

Eastern Wyoming College Board of Trustees
October 10, 2017
Dolores Kaufman Boardroom

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on October 10, 2017 at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

The Board reviewed Governance Policies 1.4 Contracting Authority and 1.5 Deposit and Payment of College Funds Policy. No changes were needed to these two policies. Review status will be applied to the policy similar to when revisions are approved.

Wayne Herr from McGee, Hearne and Paiz was on hand to present the FY 2017 Audit Report to the Board of Trustees.

The work session was closed at 4:55 p.m. and the Board proceeded to dinner.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on October 10, 2017 at 5:45 p.m. in the Dolores Kaufman Boardroom.

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

A public hearing was held to hear comments on new and revised Board Policies. Mr. Evans shared the changes needed to Board Policy 6.13 Requests for Public Information. There being no comments from the audience the public hearing was closed and the regular meeting opened at 5:55 p.m.

Jaxson Heyend provided the Student Senate update. Following the update, the Civitas awards were presented. Kelly Strampe received the Staff Award, Brandon Meadows received the Student Award and the EWC Golf Team received the Group Award.

An Open Forum was held but no comments were received from the public.

Trustee Patrick shared thank you notes from staff thanking the Board of Trustees for the bonus.

ACTION: The agenda was considered for approval. Mr. Varney moved to approve the agenda with additions; second by Mr. Nash. Motion carried unanimously.

In addition to her written update, Dr. Travers informed the Trustees she is walking around campus visiting classrooms and offices on a regular basis. Dr. Travers also shared she held her first community roundtable and was quite pleased with the first meeting.

ACTION: The Board was requested to consider the consent agenda. Ms. Fisher moved to approve the consent agenda, which included the minutes from the September 12, 2017 meeting and executive session, the Ideal Linen Rental Agreement, authorized EWC to seek tax-exempt general obligations financing proposals for construction of the ATEC, authorized opening an ATEC construction account and ATEC maintenance and repairs account, the resignation of Jeremy Christensen upon completion of his current contract, the three-year agreement with ACT, Inc., the MOU with the Wyoming Department of Education, and ratified granting Emeritus Status to Dr. Richard Patterson. Ms. Chavez seconded and the motion was unanimously passed.

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

ACTION: The 2017 Audit Report was presented to the Trustees. Mr. Varney moved to approve the Fiscal Year 2017 Audit Report, as presented. Ms. Fisher seconded and the motion was unanimously passed.

A short break was taken to introduce the members of the EWC Golf Team and Coach Zach Smith.

ACTION: Mr. Meyer requested the Board to consider reclassifying the Douglas maintenance supervisor position from a B22 to a B31. Mr. Nash moved and Ms. Fisher seconded the motion to approve reclassifying Position #698 from B22 to B31 with an effective date of November 1, 2017, as presented. Motion was unanimously passed.

ACTION: The final reading of Board Policy 1.1 was considered by the Board. If approved on final reading the title of the policy will change to College Board Purpose and Operations. Ms. Chavez moved to approve on final reading the revisions to Board Policy 1.1 College Board Organization and Powers, as presented. Mr. Varney seconded and the motion carried unanimously.

ACTION: Revisions to Board Policy 1.3 Election and Duties of Board were considered by the Board on final reading. Mr. Nash moved to approve on final reading Board Policy 1.3 Election and Duties of Board, as presented. Mr. Baumgartner seconded and the motion carried unanimously.

ACTION: The Board was requested to approve Board Policy 2.12 on final reading. Ms. Chavez made a motion to approve on final reading Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice; second by Mr. Varney. Motion was unanimously passed.

ACTION: The final reading for Board Policy 2.13 Social Media was held. Mr. Nash moved to approve on final reading Board Policy 2.13 Social Media; second by Mr. Baumgartner. Motion carried unanimously.

ACTION: Board Policy 2.14 Weapons was brought before the Board for final reading. Mr. Varney moved to approve on final reading Board Policy 2.4 Weapons. Ms. Chavez seconded and the motion was passed unanimously.

ACTION: The Trustees were requested to approve Board Policy 3.24 Whistleblower Policy and associated Administrative Rule 3.24.1. Ms. Fisher moved to approve on final reading Board Policy 3.24 Whistleblower Policy and associated Administrative Rule, as presented. Mr. Nash seconded and the motion was carried unanimously.

