

EWC BOARD OF TRUSTEES
February 13, 2018
Dolores Kaufman Boardroom

Vision Statement

Eastern Wyoming College will be an innovative learning environment for academic excellence and community enrichment that champions student success.

College Mission

Student success is our first priority; as a learning community we provide opportunities that enable students to achieve their goals and enrich our unique region through work, partnerships, and student achievement.

AGENDA

- 3:30 p.m. Work Session – Policy and Master Plan Review**
- Board Policy 2.1 Division Chairpersons – **Appendix H**
 - Board Policy 3.2 Appointment of Faculty and Staff – **Appendix I**
 - Board Policy 3.20 Reduction in Force – **Appendix J**
 - Board Policy 3.27 Transgender Employee Policy – **Appendix K**
 - Board Policy 5.14 Transgender Student-Athlete Participation – **Appendix L**
 - Board Policy 5.15 Gender Neutral Housing – **Appendix M**
 - Master Plan Review

- 5:00 p.m. Dinner in Cafeteria**

- 5:45 p.m. Public Hearing on Revised Board Policies**
- Board Policy 1.3 Election and Duties of Board – **Appendix D**
 - Board Policy 1.9 Annual Strategic Plan – **Appendix E**
 - Board Policy 2.8 Institutional Review Board – **Appendix F**
 - Board Policy 6.12 Animal Care – **Appendix G**

Open Meeting

- *Civitas Awards*
- *Student Senate Update*
- *Introduction of Men’s Basketball Team*
- *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 January 9, 2018 meeting and executive session.

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

- **Deny Wyoming Governmental Claim Concerning Personnel Grievance:** The Trustees must officially take action on this claim.

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. Kwin Wilkes, Vice President for Administrative Services

Recommended Action: Motion to approve the financial report, as presented.

Approve on Final Reading Revised Board Policy 1.3 Election and Duties of Board

The revisions to 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 the revisions to Board Policy 1.3 Election and Duties of Board, as presented.

Approve on Final Reading Revised Board Policy 1.9 Annual Strategic Plan

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 1.9 Annual Strategic Plan, as presented.

Approve on Final Reading Revised Board Policy 2.8 Institutional Review Board

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 final reading the revisions to Board Policy 2.8 Institutional Review Board, as presented.

Approve on Final Reading Revised Board Policy 6.12 Animal Care

Revisions to Board Policy 6.12 can be found in **Appendix G**.

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 6.12 Animal Care, as presented.

Approve Master Plan Update

The Master Plan is included with the board packet under separate cover.

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services

Recommended Action: Motion to accept the updated Master Plan, as presented.

Approve on First Reading Revisions to Board Policy 2.1 Division Chairpersons

We are requesting the Trustees consider the revisions to the Division Chairpersons policy which changes the division chair model to a two dean model. Please see **Appendix H** for details.

Submitted by Dr. Lesley Travers, College President

Recommended Action: Motion to approve on first reading the revisions to Board Policy 2.1 Division Chairpersons, as presented.

Approve on First Reading Revisions to Board Policy 3.2 Appointment of Faculty and Staff

We are requesting consideration of the revisions to the Appointment of Faculty and Staff Policy. Please see **Appendix I** for a copy of the Policy.

Submitted by Dr. Lesley Travers, College President

Recommended Action: Motion to approve on first reading the revisions to Board Policy 3.2 Appointment of Faculty and Staff, as presented.

Approve on First Reading Revisions to Board Policy 3.20 Reduction in Force

Dr. Travers, Mr. Meyer, and Mr. Evans worked together on the revisions to the Reduction In Force Policy and request the Board consider it on first reading. The revised 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 first reading the revisions to Board Policy 3.20 Reduction in Force, as presented.

Approve on First Reading New Board Policy 3.27 Transgender Employee Policy

Please see the details of a new policy regarding transgender employees in **Appendix K**.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve on first reading new Board Policy 3.27 Transgender Employee Policy, as presented.

