

EWC BOARD OF TRUSTEES
March 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 Review

- Board Policy 2.1 Division Chairpersons
- Proposed Policy Committee

5:00 p.m. Dinner in Cafeteria

5:45 p.m. Open Meeting

- ***New Employee Introduction:*** Marcia Cearns, Animal Technician
- ***Introduction of Women’s Basketball Team***
- ***Civitas Awards***
- ***Student Senate Update***
- ***Citizens Open Forum:*** Visitors and/or employees may provide comments to the Board of Trustees at this time.
- ***Outcomes Assessment Report*** – John Cline (See **Appendix T**)

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

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

- **Approve Minutes:** Please see **Appendix B1** for the minutes from the February 13, 2018 meeting and executive session.
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Reappointment of Eligible Non-Tenured Faculty:** Dr. Travers is recommending the reappointment of all eligible non-tenured faculty.
Prepared by Mr. Ed Meyer, Director of Human Resources
- **Approve Reinstatement of the Tuition Cap:** **Appendix B4** includes the revised table for tuition and fees. This is needed as the WCCC has reinstated the cap for tuition at 12 credits. Due to this, EWC will also revert to the cap of 16 credits for fees.
Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services
- **Approve Amendment to the FY19 Scholarship and Grants Budget:** The change in the tuition credit cap to 12 credits and the fee cap at 16 means that the scholarship budget needs be modified as well. The Scholarship and Grants Budget can be found in **Appendix B6**.
Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services
- **Approve Creation of Permanent Professional Position:** Per Board Policy 3.2, VP Humphrey recommends and President Travers concurs the Board of Trustees approve the creation of one permanent, Professional categorized, Academic Coordinator classified position effective FY19 (July 1, 2018) and beyond. In August 2016, the College recognized the mission need for an Academic and Agriculture Coordinator and created a temporary position. Since 1 September 2016 this temporary position, which includes instructional duties, has been filled. The requirement for the position still exists. Thus, this request for one benefitted, DBM C41, 12-month, Agriculture Coordinator position remains valid.
Prepared by Mr Ed Meyer, HR Director
- **Approve Creation of Permanent Classified Position:** Per Board Policy 3.2, VP Humphrey recommends and President Travers concurs the Board of Trustees approve the creation of one permanent, Classified categorized, Administrative Specialist classified position effective FY19 (July 1, 2018) and beyond. In August 2016, the College recognized the mission need for an administrative position within Academic Services and created a temporary position. Since 1 September 2016 this temporary position has been filled. The requirement for the position still exists. Thus, this request for one benefitted, DBM B23, 12-month, Academic Services Administrative Specialist position remains valid.
Prepared by Mr Ed Meyer, HR Director

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 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 D** 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 E**.

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 F**.

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 G**

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 H 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

College Relations Update:

Please see **Appendix I** for the College Relations update.

Prepared by Ms. Tami Afdahl, Director of College Relations

Construction Projects Update:

Please see [Appendix J](#) for the construction project update.

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

EWC Bus Update:

Please see [Appendix K](#) for Mr. Jarvis' report on costs associated with the bus.

Prepared by Mr. Keith Jarvis, Director of Physical Plant

Career & Technical Education Update:

An update will be provided at the meeting.

Prepared by Dr. Darrell Wilkes, Consultant

Douglas Campus Update:

Please see [Appendix L](#) for the Douglas Campus update.

Prepared by Ms. Margaret Farley, Associate Vice President for Converse County

Institutional Development Update:

An update will be provided at the meeting.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

With the approval of the President, the Staff Alliance will be holding our first-ever Spring Fitness Outing on 5/10. We will be traveling to scenic Lake Glendo for some exercise, esprit de corps as well as hot dogs and potato salad. Details forthcoming! The March Staff Spotlight features Computer Services (see [Appendix M](#)). And as always, the Staff Alliance continues to work on issues of interest to and on behalf of all staffers and the college as a whole.

Prepared by Mr. Court Merrigan, Staff Alliance President

Student Services Update:

Please see [Appendix N](#) for the Student Services update.

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

Academic Services Update:

Please see [Appendix O](#) for the Academic Services update.

Mr. Roger Humphrey, Vice President for Academic Services

Faculty Senate Update:

An update will be provided at the meeting.

Prepared by Ms. Jen Minks, Faculty Senate President

Human Resources Update:

Please see [Appendix P](#) for the March update.

Prepared by Mr. Edward Meyer, Director of Human Resources

New or Revised Administrative Rules:

- **Administrative Rule 1.2.1 College Board Meeting:** Revisions relate to executive sessions only. Please see [Appendix Q](#) for details.

- **Administrative Rule 3.2.3 Interim Appointments:** Revisions clarify the process for making interim appointments. Please see **Appendix R** for details.

Trustee Topics

- **ACCT Leadership Congress**, New York City, October 24-27, 2018 (Early bird deadline is August 17, 2018) See **Appendix S**.

Executive Session – Personnel

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

Adjournment

Upcoming Events:

March 5-9	Spring Break
March 8	President Travers' Community Roundtable, CTEC Conference Room
March 13	EWC Board Meeting
March 12-15	ACEN Accreditation Visit, Douglas Nursing Program
March 28	Good Friday, College closed
<i>April 6</i>	<i>Board Retreat on Budget</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 (218)
April 26	WACCT Meeting (tentative) at EWC
April 27	Wyoming Community College Commission Meeting at EWC
April 28	Douglas Nursing Students Pinning Ceremony, 2:00 p.m.
May 3	HSEC Graduation, 6:00 p.m.
May 4	EWC Graduation, 7:00 p.m.
May 8	Employee Recognition and Retiree Reception
May 8	EWC Board Meeting
May 28	Memorial Day, College closed
May 30	Foundation Board of Directors Meeting, 11:30-1:00 p.m., CTEC 218