

Eastern Wyoming College Board of Trustees
September 12, 2017
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on September 12, 2017 at 3:00 p.m. in the Dolores Kaufman Boardroom.

Those members attending were John Patrick, Marilyn Fisher, Kriss Hovis, Robert Baumgartner, Mike Varney, Angie Chavez, and George Nash. Mr. Willox was unable to attend.

ACTION: The Board immediately moved to executive session. Ms. Fisher moved and Ms. Chavez seconded to adjourn to executive session to discuss personnel. Motion carried unanimously.

At 4:00 p.m., the executive session closed and the work session began.

Those attending were John Patrick, Marilyn Fisher, Robert Baumgartner, Kriss Hovis, Mike Varney, Angie Chavez, George Nash and Jim Willox.

Dr. Rex Codgill, Vice President for Student Services and Campus Resource Officer Beth Bryan provided the Trustees with a presentation on the programs currently in place regarding safety and security at the College.

Dr. Cogdill and Officer Bryan provided the Trustees with a viewing of the training videos *Shots Fired* and *A.L.I.C.E.*, which are required viewing for new employees and new students. The Crisis Management Plan, Sexual Misconduct Guidelines, and Title IX and the Violence Against Women Act (VAWA) materials were shared with the Trustees. In addition, a demonstration of CodeRed was provided.

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

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on September 12, 2017 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those attending were John Patrick, Marilyn Fisher, Robert Baumgartner, Kriss Hovis, Mike Varney, Angie Chavez, George Nash and Jim Willox.

ACTION: The agenda was considered by the Board. Mr. Varney moved to approve the addition of the items as suggested by the chairman, second by Ms. Fisher. Motion carried unanimously.

At 5:45 p.m., a public hearing was held to hear comments regarding new Board Policy 1.10 Chain of Command. There being no comments from the audience the public hearing was closed.

Student Senate President Hunter Hays and Vice President Tigh Livermont provided the Student Senate update.

HR Director Meyer introduced new math faculty member, Vicky Mayfield.

The residence hall assistants were introduced by Residence Life Director Kyle Rice. A brief video produced by Residence Life was viewed by the Trustees.

Board President Patrick stated the Trustees would hold an open forum for comments from the audience. Rick Vonburg provided comments on the action item relating to Agriculture and Veterinary Technology and requested the Board table the action and get comments from the Ag faculty. There being no other commenters, the open forum was closed.

In addition to her written update, Dr. Travers shared the administration is planning training for mentoring of staff and students as well as supervisor training, customer service training, and growing our own leaders through the development of a Leadership Academy.

ACTION: The consent agenda was considered by the Board. Trustee Chavez moved and Mr. Nash seconded the motion to approve the consent agenda, which included the minutes and executive session from the August 8, 2017 meeting, the Canvas Learning Management System, the renewal of the Agreement with the Goshen Fair Board Association in the amount of \$15,000, removed the 16 credit hour cap on activity and use fees for Academic Year 2018-19, and ratified the appointment of Kimberly Russell to the position of Outreach and Perkins Grant Coordinator. Motion carried unanimously.

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

ACTION: The final reading of new Board Policy 1.10 Chain of Command policy was brought before the Board. Ms. Fisher moved to approve the policy as written; second by Mr. Nash. Motion carried unanimously.

ACTION: The Board was requested to consider the revisions to the College Mission and Vision statements and the addition of a diversity statement in Board Policy 1.0. Ms. Fisher moved to approve on first reading the revisions to Board Policy 1.0 College Mission and Vision. Mr. Varney seconded and the motion passed unanimously.

ACTION: The first reading of Board Policy 2.0 Advisory Councils was brought before the Board for consideration. The revisions clarify the three types of committees at Eastern Wyoming College and how the committees operate. Mr. Nash moved to approve on first reading Board Policy 2.0 Advisory Councils, as presented. Ms. Chavez seconded. Motion carried unanimously.

ACTION: Dr. Travers informed the Board she was bringing back the Media Relations Policy and she had attempted to address the concerns brought up at the last board meeting. Mr. Varney moved to approve on first reading Board Policy 2.9 Media Relations, as presented. Second by Mr. Baumgartner. Motion passed with Trustee Fisher opposing.

ACTION: New Board Policy 2.15 Exceptions to the No Alcohol Use on Campus Policy was considered by the Board. Dr. Travers stated there may occasionally be events on campus where the College may want to serve alcohol or groups like the Foundation may have an event where they may want to serve alcohol. In addition, it will allow for culinary classes to use alcohol. Exceptions will be determined by the President. Mr. Baumgartner moved to approve on first reading new Board Policy 2.15 Exceptions to Alcohol Use on Campus Policy, as presented. Ms. Hovis seconded and the motion passed unanimously.

ACTION: The Board was requested to consider new Board Policy 3.25 Employee Performance, Coaching, and Discipline. Mr. Evans suggested changing the sentence in line nine under Employment Termination to read, *"Supervisors may recommend discharge of probationary, temporary, part-time, adjunct employees, non-tenured instructors, and vice presidents without implementing this Policy or its related Administrative Rules."* Trustee Hovis moved to approve on first reading new Board Policy 3.25 Employee Performance, Coaching, and Discipline, as presented. Second by Trustee Baumgartner. Motion carried unanimously.

