

**EWC BOARD OF TRUSTEES**  
**May 8, 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**
- **FY19 Preliminary Budget Review (Appendix P)**
  - **Policy Review**
- 5:00 p.m. Dinner in Cafeteria**
- 5:45 p.m. Public Hearing – Final Readings**
- Board Policy 3.2 Appointment of Faculty and Staff (Appendix D)
  - Board Policy 3.20 Reduction in Force (Appendix E)
  - Board Policy 3.27 Transgender Employee Policy (Appendix F)
  - Board Policy 5.14 Transgender Student-Athlete Participation (Appendix G)

**Open Meeting**

- ***Civitas Awards***  
Student: Nichole Smith  
Employee: Kyle Rice  
Group: Academic Services Front Office Staff
- ***Introduction of Visitors***
- ***Open Forum:*** Visitors and/or employees may provide comments to the Board of Trustees at this time.

**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 April 10, 2018 meeting and executive session.

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

- **Approve Resignation of Brandy Horejs, GEAR UP Coordinator:** Ms. Horejs has submitted her letter of resignation effective immediately.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

- **Approve Certification of Uncollectible Debts:** Please see [Appendix B4](#) for details relating to the annual Certification of Uncollectible Debts report. The information contained within this report is in accordance with Wyoming State Statute (16-4-502), as well as Wyoming Community College Commission Policy.

*Prepared by Ms. Karen Parriott, Business Office Director*

- **Approve Request for June Public Hearing on Final Budget for FY 2018:** Pursuant to W.S. 16-4-112, a public hearing will be held Thursday, June 29, 2018 on EWC's main campus in the Dolores Kaufman Boardroom, Room 274, of the Eastern Wyoming College Tebbet Classroom Building, for the purpose of soliciting public comments on proposed transfers of unexpended and unencumbered appropriations within the Current, Endowment, and Plant Funds for the fiscal year ending June 30, 2018. Please see [Appendix B7](#) for details.

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

- **Approve Request to Schedule Public Hearing for Renewal of the One-Half Mill Levy for FY 2019 and FY 2020:** A notice of intent has been prepared and it is shown in [Appendix B8](#), along with relevant state statutes. Approval of this assessment will be considered within the final FY-2019 College Budget that will be presented to the Board in July. A public hearing is scheduled for Thursday, June 29, 2018 in the Dolores Kaufman Boardroom.

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

- **Approve Amending Calendar for Academic Year 2018-2019:** The Curriculum and Learning Council wishes to amend the calendar for academic year 2018-2019 in order to add in an advising day. Please see [Appendix B9](#) for a copy of the calendar.

*Submitted by Mr. Roger Humphrey, Vice President for Academic Services*

- **Approve Calendars for Academic Year 2020-2021:** The 2020-2021 calendars are ready for approval by the Board of Trustees. Please see [Appendix B11](#).

*Submitted by Mr. Roger Humphrey, Vice President for Academic Services*

- **Approve Snell Services Bid for Vet Tech HVAC Upgrade:** The College received two bids for the Veterinary Technology HVAC upgrade. One from Valley Plumbing in the amount of \$91,489 and the second from Snell Services for \$84,037 which includes the required 5% increase for Wyoming nonresident contractors. We recommend selecting the Snell Services bid.

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

- **Ratify Appointment of Tim Moser to the position of Head Men's Basketball Coach/Fitness Center Director:** The Trustees were polled electronically on April 20, 2018 and unanimously approved the appointment of Timothy R. Moser to the position of Head Men's Basketball Coach and Fitness Center Director. The College is now requesting ratification of that action.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**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 Board Policy 3.2 Appointment of Faculty and Staff

Please see Appendix D for a copy of the Policy.

*Submitted by Dr. Lesley Travers, College President*

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

### Approve on Final Reading Revisions to Board Policy 3.20 Reduction in Force

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 3.20 Reduction in Force, as presented.**

### Approve on Final 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 final reading new Board Policy 3.27 Transgender Employee Policy, as presented.**

### Approve on Final 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 final reading new Board Policy 5.14 Transgender Student-Athlete Participation, as presented.**

### Approve Reappointment of Kwin Wilkes, Vice President for Administrative Services

Per Board Policy 3.2 and 3.22 and the results from the completed six-month performance evaluation, President Travers recommends the Board of Trustees reappoint the Vice President for Administrative Services, Kwin Wilkes, for fiscal year 2019.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve the reappointment of Vice President Kwin Wilkes for fiscal year 2019, as presented.**

**Approve Appointment of Dr. Donald Appiarius to the Position of VP for Student Services**

Per Board Policy 3.2, the Selection Committee recommends and Dr Travers concurs, the Board of Trustees approve the appointment of Donald Appiarius to the position of Vice President for Student Services for fiscal year 2019. Dr. Appiarius will begin his tenure at EWC on July 1, 2018.

