

Eastern Wyoming College Board of Trustees
August 8, 2017
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session at 3:30 p.m. in the Dolores Kaufman Boardroom on August 8, 2017.

Those members present were John Patrick, Marilyn Fisher, Robert Baumgartner, Mike Varney, Angie Chavez, George Nash, and Jim Willox. Kriss Hovis was the only member absent.

Ed Meyer, Human Resources director provided the Board with a review of the College's hiring procedures.

Following Mr. Meyer's presentation, Carisa Marak from GSG Architecture presented information relating to the Facilities Master Plan. Bob Taylor and Rachelle Anderson from Benchmark were also present.

The work session closed at 5:05 p.m. and the Board proceeded to dinner in the Student Center.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on August 8, 2017 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members present were John Patrick, Marilyn Fisher, Robert Baumgartner, Mike Varney, Angie Chavez, George Nash, and Jim Willox. Kriss Hovis was the only member absent.

The meeting was called to order by Board President Patrick at 5:45 p.m.

Mr. Meyer introduced Carla C. "Cathy" Herstead, Adult Learning Center Coordinator-Instructor. In addition, Coach Julie Sherbeyn and the Volleyball Team were introduced.

ACTION: The agenda was considered for approval. Mr. Varney moved to approve the agenda, as presented. Ms. Chavez seconded and the motion was unanimously passed.

In addition to her written update, Dr. Travers reported she has been meeting with faculty and staff, held a President's Cabinet retreat, walked in the Goshen County Fair parade, is planning to develop mentor and supervisor training, has visited with the EDA regarding combining veterinary technology and agriculture into the ATEC, and is looking at some new programs that will fit well with Ag.

ACTION: The Board was requested to approve the consent agenda. Ms. Chavez moved and Mr. Nash seconded the motion to approve the consent agenda, which included the minutes from the July 11, 2017 meeting and executive session, the renewal of the Golf Course Agreement for 2018-2019, the Concurrent and Dual Enrollment Agreements, the revised Spring 2019 Academic Calendar, and the release of contract for Fermin De La Torre. Motion carried unanimously.

ACTION: Mr. Laher presented the financial report. Ms. Fisher moved to approve the financial report, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION: Dr. Travers proposed a new gunsmithing program to be delivered on the Douglas Campus. The program will consist of an AAS degree with an intent to transfer the students to Wayne State University if they want to continue toward earning their bachelor's degree. Additionally, she is in the process of contacting Freedom Arms regarding hiring our students. Each student will need to pass a background check in order to be admitted to the program. The next step in the process is submission of the paperwork to the Curriculum and Learning Council for review, then to the Wyoming Community College Commission for approval. Dr. Travers hopes the program will begin the Fall of 2018. Mr. Nash moved to approve the new gunsmithing program, as presented. Ms Fisher seconded. Motion carried unanimously.

ACTION: The Board was requested to approve on first reading revisions to Board Policy 1.1 College Board Organization and Powers. Revisions include adding a statement regarding the supervision of the district and an Administrative Rule on the Governance Philosophy. Comments included adding Governance to the new title and taking the proposed Administrative Rule and making it part of the Policy. Trustee Fisher moved to approve this policy on first reading; second by Ms. Chavez. Motion carried unanimously.

ACTION: Trustee Chavez moved to include the Administrative Rule with the Policy (Board Policy 1.1) as part of Governance; second by Mr. Nash. Motion carried unanimously.

ACTION: The Board was requested to consider the revisions to Board Policy 1.3. The only change to the Policy was deletion of the last paragraph which refers to the duties of the College President. These duties have been included in the revisions to Board Policy 1.1. Ms. Fisher moved to approve on first reading the changes to Board Policy 1.3 Election and Duties of Board, as presented. Ms. Chavez seconded and the motion was unanimously passed.

ACTION: Dr. Travers introduced a new Media Relations Policy, Board Policy 2.9. She stated she felt it was important to have a policy relating to appropriate contact with the media. Trustees voiced concerns relative to the timeliness of coaches contacting the media if they needed to coordinate with College Relations. Mr. Varney moved to approve on first reading Board Policy 2.9 Media Relations, as presented. Mr. Nash seconded. Discussion ensued. Motion failed unanimously.

ACTION: A new policy on emergency notification was presented to the Board. Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice laid out how the College will respond when a "Campus Timely Warning Notice" or an "Emergency Notification" is issued. In addition, the Policy provides for a Decision Team which will coordinate and consult at least two members of the Team when issuing an emergency notification. Following the discussion, it was suggested by a Trustee to include the Campus Resource Officer on the Decision Team. Ms. Fisher moved to approve on first reading Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice, as presented. Mr. Nash seconded and the motion was unanimously passed.

