

**EWC BOARD OF TRUSTEES**  
**September 13, 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.*

**AGENDA**

**4:00 p.m.**

**Work Session –**

- Presentation by Residence Life – Kyle Rice, Director; Kimberly Russell, Coordinator; and Resident Assistants
- Presentation on Orientation -- Mai Lee Olsen, Admissions Coordinator
- Presentation by Skills USA – Andy Espinoza, Sponsor

**5:45 p.m.**

**Public Hearing – Updated Policies**

Board Policy 2.3 Crisis Management (See [Appendix D](#))

Board Policy 3.12 Sexual Harassment (See [Appendix E](#))

**Open Meeting**

- ***Introduction of New Employees***  
Christine Chesser, Cosmetology Instructor  
Jeremy Christensen, Communications Instructor  
Xi Feng, Data Analyst  
Dean Gorsuch, Welding Instructor  
Matt Hickman, Custodian  
Dinesh Kasti, Math Instructor  
John Marrin, Business Instructor
- ***Introduction of Rodeo Team***
- ***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:** *The August 3, 2016 board meeting and executive session minutes. Please see Appendix B1.*

*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*

- **Approve Contract with Swank Motion Pictures for Residence Hall Streaming:** *Swank Motion Pictures is an authorized distributor of copyrighted Hollywood full-length feature motion pictures, television programming and Student Awareness Videos, for use in non-theatrical public performances. This contract is for three (3) years and would allow EWC access to this service which could then be streamed over the student network and viewed by students living in the residence halls. EWC would be able to select up to 100 motion picture Titles per semester, five seasons of television program seasons per academic year and Swank's full library of Student Awareness Videos. There is a possibility that these videos could also be viewed in one of the lecture rooms in the Fine Arts Auditorium. This agreement would be paid for by student fees and residence hall revenues. Please see Appendix B3 for details.*

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

- **Approve Education Affiliation Agreement with Banner Health:** *This agreement allows EWC nursing and certified nursing assistant (CNA) students clinical education experiences at Banner and Banner affiliated facilities. This agreement is effective for three years. Please see Appendix B7 for complete details.*

*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*

- **Ratify Creation of Temporary Academic Coordinator Position:** *As you will recall on August 22, 2016, the Board was contacted with a request to create a temporary, full-time, benefitted professional staff position at the C41 DBM-level within the Academic Coordinator classification. This position is similar to two permanent positions EWC already uses at both campuses in Welding. The College currently has two Agroecology courses scheduled for the Fall 2016 term and two scheduled for the spring with the possibility of adding a third depending on demand. The fall courses are full with students on the waitlist. EWC has advertised for an Adjunct Instructor for more than a month to teach Agroecology but has had no applicants. In the best interest of EWC and its students, the creation of this temporary position is an equitable and efficient solution to the pressing situation. No additional increases to the FY-17 budget will be necessary. Academic Services will pay all salary and benefit costs for this temporary position from its part-time adjunct faculty budget. All Trustees responded in favor of this request.*

*Prepared by Dr. Richard Patterson, College President*

- **Ratify Appointment of Amy Smith to the Temporary Position of Academic Coordinator:** *The Board was also contacted on August 22 with a request for the appointment of Amy Smith to the temporary position of Academic Coordinator. Ms. Smith holds a Master's degree in agriculture and has taught several courses for us previously. She would continue her current duties in Academic Services along with the teaching responsibilities this position entails. The other portion of her current job could then be filled, for the year, by one of our former employees who was separated by the RIF. The Trustees unanimously approved the appointment of Amy Smith to this position.*

*Prepared by Dr. Richard Patterson, College President*

**Trustees, please feel free to contact Dr. Patterson prior to the board meeting regarding any questions 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.

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

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

### Approve on Final Reading Revisions to Board Policy 2.3 Crisis Management

This proposed change updates this policy and removes outdated verbiage. It establishes a time when the plan is to be reviewed and updated on an annual basis. The revised policy can be found in **Appendix D**.

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

**Recommended Action: Motion to approve on final reading the revisions to Board Policy 3.2 Crisis Management, as presented.**

### Approve on Final Reading Revisions to Board Policy 3.12 Sexual Harassment

HR recommends adoption on final reading the updates to Board Policy 3.12, Sexual Harassment. The proposed changes align the College's verbiage with that used by the US Department of Labor and Education. It also establishes an Administrative Rule for that portion of the current policy which is implementation oriented versus broad, overarching policy. The revised policy can be found in **Appendix E**.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve on final reading the revisions to Board Policy 3.12 Sexual Harassment, as presented.**

### Approve Appointing John Patrick as EWC Voting Delegate at ACCT

Eastern Wyoming College is entitled to one voting delegate at the Annual ACCT Leadership Congress, October 5-8. Trustee Patrick is the only member planning to attend ACCT so we are requesting the Board appoint him as EWC's voting delegate.

*Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees*

**Recommended Action: Motion to appoint John Patrick as EWC's voting delegate at the Annual ACCT Leadership Congress, as presented.**

## INFORMATION ITEMS

### Academic Services Update:

Please see **Appendix F** for the Academic Services update.

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

- **Enrollment Numbers as of Census Date:** Enrollment data will be hand-carried to the meeting.

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

- **Draft Wyoming Community College System Spring 2016 Enrollment Report:** Please see **Appendix G** for details.

*Presented by Dr. Michelle Landa, Vice President for Academic Services*

- **Draft Wyoming Community College System Annual Enrollment Report for Academic Year 2015-2016:** Please see **Appendix H** for details.

*Presented by Dr. Michelle Landa, Vice President for Academic Services*

### **College Relations Update:**

Please see **Appendix I** for the College Relations update.

*Prepared by Ms. Tami Afdahl, Director of College Relations*

### **Construction Projects Update:**

Please see **Appendix J** for a list of projects.

*Prepared by Mr. Ron Laher, Vice President for Administrative Services  
and Mr. Keith Jarvis, Director of Physical Plant*

### **Faculty Senate Update:**

The Faculty Senate will be piloting a project called Faculty Focus, which will highlight individual faculty members and their programs. Each Division/Dept. will be assigned a month and members of the Faculty Senate will nominate an individual from their perspective Division/Dept. to be highlighted. The faculty will complete a questionnaire and the information will be compiled in a similar format each month. The Faculty Focus information will be highlighted on the EWC Webpage, EWC Social Media sites, in the Board packet, in the Foundation Newsletter, and possibly in the Torrington Telegram. This project is an attempt to bring focus to the outstanding faculty employed by EWC and highlight the commitment each has to their programs and the college. We hope to have the first Faculty Focus installment available in October.

The Faculty Senate continues to work on issues related to effective advising and is interested in working with Dr. Landa to address expanding sophomore course offerings, a course cancellation schedule, and course section enrollment caps.

On August 23<sup>rd</sup> we hosted a barbeque at Pioneer Park for all faculty, staff, and administration. The Douglas campus faculty and staff were able to attend.

*Prepared by Ms. Kate Steinbock, Faculty Senate President*

### **Institutional Development Update:**

The Board of Trustees will be informed of the reception of the Richard M. Baker Endowed Scholarship.

*Prepared by Mr. John Hansen, Director of Institutional Development*

### **Staff Alliance Update:**

Staff Alliance and its members have been fairly occupied this summer preparing for students arrival. A big thank you goes out to everyone for all of their hard work and dedication during this hectic time as we prepare for the Fall semester. As a final wind down for the summer, the Alliance hosted a carry-in lunch August 12<sup>th</sup> and worked with Academic Services in assisting with the EWC Olympic Games during in-service week. Beginning next month, the Staff Alliance will highlight departments and their employees on their contributions to the work place and the community. This will be a great opportunity to showcase areas and share treasures of information about one another. The next activity for the Alliance will be the Faculty and Staff Fitness Challenge which will begin later in October. This activity has been well received by many and we are looking forward to another great challenge!

*Prepared by Ms. Mai Lee Olsen, Staff Alliance President*

### **Student Services Update:**

Please see **Appendix K** for the Student Services update.

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

### **Trustee Topics**

- **Trustee Patrick, ACCT Western Region Trustee Leadership Award Recipient**  
(see Appendix L for details)
- **Policy Manuals for Trustees**

### **Executive Session – Personnel**

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

### **Adjournment**

**Upcoming Events:**

***September 13***

September 28

***EWC Board Meeting***

EWC Foundation Board Meeting, 11:30-1:00 p.m., Tebbet Building, Room 132

October 5-9

ACCT Annual Leadership Congress, New Orleans

***October 11***

***EWC Board Meeting***

October 19

Wyoming Community College Commission Meeting, Hilton Garden Inn, Laramie

October 20-21

WACCT Annual Policy Summit, Hilton Garden Inn, Laramie

***November 8***

***EWC Board Meeting***

***November 10***

**Foundation Donor Reception, 6:30 p.m., EWC Cafeteria**

November 24-25

College Closed, Thanksgiving Break

November 30

EWC Foundation Board Meeting, 11:30-1:00 p.m., Tebbet Building, Room 132