

EWC BOARD OF TRUSTEES
January 12, 2016
Dolores Kaufman Boardroom

College Mission

Eastern Wyoming College is a student-centered, comprehensive community college that responds to the educational, cultural, social, and economic needs of its communities with quality, affordable educational opportunities for dynamic lifelong learning.

Vision Statement

Eastern Wyoming College will be a dynamic center for education, acting as a catalyst for individual growth, community engagement and global impact.

4:00 p.m. Executive Session – Personnel

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

5:00 p.m. Dinner in the Cafeteria

AGENDA

5:45 p.m. Open Meeting

- **Introduction of New Employee**
Kelcie Hamilton, Financial Aid Specialist

- **Introduction of Visitors**

Approve Agenda

Recommended Action: Motion to approve the agenda, as presented.

President's Update:

Please see **Appendix A** for the President's update.

Approve Consent Agenda – Appendix B

- **Approve Minutes:** *December 8, 2015 meeting and executive session. Please see **Appendix B1**.
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees*

- **Approve Resignation of Kimberly Russell:** *Ms. Russell has submitted her letter of resignation for the position of Director of Institutional Research effective January 12, 2016.
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees*

- **Approve Resignation of Mike Durfee:** *Mr. Durfee has submitted his letter of resignation/retirement for the position of Associate Vice President for Academic Services and Outreach effective June 30, 2016.
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees*

- **Approve Resignation of Rick Vonburg:** *Mr. Vonburg has submitted his letter of resignation/retirement for the position of EWC Instructor of Agriculture, Economics and Statistics, and Chair for the Business & Technology Division effective at the end of his current contract.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees
- **Ratify the Appointment of April Clark to the Position of Douglas Nursing Instructor:** *Dr. Patterson polled the Board on December 14, 2015 and received approval to move forward with hiring April Clark for the position of Nursing Instructor at the Douglas Campus.*
Prepared by Holly Branham, Executive Asst to the President and Board of Trustees

Trustees, please feel free to contact Dr. Patterson prior to the board meeting regarding any questions you may have concerning the consent agenda.

Recommended Action: Motion to approve the consent agenda, as presented

Action Items

Approve Financial Report

Please see **Appendix C** for the written financial report and the construction projects update.

Prepared by Mr. Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve the financial report, as presented.

Approve Early Retirement Notification

Per Board Policy 3.17 the individuals listed below meet program eligibility criteria and have submitted letters notifying President Patterson of their intent to sever employment from EWC. Their early retirement becomes effective one month following the end of their fiscal year 2016 employment contract or appointment letter. Early retirees are: **Donna Charron** (Cosmetology Instructor) and **Becky Lorenz** (Assistant Librarian).

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to accept the Early Retirement Program intentions of Donna Charron and Becky Lorenz, as presented.

Approve Reappointment of Administrators

Per Board Policies 3.2 and 3.22 and the result of completed annual performance evaluations for EWC administrators less the President, President Patterson recommends the Board of Trustees reappoint the following individuals to their respective positions for fiscal year 2017 (1 July 2016 – 30 June 2017): **Michelle Landa** (VP Academic Services), **Rex Cogdill** (VP Student Services) and **Ron Laher** (VP Administrative Services).

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the reappointment of Michelle Landa, Rex Cogdill, and Ron Laher, for fiscal year 2017, as presented.

Approve Appointment of Kimberly Russell to the Position of Residence Life Coordinator

The Selection Committee recommended and President Patterson endorsed Ms Kimberly Russell for the position of Residence Life Coordinator. Ms Russell has Residence Life experience as both a student and administrator and a deep background and understanding of EWC, its mission and culture. Kim will be primarily responsible for Eastern Hall residents but will use her

analytical and critical thinking skills developed as the College's Institutional Research Director the past 8.5 years to enhance positively residence students' living conditions and their overall college experience. Recommend appointment approval.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the appointment of Kimberly Russell to the position of Residence Life Coordinator, as presented.

Approve on First Reading New Board Policy 2.8 Institutional Review Board

At this time, EWC would like to establish a formal institutional review board (IRB) within Board policies and create a framework for the development of associated administrative rules that deal with how human participants are employed in the conduct of institutional research activities. The goals are to provide oversight, define the eligible participants (or those that should specifically be excluded, e.g., minors), have protections in place so that participants' privacy, rights, welfare, and well-being are preserved, and ensure that advance consent/assent is properly documented and researchers receive the appropriate training to use human participants in their studies. In order for an institution to be eligible for certain federal research grants, the IRB must be described within written procedures. However, we anticipate that this IRB will be mainly dealing with research projects proposed by our own faculty as part of a program of professional development relating to the acquisition of a higher or an additional graduate degree credential. Please see **Appendix D** for the proposed policy.

Prepared by Mr. Ron Laher, Vice President for Administrative Services

Recommended Action: Motion to approve on first reading Board Policy 2.8 Institutional Review Board, as presented.