Approve on First Reading New Board Policy 5.14 Transgender Student-Athlete Participation

Dr. Travers is requesting the Board consider a new policy on Transgender Student-Athletes. The Policy can be found in **Appendix L**.

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

Recommended Action: Motion to approve on first reading new Board Policy 5.14 Transgender Inclusion, as presented.

Approve on First Reading New Board Policy 5.15 Gender Neutral Housing

Appendix M contains new Board Policy 5.15 Gender Neutral Housing.

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

Recommended Action: Motion to approve on first reading new Board Policy 5.15 Gender Neutral Housing, as presented.

Information Items

Institutional Development Update:

An update will be provided at the meeting.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

The Staff Alliance will be holding a TBD Spring Fitness Challenge. The group has also been actively soliciting donations for members in need, particularly those with medical issues, an activity we look to carry forward in the future. This is separate from the very good work of the Sunshine Club. We are providing input on upcoming summer hours for the college, and looking to future activities that will work for the benefit of all staff and EWC as a whole. Please see **Appendix N** for the Staff Alliance Spotlight.

Prepared by Mr. Court Merrigan, 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.

Mr. Roger Humphrey, Acting Vice President for Academic Services

- **One Day and Ten Day Spring On-Campus Enrollment Comparison Summaries:** Please see Mr. Humphrey's update under **Appendix Q**.

Prepared by Mr. Roger Humphrey and Xi Feng, Data Analyst

Construction Projects Update:

Please see **Appendix R** for the construction project update.

Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services and Mr. Keith Jarvis, Director of Physical Plant

Faculty Senate Update:

An update will be provided at the meeting. Please see **Appendix S** for the Faculty Focus

Prepared by Ms. Jen Minks, Faculty Senate President

Human Resources Update:

Please see **Appendix T** for the January update.

Prepared by Mr. Edward Meyer, Director of Human Resources

New or Revised Administrative Rules:

- **Revised Administrative Rule 3.6.2 Witness/Jury Duty:** The revisions to the Administrative Rule clarifies the process when an employee is summoned for official jury duty or called as a witness. Please see **Appendix U** for details.
- **Revised Administrative Rule 6.7.1 Vehicle Use Policy:** The updates to this Administrative Rule relate to the prohibition of alcohol or controlled substances while in a college vehicle. Please see **Appendix V** for details.

Trustee Topics

- **WACCT Leadership Awards and Legislative Reception, February 21, 2018**
 - 7:00 a.m. -- WACCT Board Meeting, LCCC
 - 9:00 a.m. – Economic Diversification and ENDOW (open to anyone), LCCC
 - 12:00 – Lunch at LCCC
 - 2-5:00 p.m. – Legislature, Jonah Financial Center
 - 5-5:45 p.m. – Cocktail reception, LCCC
 - 5:45-6:30 p.m. – WACCT Awards, LCCC
 - 6:30-8:30 p.m. – Legislative Reception, LCCC

Executive Session – Personnel

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

Adjournment

Upcoming Events:

February 8	President Travers' Community Roundtable, CTEC Conference Room
February 12	Legislative Session Begins
February 13	EWC Board Meeting
February 19-23	Dr. Travers' Week at the Legislature
February 20-22	ACEN Site Visit, Douglas Nursing Program accreditation
February 21	WACCT Awards Ceremony and Legislative Reception, LCCC
February 22	Wyoming Community College Commission Meeting, LCCC
March 5-9	Spring Break
March 8	President Travers' Community Roundtable, CTEC Conference Room
March 13	EWC Board Meeting
March 28	Good Friday, College closed
<i>April 6</i>	<i>Board Retreat on Budget (tentative)</i>
April 7-9	Dr. Travers at Higher Learning Commission Conference
April 9	EWC Board Meeting
April 12	President Travers' Community Roundtable, CTEC Conference Room
April 26	WACCT Meeting (tentative) at EWC
April 27	Wyoming Community College Commission Meeting at EWC