ACTION: New Board Policy 2.13 Social Media Policy was brought before the Board on first reading. The Social Media Policy encourages the appropriate use of social media as a method of communicating ideas and information, and as a part of the educational mission at EWC. A motion to approve on first reading Board Policy 2.13 Social Media Policy was made by Mr. Varney; second by Mr. Nash. Motion carried unanimously.

ACTION: Dr. Travers presented new Board Policy 2.14 Weapons. The policy provides for the prohibition of guns on campus and the allowed exceptions. Trustee Fisher moved and Trustee Chavez seconded the motion to approve on first reading new Board Policy 2.14 Weapons, as presented. Motion carried unanimously.

ACTION: New Board Policy 3.24 Whistleblower Policy was presented to the Board of Trustees. This new policy provides employees and students the opportunity to report conduct or suspected conduct they, in good faith, believe may violate federal, state, or local laws or EWC policy. Trustee Chavez moved to approve on first reading new Board Policy 3.24 Whistleblower Policy, as presented. Mr. Varney seconded and the motion was unanimously passed.

ACTION: The first reading of new Board Policy 6.1 Contracts and Agreements was brought before the Board for their consideration. Board Policy 6.1 establishes an orderly process for the approval of all contracts and agreements entered into by the College. Ms. Fisher moved to approve on first reading new Board Policy 6.1 Contracts and Agreements, as presented. Ms. Chavez seconded and the motion carried unanimously.

ACTION: Board Policy 6.2 Payment to Foreign Vendors is a new policy which provides a process for paying vendors outside the United States. Trustee Fisher moved and Trustee Chavez seconded the motion to approve on first reading new Board Policy 6.2 Payment to Foreign Vendors, as presented. Motion was unanimously passed.

ACTION: The Trustees were requested to approve the renumbering of Business Services Policies 6.1 through 6.10. The renumbering of the policies are necessary with the addition of two new policies; Contracts and Agreements and Payment to Foreign Vendors. Mr. Varney moved to

approve on first reading the renumbering of the Business Services Policies 6.1 through 6.10; as presented. Mr. Baumgartner seconded and the motion was unanimously passed.

ACTION: Lastly, the first reading of new Board Policy 6.13 Requests for Public Information was held. The new policy provides for how the College will respond when requests for public records are received and allows for the College to charge a reasonable amount, including administrative and legal fees, to cover the cost to locate and reproduce public records. Ms. Fisher moved to approve on first reading new Board Policy 6.13 Requests for Public Information, as presented. Second by Chavez; motion carried unanimously.

ACTION: John Hansen, Director of Institutional Development requested the Board consider proposed naming rights for the Career and Technical Education Center. Mr. Hansen stated the proposed guide conforms to college standards and customary practices for naming rights. The guide provides investors with the opportunity to name spaces for the lifetime of the building or opt for 10-year increments. Trustee Fisher moved and Trustee Chavez seconded the motion to approve the CTEC naming rights, as presented. Motion carried unanimously.

Updates were provided by Human Resources, Staff Alliance, Student Services, and College Relations. In addition, an update of construction projects was provided.

Interim Vice President Humphrey presented the Spring 2017 Enrollment Summary. The summary indicated the Spring 2017 headcount decreased 2.3% and the Full Time Equivalency (FTE) increased 0.9%. Full-time headcount was up 35 students and part-time headcount was down 71 students resulting in a total decrease of 36 students. The number of first time students in Spring 2017 was up 10 full-time students and down 58 part-time students. The number of students who had attended EWC any time prior to Spring 2017 was up 25 full-time students and down 13 part-time students. Goshen County was down 2 full-time students and down 21 part-time students, and Outreach increased by 37 full-time students and decreased by 50 part-time students. Goshen County FTE decreased by 11.96 FTE and Outreach increased by 20.92 FTE. Outreach accounted for 45% and Goshen County accounted for 55% of the FTE.

ACTION: Trustee Varney moved to approve requesting the Office of Administrative Hearings to conduct a grievance hearing. Ms. Chavez seconded and the motion was unanimously passed.

Under Trustee Topics, Mr. Patrick stated he had received the annual auditor inquiry for the Board to indicate if they had any concerns of which the auditors need to be aware. Trustees did not voice any concerns.

ACTION: At 8:10 p.m. Mr. Varney moved and Ms. Chavez seconded the motion to adjourn to executive session to discuss personnel. Motion carried unanimously.

At 9:35 p.m., the executive session was closed and the meeting was adjourned.

Submitted by:

Holly L. Branham

John B. Patrick, President

Angie Chavez, Secretary