ACTION: Revisions to Board Policy 6.1 Use of College Facilities were considered by the Board on first reading. During the discussion, it was suggested to reference in this Administrative Rule the new Exceptions to Alcohol on Campus Policy. Ms. Fisher moved to approve on first reading the revisions to Board Policy 6.1 Use of College Facilities. Ms. Chavez seconded and the motion was unanimously passed.

ACTION: The Board was informed the revisions to Board Policy 6.9 Animals or Pets on Campus Policy updates the Policy to include verbiage relating to Emotional Support Animals (ESA) and the process for requesting and registering an emotional support animal. Ms. Fisher moved to approve on first reading Board Policy 6.9 Animals or Pets on Campus Policy, as presented. Trustee Baumgartner seconded and motion carried unanimously.

ACTION: Dr. Travers requested the Trustees take official action indicating their support for combining the Agriculture and Veterinary Technology programs into one department and housing them together in the ATEC. Following discussion by the Board, Trustee Fisher moved and Trustee Nash seconded to approve combining the Agriculture and Veterinary Technology programs into one department and to be housed in the Agricultural Technology Education Center, as presented. Motion carried unanimously.

ACTION: Mr. Patrick stated the Board of Trustees met and reconfirmed their commitment to employee compensation. As a result, an employee one-time bonus was being recommended by the Trustees. Mr. Varney moved and Mr. Baumgartner seconded to approve the payment of a one-time compensation bonus to Operating and Auxiliary Fund EWC employees who meet the following eight criteria effective Friday, September 1, 2017:

- 1) Benefitted, full-time employment began on January 2, 2017 or earlier are granted \$1,500.00 plus 0.50% of their FY18 annual salary.
- 2) Benefitted, full-time employees in Classified categorized positions whose employment began on January 3, 2017 or later are granted \$750.00 plus 0.50% of their FY18 annual salary.
- 3) Benefitted, full-time employees in Professional and Faculty categorized positions whose employment began on January 3, 2017 or later are granted 0.50% of their FY18 annual salary.
- 4) Non-benefitted, part-time, non-seasonal, non-teaching employees and non-Work Study students without a defined employment end date whose employment began on January 2, 2017 or earlier are granted \$750.00.
- 5) Special and grant-funded benefitted, full-time employees are eligible under the same conditions as stated previously provided the bonus can be paid through the special or grant funding source.
- 6) Benefitted, full-time employees whose salary is split-funded will be paid from Funds in the same proration as the split.
- 7) The total amount of the bonus funding set aside for Operating and Auxiliary Fund benefitted, full-time employees is \$200,000.00 to fully cover the bonus payments and associated benefits. Benefits are estimated at 9.44% for benefitted employees and 8.84% for non-benefitted employees of the total computed bonus amounts.
- 8) The bonus will be payable in September 2017 on or about the 27th day of the month.

The motion was unanimously passed.

Keith Jarvis presented an update on College construction projects. In addition, updates were provided by Faculty Senate, Human Resources, Institutional Development, Staff Alliance, Student Services, and Academic Services.

Mr. Humphrey shared the Day One Enrollment Comparison Summary which indicated when compared to Fall 2016 1 Day Enrollment headcount, the Fall 2017 1 Day Enrollment headcount decreased by 48 students. Our total Fall 2017 1 Day Enrollment headcount was 591, with 445 full-time students and 146 part-time students. By location, EWC saw a decrease of 18 students in the Outreach Area (excluding Douglas Campus), 20 students at the Douglas Campus, and 10 students at the EWC Campus when compared to Fall 2016 1 Day headcount. Overall, there was a 7.5% decrease in enrollment when comparing headcounts for 1 Day Enrollment from 2016 to 2017. Fall 2017 1 Day Enrollment Total Full-Time Equivalency (FTE) decreased by 4.9% when compared to Fall 2016 1 Day Enrollment Total FTE. Fall 2017 1 Day Enrollment FTE total was 644.50. Fall 2016 1 Day FTE total was 677.50. Fall 2017 FTE for Outreach (excluding Douglas) decreased by 36.1%, the Douglas Campus by 26.3%, and the EWC Campus by 0.1%. This data represents degree seeking only and does not include undeclared non-degree seeking students, such as concurrent and dual students, fitness center students, and any other undeclared non-degree seeking students.

Trustees were reminded of the WACCT Conference on *Communicating Best Practices* scheduled for October 11-12 at Casper College. President Patrick directed Trustees Fisher and Hovis to determine who would be the voting delegate at ACCT. In addition, the Trustees were informed the College I.D. card system will now allow trustees to purchase dining dollars to use in the Cafeteria and the Student Center.

There being no further business the meeting was adjourned at 7:40 p.m.

Submitted by:

Holly L. Branham

John B. Patrick, President

Angie Chavez, Secretary