

Eastern Wyoming College Board of Trustees
January 12, 2016
Dolores Kaufman Boardroom

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on January 12, 2016 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members present were Angie Chavez, John Patrick, Lowell Kautz, George Nash, Mike Varney, and Julie Kilty. Those members absent were Marilyn Fisher and Jim Willox.

The meeting was opened at 5:45 p.m. by Board President Chavez.

Mr. Meyer introduced new Financial Aid Specialist Kelcie Hamilton. Interim Men's Basketball Coach Neal Sherbeyn and the men's basketball team were also introduced.

ACTION: The Board was requested to approve the agenda. A motion was made by Ms. Kilty and seconded by Mr. Varney to approve the agenda, as presented. Motion carried unanimously.

In addition to his written update, Dr. Patterson informed the Board the Governance Institute on Student Success has been scheduled for June 1-3, 2016. He confirmed the Board's plans to participate in the GISS. Dr. Patterson attended a meeting with Todd Peterson and they discussed holding a joint retreat with the Foundation and Board of Trustees. Dr. Patterson suggested a meeting with leadership from both boards. It was agreed that Mrs. Chavez and Mr. Kautz would attend the meeting. Dr. Patterson also noted college staff had met with the State Board of Nursing earlier in the day and received word the program had been approved. He further noted the CTEC construction is rapidly approaching and a ground breaking ceremony is being planned around March 1st.

Dr. Patterson presented a certificate and gift card to John Patrick for being EWC's nominee for the WACCT Trustee Leadership Award and thanked him for representing EWC.

ACTION: The Board was requested to approve the consent agenda. Mr. Patrick moved and Mr. Kautz seconded the motion to approve the consent agenda, which included the minutes from the December 8, 2015 meeting and executive session, the resignation of Kimberly Russell, Mike Durfee and Rick Vonburg, and ratified the appointment of April Clark to the position of Douglas Nursing Instructor. Motion carried unanimously.

ACTION: Mr. Laher presented the financial report and Mr. Jarvis reported on construction projects. Mr. Varney moved to approve the financial report, as presented; second by Mr. Kautz. Motion passed unanimously.

ACTION: The Trustees were requested to consider requests for early retirement. Dr. Patterson received letters from Donna Charron and Becky Lorenz indicating their intent to early retire at the end of their current contract. Mr. Kautz moved to approve the early retirement of Donna Charron and Becky Lorenz, as presented. Mr. Nash seconded and the motion was unanimously passed. Mrs. Chavez thanked them for their service to the College.

ACTION: Per Board policy and with the completion of annual performance evaluations Dr. Patterson recommended the reappointment of Dr. Michelle Landa, Dr. Rex Cogdill and Mr. Ron Laher for fiscal year 2017. Ms. Kilty moved to approve the reappointment of Michelle Landa, Rex Cogdill and Ron Laher, as presented. Second by Mr. Varney. Motion carried unanimously.

ACTION: Mr. Meyer informed the Board the selection committee with Dr. Patterson's endorsement recommended the appointment of Kimberly Russell for the position of Residence Life Coordinator. Mr. Varney moved to approve the transfer to that position; second by Mr. Patrick. Motion carried unanimously.

ACTION: Mr. Laher informed the Board that 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. He stated the goals are to provide oversight, define the eligible participants, 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, Mr. Laher anticipates that this IRB will be mainly dealing with research projects proposed by EWC's own faculty as part of a program of professional development relating to the acquisition of a higher or an additional graduate degree credential. Ms. Kilty moved to approve on first reading Board Policy 2.8 Institutional Review Board, as presented. Mr. Nash seconded and the motion was unanimously passed.

ACTION: Tami Afdahl, Director of College Relations presented the Board with three proposed policies relating to media relations, advertising, and commercial printing. Ms. Afdahl noted the following policies are a formalization of the current process the College currently follows. She noted there have been many new employees joining EWC and it seemed appropriate to formalize the process in policy. Mr. Nash moved to approve; second by Ms. Kilty. Discussion ensued regarding the policy on media relations. Mr. Patrick indicated he felt there was a freedom of speech issue associated with the policy as written. Following the discussion, Mr. Nash withdrew his motion. Mr. Patrick then made a motion to table discussion on proposed Board Policy 2.9. The motion was seconded by Mr. Kautz and unanimously passed.

ACTION: The Board was requested to consider on first reading new Board Policy 2.10 Advertising. The Advertising Policy requires advertising and marketing to be authorized by the Director of College Relations, legal advertising authorized by the Vice President for Administrative Services, and all advertising relating to employee vacancies be directed and authorized by the Director of Human Resources. Mr. Patrick moved and Mr. Varney seconded the motion to approve on first reading Board Policy 2.10 Advertising, as presented. Motion carried unanimously.

ACTION: The Board then considered new Board Policy 2.11 Commercial Printing. Ms. Afdahl presented the proposed Commercial Printing Policy which designates oversight of commercial printing for the College to the Director of College Relations. Ms. Kilty moved to approve on first reading Board Policy 2.11 Commercial Printing, as presented. Mr. Kautz seconded and the motion was unanimously passed.

Updates were provided by Institutional Development, Staff Alliance, Student Services, Academic Services, College Relations, and Human Resources.

Mr. Meyer presented three recently revised Administrative Rules 2.0.8, 3.2.1, and 3.15.1. The Board was also provided with a copy of the guidelines established for creating or revising administrative rules.

ACTION: Mr. Patrick moved to forward to the President, with the advice of the college attorney, the guidelines regarding the creating and revising of administrative rules be placed into policy and brought back to the Board for first reading. Mr. Varney seconded and the motion was carried unanimously.

Under Trustee Topics, Board President Chavez handed out to Trustees a copy of the WACCT legislative priorities. In addition, Mr. Patrick thanked the Board for nominating him for the WACCT Trustee Leadership Award.

There being no further business the meeting was adjourned at 7:30 p.m.

Submitted by:

Holly L. Branham

Angie Chavez, President

Marilyn Fisher, Secretary