conditions. In recognition of the need to adhere to the Higher Learning Commission’s (HLC) minimum Faculty qualification, faculty at **Eastern Wyoming College** who are transitioning to meet the minimal requirement will have an education plan developed in collaboration with their supervisor. Education plans will be used in the event of curricular changes that require an update to faculty credentialing.

Table A

If a teacher is provisionally approved to teach a transfer course because s/he...	Then the teacher must...
--	---------------------------------

(1) possesses a bachelor's degree related to the discipline and a master's degree in a different discipline than the assigned course	successfully complete 18 graduate hours in the discipline no later than September 1, 2023 or obtain the credentialing specifically required for his or her teaching discipline
(2) possesses the industry appropriate credentials and the minimum education requirements for the discipline of the assigned course	successfully complete necessary education and industry specific credentials no later than September 1, 2023

Provisional approval will continue annually as long as a provisionally approved teacher demonstrates annual progress toward full approval according to the relevant section marked in Table A. Annual evidence of progress, as recorded on official college transcripts, should be sent to the **Eastern Wyoming College** Office of Human Resources, where they will be reviewed by the Vice President of Academic Services.

Failure to submit annual evidence of progress towards full approval will result in non-approval and the adjunct faculty member may no longer teach the assigned course at the high school campus until he/she has attained full approval. Once the adjunct faculty member successfully completes the requirements for full approval, he/she will receive fully approved status.

STUDENT ELIGIBILITY

1. Be seniors, juniors, or have the permission of a high school official; and,
2. Have permission from their parent(s) or guardian(s) and a designated school official; and
3. Meet course entrance requirements and/or prior course work required before enrolling in a particular course.

Note: No high school, community college or BOCES/BOCHES can impose additional eligibility requirements.

PROGRAM COORDINATION & QUALITY

Each partnership shall provide a liaison between the high school and college with responsibilities for coordinating advisement, arranging course schedules, regular and standardized communications, course transferability, and support services.

The high school will provide a designated official at the high school to serve as the point of contact on matters related to concurrent enrollment. Duties include (but are not limited to):

- Coordination of appropriate paperwork (WDE requirements, course summary form, student registration, dual credit contract, etc.),
- Act as communication liaison for college with faculty and students,
- Assist college personnel in implementation of electronic course evaluations,
- Assure that each student and parent signs a copy of the *Community College-High School Dual/Concurrent Registration* form which discusses student responsibility and transfer issues. It is important that the student and his/her parents clearly understand that enrolling in a concurrent enrollment or dual enrollment course will result in a college grade on a permanent college transcript and a high school grade on a high school transcript. The concurrent course grade will contribute to that student's College/university GPA.
- Remind students of college course drop dates, withdrawal dates and possible impact on future financial aid.

The college shall require:

1. Collaboration with individual high schools to develop plans for providing dual or concurrent courses to meet the needs of their students and ensure quality.
2. Classes taught in high schools use equivalent syllabi, assignments, and end-of-course assessments as those used in courses taught on campus.
3. College faculty responsible for concurrent courses will collaborate with high school concurrent course teachers and review student work on a regular basis.
4. Annual review of course agreements to assure quality.
5. The release of the student's educational records for dual credit to the high school.

TUITION AND FEES

By WS 21-20-201, if there is a concurrent enrollment and dual enrollment agreement, students cannot be charged even if they fail or withdraw from the course.

As required by Wyoming Statute 21-20-201, (d), *"The school district and the university or community college district entering into an agreement for purposes of this section shall, if there are any fees within the agreement, establish fees to be assessed the school district for student participation under the program, the payment schedule for the established fees and other necessary arrangements to facilitate fee payment and collection."*

Concurrent Enrollment Payments

Therefore, the school district agrees to pay the tuition for all students enrolled in concurrent enrollment based on the final class roster issued on or about midterm of the current semester. After the college receives the sum for students' tuition from the school district, the college agrees to pay an identical amount to that school district for space, supplies, instruction, and other related costs.

Dual and Jump Start Payments

- **School District** will pay all mandatory student fees, course fees and textbook costs for the students participating in dual credit courses according to the rate and refund schedule established by the college for the current year under this MOU.
- The **Eastern Wyoming College** Business Office will issue a billing statement to **School District** for dual credit fees no later than January 30 for the fall semester and within thirty (30) days after the end of the spring semester. **Eastern Wyoming College** billing is done after the end of the term to ensure that all changes to student schedules and late starting classes are included.

TEXTBOOKS AND MATERIALS

The high school is responsible for ensuring that textbooks and materials are available for these students. As required by Wyoming Statute 21-20-201(d), *"Any textbooks, materials or equipment purchased under the established fees shall be addressed within the agreement entered into between the university or college and the school district. The university or community college shall not directly assess and collect any fee from the participating student for textbooks, materials, student services or any other fees otherwise assessed and collected from students attending the institution."*

COLLEGE RESOURCES

Students will have access to all the standard support services that any college student has available. Services include: advising, tutoring, disability assistance, etc. Participating students who take classes on the college campus will meet with an **Eastern Wyoming College** admissions representative (transitional advisor) prior to registering in order to receive advising and insure completion of all application forms and assessment tests.

GRADING

Grading shall be valid and reliable based on student academic performance. Weighted grades may be used in secondary schools, but final grade point average (GPA) shall be computed on a 4.0 (A=4.0, B=3, C=2, D=1, F=0) scale.

Students in concurrent enrollment classes are held to the same standards of achievement as those expected of students in on campus sections. Students in concurrent enrollment classes are held to the same grading standards as those expected of students in on campus sections. Students in concurrent enrollment courses are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

DISTANCE EDUCATION

Ongoing collaborations between the University of Wyoming, community colleges, school districts, and the Wyoming Department of Education should continue regarding technological infrastructure and distance delivery methods to improve access to quality dual and concurrent enrollment courses.

DATA COLLECTION AND ANALYSIS

Concurrent and dual enrollment courses provide some students and families substantial benefit, but only if the courses truly provide students opportunity to acquire the knowledge and skills necessary for success in subsequent related

courses and/or the workforce. To assist schools and colleges in assessment of student course outcomes, data on student participation and performance in concurrent and dual enrollment coursework, high school graduation, success in subsequent academic coursework, persistence of post-secondary programs toward certificate and/or degree completion may be collected. Wyoming community colleges and the University of Wyoming have common course names and numbers which may facilitate data analysis. Courses numbered identically, i.e. ENGL 1010, offered students at schools, community colleges and UW will be included in any assessments and analysis. Any data and/or results will be provided, upon request, to educational providers, educational researchers, and governmental entities with an appropriate rationale.

Renewal of Agreement: This agreement will be reviewed and renewed on an annual basis.

School District Contact

College Contact

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Appendix A

All concurrent enrollment courses that may be offered during the term of this agreement are listed below:

Classes offered in School District

Dept/Crs#	Course	Cr	HS Course Name	Instructor
<i>Example:</i>				