

EWC BOARD OF TRUSTEES
November 14, 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

- 4:00 p.m. Work Session –**
- **Presentations on possible use of old cosmetology building –** Neal Sherbeyn & Kyle Rice
- 5:00 p.m. Dinner in Cafeteria**
- 5:45 p.m. Public Hearing – New and Revised Board Policies**
- Board Policy 1.0 College Mission and Vision – **Appendix D**
 - Board Policy 2.0 Advisory Councils – **Appendix E**
 - Board Policy 2.9 Media Relations – **Appendix F**
 - Board Policy 2.15 Exceptions to the No Alcohol Use on Campus Policy – **Appendix G**
 - Board Policy 3.25 Employee Performance, Coaching, and Discipline – **Appendix H**
 - Board Policy 6.1 Use of College Facilities – **Appendix I**
 - Board Policy 6.9 Animals or Pets on Campus Policy – **Appendix J**

Open Meeting

- ***New Employee Introductions***
Mr. Kwin Wilkes, Vice President for Administrative Services
Ms. Rebecca Deen, GEAR-UP Technician
- ***Civitas Awards***
- ***Student Senate Update***
- ***Introduction of Visitors***
- ***Citizens Open Forum***

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 October 4, 2017 special meeting and executive session, the October 10, 2017 meeting and executive session, and the October 19, 2017 special meeting and executive session.

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 the Revisions to Board Policy 1.0 College Mission and Vision

Please see **Appendix D** 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 final reading the revisions to Board Policy 1.0 College Mission and Vision, as presented

Approve on Final 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 E**.

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

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

Approve on Final Reading New Board Policy 2.9 Media Relations

Please see **Appendix F** for Board Policy 2.9.

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

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

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

Appendix G 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 final reading new Board Policy 2.15 Exceptions to the No Alcohol Use on Campus Policy, as presented.

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

This new Board Policy and Administrative Rule provides for a systematic process relating to employee performance, coaching, and discipline. Since the first reading of this policy, several changes have been made as a result of employee feedback and for clarity. Those changes are reflected in yellow. Please see **Appendix H** for new Board Policy 3.25.

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

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

Approve on Final Reading Revisions to Board Policy 6.3 Use of College Facilities

Revisions to Board Policy 6.3 further clarifies the use of college facilities by external groups as well as the internal college community. Originally, this was Board Policy 6.1 prior to renumbering the Business Services policies. Please see **Appendix I** for details.

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

Recommended Action: Motion to approve on final reading the revisions to Board Policy 6.3 Use of College Facilities, as presented.

Approve on Final 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 J**.

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

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

Approve Appointment of Residence Life Coordinator

A recommendation will be hand-carried to the meeting.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve the appointment of a residence life coordinator, as presented.

INFORMATION ITEMS

Student Services Update:

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

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

Academic Services Update:

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

Mr. Roger Humphrey, Acting Vice President for Academic Services

- **Dual/Concurrent Summary SEA52 Report:** Please see **Appendix M** for details.

Prepared by Mr. Roger Humphrey, interim Vice President for Academic Services

Construction Projects Update:

Please see **Appendix N** 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 O** 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 P** for the Staff Alliance update and Spotlight.

Prepared by Ms. Kimberly Russell, Staff Alliance President

Trustee Topics

Approve Trustee Nominee for WACCT Leadership Award – Please see **Appendix Q**. Please submit the nomination packet to Holly by December 1.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

November 10	Veterans Day Celebration, Fine Arts Auditorium
November 14	EWC Board Meeting
November 23-24	Thanksgiving Break, College Closed
November 29	EWC Foundation Meeting, 11:30-1:00, CTEC Conference Room
December 12	EWC Board Meeting
December 12-15	Finals Week
December 14	President Travers' Community Roundtable
December 25- January 1	Christmas Break, College Closed
January 2, 2018	College Reopens following Christmas Break
January 9	EWC Board Meeting
January 11	President Travers' Community Roundtable
January 15	Martin Luther King/Equality Day, College Closed
January 18	College Employee Roundtable