

EWC BOARD OF TRUSTEES
September 12, 2017
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

3:00 p.m. Executive Session – Personnel

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

4:00 p.m. Work Session –

- **Presentation on Campus Safety and Security** -- Dr. Rex Cogdill and Officer Beth Bryan

5:00 p.m. Dinner in Cafeteria

5:45 p.m. Public Hearing – Board Policy 1.10 Chain of Command Policy (Appendix D)

Open Meeting

- **Student Senate Update**
- **New Employee Introductions**
Vicky Mayfield, Math Instructor
- **Introduction of Residence Hall Assistants**
- **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:** Please see **Appendix B1** for the minutes from the August 8, 2017 meeting and executive session.

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

- **Approve Canvas Learning Management System:** *The contract in Appendix B5 is for purchase of and migration to a K-20 statewide Learning Management System (LMS). The annual cost of the contract is \$18,518 for five years. The first year of the contract is \$51,818 and allows for the setup and training on the new LMS. Five of the community colleges are cooperatively purchasing the LMS and as a result we are receiving a better price than if we were purchasing it ourselves. The contract is currently under legal review and we request approval as presented along with any recommendations from legal counsel.*

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

- **Approve Renewal of the Agreement with Goshen Fair Board Association:** *No changes were made to the agreement for 2017-2018 with the annual cost remaining at \$15,000. Please see Appendix B59 for the renewal agreement.*

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

- **Approve the Removal of the 16 Credit Hour Cap on Activity & Use Fees for Academic Year 2018-19:** *Earlier this year, the Wyoming Community College Commission set tuition rates for academic year 2017-18 and approved removing the 12 credit hour cap on tuition starting in academic year 2018-19. The proposed similar removal of the activity & use fees cap will keep tuition and fees consistent and simplify the cost of attendance calculation, and the total financial impact to the relatively small student population that will take more than 16 credits hours per semester is estimated to total \$9,911. Also, please refer to the comparison of student fees charged across the seven Wyoming colleges shown in Appendix B63.*

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

- **Ratify the Appointment of Kimberly Russell to the position of Outreach and Perkins Grant Coordinator:** *The Trustees were polled on August 10, 2017, and unanimously approved the appointment of Kimberly Russell to the position of Outreach and Perkins Grant Coordinator. We are now requesting ratification of that action.*

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

Trustees, please contact Dr. Travers concerning any questions prior to the board meeting.

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 Board Policy 1.10 Chain of Command

At the July 11, 2017 board meeting, Dr. Travers presented a new policy on chain of command which establishes protocol for appropriate supervision and was passed on first reading. We are requesting the Board approve the new policy on final reading. The Policy can be found in Appendix D.

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

Recommended Action: Motion to approve on final reading new Board Policy 1.10 Chain of Command, as presented.

Approve on First Reading the Revisions to Board Policy 1.0 College Mission and Vision

Last month, Dr. Travers mentioned she and the Cabinet had worked on updated vision and mission statements, and a new diversity statement. A draft of the revisions was provided to employees for review at the Fall Kickoff. We are requesting the Board approve the revised Policy on first reading. Please see **Appendix E** for a copy of the revised Policy.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 1.0 College Mission and Vision, as presented

Approve on First Reading the Revisions to Board Policy 2.0 Advisory Councils

The revisions to Board Policy 2.0 clarifies the three types of committees at Eastern Wyoming College and how those committees operate. The revised Policy can be found in **Appendix F**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 2.0 Advisory Councils, as presented.

Approve on First Reading New Board Policy 2.9 Media Relations

The new and improved Board Policy 2.9 Media Relations policy addresses concerns raised at the last meeting. Please see **Appendix G** for Board Policy 2.9.

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

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

Approve on First Reading New Board Policy 2.15 Exceptions to the No Alcohol Use on Campus Policy

Appendix H contains new Board Policy 2.15 which provides for the serving of alcohol at selected EWC events or guest events pending approval by the College President. In addition, the Policy will allow the use of alcohol as part of teaching a class.

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

Recommended Action: Motion to approve on first reading new Board Policy 2.15 Exceptions to the No Alcohol Use on Campus Policy, as presented.

Approve on First Reading New Board Policy 3.25 Employee Performance, Coaching, and Discipline

This new Board Policy and Administrative Rules provides for a systematic process relating to employee performance, coaching, and discipline. Please see **Appendix I** for new Board Policy 3.25.

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

Recommended Action: Motion to approve on first reading new Board Policy 3.25 Employee Performance, Coaching and Discipline, as presented.

Approve on First Reading Revisions to Board Policy 6.1 Use of College Facilities

Revisions to Board Policy 6.1 further clarifies the use of college facilities by external groups as well as the internal college community. Please see **Appendix J** for details.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 6.1 Use of College Facilities, as presented.

Approve on First Reading the Revisions to Board Policy 6.9 Animals or Pets on Campus Policy

The revisions to Board Policy 6.9 updates the Policy to include verbiage regarding Emotional Support Animals (ESA) and the process for requesting and registering the ESA. The revisions to the Policy can be found in **Appendix K**.

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

Recommended Action: Motion to approve on first reading the revisions to Board Policy 6.9 Animals or Pets on Campus Policy, as presented.

Approve Combining the Agriculture and Veterinary Technology Programs

Dr. Travers is requesting official action by the Trustees indicating their support for combining the Agriculture and the Veterinary Technology programs into one department and house them together in the Agricultural Technology Education Center.

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

Recommended Action: Motion to approve combining the Agriculture and the Veterinary Technology programs into one department to be housed in the Agricultural Technology Education Center, as presented.

INFORMATION ITEMS

Construction Projects Update:

Please see **Appendix L** 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:

An update will be provided at the meeting.

Prepared by Ms. Kate Steinbock, Faculty Senate President

Human Resources Update:

Please see **Appendix M** for the August update.

Prepared by Mr. Edward Meyer, Director of Human Resources

Institutional Development Update:

An update will be provided at the meeting.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

Please see **Appendix N** for the Staff Alliance update.

Prepared by Ms. Kimberly Russell, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

Please see **Appendix P** for the Academic Services update and Day One enrollment information.

Mr. Roger Humphrey, Acting Vice President for Academic Services

Trustee Topics

- **2017 WACCT Conference – Communicating Best Practices**, October 11-12, Casper College
Please see **Appendix Q** for details of the conference.
- **Selection of ACCT Voting Delegate** – Please see **Appendix R** for further details.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

September 4	Labor Day, College Closed
September 12	EWC Board Meeting
September 20-22	American Veterinary Medical Association Site Visit
October 10	EWC Board Meeting
October 11 & 12	WACCT Conference, Casper College
October 13	Wyoming Community College Commission Meeting, Sheridan College
October 19	Strategic Planning Retreat, Location to be determined
November 14	EWC Board Meeting
November 23-24	Thanksgiving Break, College Closed
December 12	EWC Board Meeting
December 25-	
January 1	Christmas Break, College Closed