*Prepared by Mr. Ed Meyer, Director of Human Resources*

**Recommended Action: Motion to approve the appointment of Dr. Donald Appiarius to serve as the Vice President for Student Services for fiscal year 2019, as presented.**

**Approve the Appointment of Heidi Edmunds to the Position of Dean of Instruction**

Per Board Policy 2.9 approved last month, Dr. Travers and Mr. Humphrey recommend the appointment of Heidi Edmunds as Dean of Instruction for the 2018-2019 academic year. This appointment begins July 1, 2019.

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

**Recommended Action: Motion to approve the appointment of Heidi Edmunds to the position of Dean of Instruction for the 2018-2019 academic year, as presented.**

**Approve Creation of Gunsmithing Instructor Position and Appointment of Gunsmithing Instructor**

A recommendation for the gunsmithing instructor position will be hand-carried to the board meeting.

**Recommended Action: Motion to approve the creation of a gunsmithing instructor position and the appointment of a gunsmithing instructor, as presented.**

**Approve the Fiscal Year 2019 Preliminary College Budget**

Please see **Appendix O** for the Preliminary Budget for FY 19.

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

**Recommended Action: Motion to approve the fiscal year 2019 Preliminary College Budget, as presented.**

**Information Items**

**Human Resources Update:**

Please see **Appendix H** for the HR update.

*Prepared by Mr. Edward Meyer, Director of Human Resources*

**College Relations Update:**

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

*Prepared by Ms. Tami Afdahl, Director of College Relations*

### **Construction Projects and Major Maintenance Update:**

Please see [Appendix J](#) for current construction projects and major maintenance projects.

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

### **Douglas Campus Update:**

Please see [Appendix K](#) 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:**

In light of recent budget cuts that the college will again be absorbing, the Staff Alliance would like to volunteer a 25% cut to our college-sponsored budget for fiscal year 2019. We recognize that this is a pittance measured against the overall reduction in budget, but in light of the president's recent call to trim budgets wherever possible, we wanted to make a symbolic contribution as a group, however meager.

Please see [Appendix L](#) for the Staff Alliance Spotlight.

*Prepared by Mr. Court Merrigan, Staff Alliance President*

### **Student Services Update:**

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

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

### **Academic Services Update:**

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

*Mr. Roger Humphrey, Vice President for Academic Services*

- **Wyoming Community Colleges Annual Performance Report: Performance Indicators 2016-2017:** Please see [Appendix O](#) for details.

*Mr. Roger Humphrey, Vice President for Academic Services*

### **Faculty Senate Update:**

An update will be provided at the meeting.

*Presented by Faculty Senate President*

### **Trustee Topics**

- **Policy Committee Update** – Trustees Fisher, Bartmann, and Baumgartner

### **Executive Session – Personnel**

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

### **Adjournment**

**Upcoming Events:**

<b>May 3</b>	<b>Douglas HiSEC Graduation, 6:00 p.m.</b>
<b>May 4</b>	<b>EWC Graduation, 7:00 p.m., Barbecue from 4:00-6:00 p.m.</b>
May 8	Employee Recognition and Retiree Reception, Cafeteria, 2:00 p.m.
<b>May 8</b>	<b><i>EWC Board Meeting</i></b>
May 10	President Travers' Community Roundtable, CTEC Conference Room (218), Noon
May 28	Memorial Day, College closed
May 30	Foundation Board of Directors Meeting, 11:30-1:00 p.m., CTEC 218
June 6	WACCT meeting (tentative)
<b>June 7</b>	<b>Wyoming Community College Commission Meeting, Northwest College, Powell</b>
<b>June 12</b>	<b><i>EWC Board Meeting</i></b>
June 14	President Travers' Community Roundtable, CTEC Conference Room (218), Noon
July 4	Independence Day, College closed
<b>July 10</b>	<b><i>EWC Board Meeting</i></b>