Approve on First Reading New Board Policies Relating to Media Relations, Advertising, and Commercial Printing

The following policies are a formalization of the current process we follow. We have had a number of new people the past couple of years and will have more new people to come. Formal policies on how to handle media relations, advertising and commercial printing seem appropriate. We have discussed these policies in the President's Cabinet meetings and at Leadership Team meetings. They were favorably received.

Prepared by Ms. Tami Afdahl, Director of College Relations

New Board Policy 2.9 Media Relations -- Appendix E

Recommended Action: Motion to approve on first reading Board Policy 2.9 Media Relations, as presented.

New Board Policy 2.10 Advertising -- Appendix F

Recommended Action: Motion to approve on first reading Board Policy 2.10 Advertising, as presented.

New Board Policy 2.11 Commercial Printing -- Appendix G

Recommended Action: Motion to approve on first reading Board Policy 2.11 Commercial Printing, as presented.

INFORMATION ITEMS

Institutional Development Update:

Mr. Hansen will provide an update at the meeting.

Staff Alliance Update:

The Holiday Social went over really well with all who attended. We look forward to continuing to work with the Faculty Senate on future activities. The next Faculty and Staff Fitness Challenge will be beginning this month and will last for 8 weeks. There will be another Fitness Challenge again towards the end of the Spring semester. At this month's Leadership Team Meeting, the Health and Wellness initiative was passed. The Staff Alliance partnered with the Personnel Advisory Committee to make this a reality and now allows for employees the opportunity to donate more than two days to fellow co-workers in need. Staff Alliance would like to welcome Kimberly Russel, vice chair, JoEllen Keigley, Professional Staff Representative, and Sue Schmidt, Classified Staff Representative to the Executive Committee. Holly Lara will remain Secretary/Treasurer and Ed Meyer will be Parliamentarian again this year. A HUGE thank you to the inaugural members of the Executive Committee which consisted of Holly Branham and Dixie Kroenlein for their year of service to this organization.

Prepared by Ms. Mai Lee Olsen, Staff Alliance President

Student Services Update:

Please see [Appendix H](#) for the Student Services update.

Prepared by Dr. Rex Cogdill, Vice President for Student Services

Academic Services Update:

Please see [Appendix I](#) for the Academic Services update.

Prepared by Dr. Michelle Landa, Vice President for Academic Services

College Relations Update:

Please see [Appendix J](#) for the College Relations update.

Prepared by Ms. Tami Afdahl, Director of College Relations

Human Resources Update:

- Revised Personnel Policies Admin Rules x3 (2.0.8, 3.2.1, 3.15.1)
- Vacancies Posted (2 x P/T Custodian; 1 x P/T Night Security; 1 x Adjunct CNA Instructor)

Prepared by Mr. Ed Meyer, Director of Human Resources

Revised Administrative Rules:

Administrative Rule 2.0.8 Facilities Planning Advisory Committee – The Leadership Team has recommended and Dr. Patterson has approved the removal of this Administrative Rule since ad hoc committees are used for each specific construction project. [Appendix K](#)

Administrative Rule 3.2.1 Appointment of Faculty and Staff – The Leadership Team recommended and Dr. Patterson approved the addition of one sentence to this Administrative Rule as it relates to foreign academic credentials of new employees. The recommended change to this Administrative Rule was proposed by the Personnel Advisory Council. [Appendix L](#)

Administrative Rule 3.15.1 Health/Wellness Leave –The Leadership Team voted to recommend these changes pending review by the College attorney. The College attorney has reviewed and approved the changes as well as Dr. Patterson. There are two major changes to this Administrative Rule. The first change clarifies immediate family as it relates to the

Health/Wellness Leave Rule. The second change expands the total number of days in a fiscal year an individual may donate of their Health/Wellness Medical Leave. The Personnel Advisory Council and the Staff Alliance proposed the changes to this Administrative Rule. **Appendix M**

New Guidelines for Administrative Rules Approval: See **Appendix N**.

Trustee Topics

- **February 8-11, 2016, ACCT National Legislative Summit, Washington DC** – Please let Holly know if you wish to attend.

Adjournment

Upcoming Events:

January 6-8, 2016	Spring In-Service
January 12	Spring Semester Begins
January 12	EWC Board Meeting
January 18	Martin Luther King Day, College Closed
January 27	EWC Foundation Meeting, CTCL, 11:30-1:00
January 30	Sagebrush & Roses Dinner and Dance
February 9	EWC Board Meeting
February 11-12	Winter Break, No Classes
February 17	Wyoming Community College Commission Meeting, LCCC
February 18	WACCT Awards and Legislative Reception, Little America
February 22-26	Dr. Patterson's week at the Legislature
March 7-11	Spring Break, No Classes
March 8	EWC Board Meeting
March 25	Easter Break, College Closed
March 28	Easter Break, No Classes