

EWC BOARD OF TRUSTEES
September 11, 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

4:00 p.m.

Work Session

- **Board Policies for Review – Appendix R**
 - ❖ Board Policy 1.2 College Board
 - ❖ Board Policy 2.5 Fundraising Guidelines
 - ❖ Board Policy 2.10 Advertising
 - ❖ Board Policy 2.11 Commercial Printing
 - ❖ Board Policy 3.0 Equal Employment Opportunity Policy Statement

5:00 p.m.

Dinner in Student Center

5:45 p.m.

Public Hearing on Policies

- Board Policy 2.0 Committee Policy – Appendix D
- Board Policy 3.8 Professional Growth and Development – Appendix E
- Board Policy 3.20 Reduction in Force – Appendix F

Open Meeting

- ***Introduction of New Employees***
 - Jennifer Hart, Psychology Instructor
 - Dr. BJ Semler, Communication Instructor
- ***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 August 14, 2018 meeting and executive session.

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

- **Approve Campus Resource Officer (CRO) Agreement for 2018-2019:** The 2018-2019 agreement provides EWC with a part-time CRO and other Torrington Police Department officers on campus working with College officials relating to criminal conduct and promoting a safer educational environment. EWC will continue to pay \$20,000 to the City of Torrington with this agreement. A copy of the agreement can be found in **Appendix B4**.

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

- **Approve Hord Coplan and Macht for Design and Construction Management of Vet Tech Labs Renovations:** We are requesting Board approval of the low bid for the design and construction management of the Vet Tech lab renovations for Labs 104 and 111. The low bid was received from Hord Coplan and Macht in the amount of \$34,843.

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

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 Instructional Program Reviews

For the past two months, Academic Services has presented the program reviews in the following programs: Agriculture, Certified Nursing Assistant, Cosmetology, Interdisciplinary Studies, Veterinary Technology, Art, Criminal Justice, Education, English, and Mathematics. We are requesting the Trustees accept these program reviews.

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

Recommended Action: Motion to accept the instructional program reviews in Agriculture, Certified Nursing Assistant, Cosmetology, Interdisciplinary Studies, Veterinary Technology, Art, Criminal Justice, Education, English, and Mathematics, as presented.

Approve on Final Reading for Board Policy 2.0 Committee Policy

Board Policy 2.0 Committee Policy was discussed at the June work session. The revisions to this policy provide for the creation of a Policy Committee. Please see **Appendix D** for details.

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

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

Approve on Final Reading Board Policy 3.8 Professional Growth and Development

The Board is requested to consider on final reading the revisions to Board Policy 3.8 Professional Growth and Development as discussed at previous work sessions. Please see **Appendix E** for a copy of the policy.

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

Recommended Action: Motion to approve on final reading revisions to Board Policy 3.8 Professional Growth and Development, as presented.

Approve Final Reading for Board Policy 3.20 Reduction in Force

Please see **Appendix F** for the version approved on first reading.

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 Amendment to College President's Contract

Mr. Evans was requested by the Board of Trustees to develop an Amendment to the President's contract allowing for a motor pool vehicle to be assigned to the President for any College related activities. The vehicle will be reserved for her use only and will be kept at her residence when not in use. The President may allow the vehicle to be used by other EWC employees for College activities at the President's discretion. Please see **Appendix G** for further details.

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

Recommended Action: Motion to approve Amendment to College President's contract, as presented.

Information Items

Student Services Update:

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

Prepared by Dr. Don Appiarius, Vice President for Student Services

Academic Services Update:

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

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

- **Spring 2018 Enrollment Summary:** Please see **Appendix J** the complete summary.

Presented by Mr. Roger Humphrey, Vice President for Academic Services

- **Day One Fall On-Campus Enrollment Report:** The Day One fall on-campus enrollment report can be found in **Appendix K**.
Presented by Mr. Roger Humphrey, Vice President for Academic Services

College Relations Update:

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

Prepared by Ms. Tami Afdahl, Director of College Relations

Construction Projects and Major Maintenance Update:

Please see **Appendix M** 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 N** for the Douglas Campus update.

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

Faculty Senate Update:

Please see **Appendix O** for the update from Faculty Senate.

Prepared by Ms. Kelly Strampe, Faculty Senate President

Human Resources Update:

Please see **Appendix P** for the HR 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 Q** for the Staff Alliance Spotlight.

Prepared by Mr. Court Merrigan, Staff Alliance President

Trustee Topics

Upcoming Events Reminder:

October 1-2 – HLC Visit to Douglas

October 9 – EWC Board Meeting

October 17-18 – WACCT Fall Conference on Campus Safety and Security, Central Wyoming College, Riverton

Executive Session – Personnel

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

Adjournment

Upcoming Events:

September 3	Labor Day, College closed
September 11	EWC Board Meeting
September 13	Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC Room 218
September 26	EWC Foundation Meeting, 11:30 – 1:00 p.m., CTEC Room 218
October 1-2	Higher Learning Commission Visit to Douglas
October 9	EWC Board Meeting
October 11	Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC Room 218
October 12-20	Dr. Travers on vacation
October 16	Wyoming Community College Commission Meeting, CWC, Riverton
October 17-18	WACCT Fall Conference on Campus Safety and Security, CWC, Riverton
November 8	Dr. Travers' Community Roundtable, Noon- 1:00 p.m., CTEC Room 218
November 13	EWC Board Meeting
November 22-23	Thanksgiving Break, College Closed