ACTION: The final reading was held for Board Policy 6.1 Contracts and Agreements. Mr. Varney moved and Ms. Fisher seconded the motion to approve on final reading Board Policy 6.1 Contracts and Agreements. Motion carried unanimously.

ACTION: Board Policy 6.2 Payment to Foreign Vendors was brought before the Board on final reading. Mr. Varney moved to approve on final reading new Board Policy 6.2, as presented. Ms. Fisher seconded and the motion was unanimously passed.

ACTION: The Board was requested to approve the renumbering of the Business Services section to allow the addition of two new policies. Ms. Chavez moved and Ms. Fisher seconded to approve on final reading the renumbering of the Business Services policies, as presented. Motion carried unanimously.

ACTION: Changes proposed by the College Attorney to new Board Policy 6.13 Requests for Public Information were discussed. Mr. Baumgartner moved to approve on final reading Board Policy 6.13 as amended; second by Mr. Varney. Motion passed unanimously.

ACTION: A first reading was held on the revisions to Board Policy 1.6 Audit of College Funds. A motion by Mr. Nash to approve on first reading the revisions to Board Policy 1.6 Audit of College Funds, as presented. Ms. Fisher seconded and the motion was unanimously passed.

ACTION: New Board Policy 2.16 Mandatory Events was brought before the Board on first reading. Mr. Varney moved and Ms. Chavez seconded the motion to approve on first reading new Board Policy 2.16 Mandatory Events, as presented. Motion carried unanimously.

ACTION: The Trustees were requested to approve the appointment of Kwin Wilkes to the position of VP of Administrative Services. Mr. Meyer shared Mr. Wilkes has spent the last 5 ½ years serving as the Business Manager for the Wyoming Honor Conservation Camp and prior to that was both a Vice President/Partner and Division Manager serving two office products companies in Sheridan for six years. He received an Accounting Bachelor of Science and Spanish Secondary Education Bachelor of Arts both from the University of Wyoming and a Master of Social Science from Utah State University. Mr. Nash moved to approve the appointment of Kwin Wilkes to the position of Vice President for Administrative Services; second by Ms. Fisher. Motion carried unanimously.

An update on construction projects was provided. In addition, updates were provided by Academic Services, Faculty Senate, Human Resources, Institutional Development, Staff Alliance, and Student Services.

Mr. Humphrey presented the Day Ten Enrollment Comparison Summary for Fall 2017. The report indicated the Fall 2017 headcount decreased by 50 students. Full-Time enrollment decreased by 17 students and Part-Time enrollment decreased by 33 students. The 10 Day headcount for Outreach decreased by 30 students, Douglas decreased by 22 students and Goshen County increased by 2 students. The 10 Day Full Time Equivalency (FTE) for Outreach decreased by 18.33 FTE, Douglas decreased by 22.5 FTE and Goshen County increased by 6.83 FTE.

Mr. Humphrey also presented the Wyoming Department of Education 679 Report which was completed and submitted July 21, 2017. The WDE 679 monitors the number of post Wyoming high school graduates enrolled in remedial Math and English classes the year after their graduation date. The report indicated 112 high school graduates enrolled at EWC in 2016-2017. Of those 112 students, 27 high schools were represented in EWC's report. Of the 112 students at EWC, 81 or 72% enrolled in remedial Math classes and 32 or 28% enrolled in remedial English classes in 2016-2017.

In addition, Mr. Humphrey shared the University of Wyoming Transfer Student Report, the Partnership Report, and information from the 2 + 2 Articulation Meeting at University of Wyoming.

During trustee topics, Trustees Fisher and Hovis provided an update from the ACCT Annual Congress. In addition, the WACCT trustee nomination was discussed and it was decided to place this on the action agenda for the November board meeting.

ACTION: At 7:55 p.m., Mr. Varney moved to executive session to discuss personnel. Ms. Chavez seconded and the motion was unanimously passed.

At 8:30 p.m. the regular meeting reconvened. There being no further business the meeting was adjourned.

Submitted by:

Holly L. Branham

John B. Patrick, President

Angie Chavez, Secretary