

**EWC BOARD OF TRUSTEES**  
**November 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**

**3:00 p.m. Reception for Retiring Board Member(s) – Fine Arts Lobby**

**4:00 p.m. Proposed Fee Increase Discussion**

**4:30 p.m. Board Policies for Review – Appendix R**

- Board Policy 3.9 Compensation
- Board Policy 3.11 Safety
- Board Policy 3.13 Travel
- Board Policy 3.14 Compliance with Federal and State Laws and Regulations
- Board Policy 3.15 Health/Wellness Leave

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

**5:45 p.m. Open Meeting**

- ***Introduction of New Employee(s)***  
Kerry Weaver, Animal Caretaker
- ***Civitas Awards***
- ***Student Senate Update***
- ***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 October 9, 2018 meeting and executive session.

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

**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 New Associate of Arts in Human Services Program**

We are requesting board approval of a new Associate of Arts in Human Services program. This new program will prepare students to work in fields such as psychology, rehabilitation, social work, health care, community health, corrections, education and parenting support. Please see **Appendix D** for further details of this new program.

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

**Recommended Action: Motion to approve the new Associate of Arts in Human Services program, as presented.**

### **Approve New Barber Stylist Technician Certificate Program**

The Barber Stylist Technician Certificate program is a 1250 clock hour program of barbering course work as required by Wyoming Law with the addition of chemicals. It combines theory classes, practical work and hands on clientele practice. Completion of this program prepares the student for national testing in barbering stylist technology. Students must complete all program requirements, including approved electives, with a grade of "C" or better. We are requesting board approve to begin this new certificate program fall of 2019. Please see **Appendix E** for additional information.

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

**Recommended Action: Motion to approve the new Barber Stylist Technician Certificate program, as presented.**

### **Approve Proposed Use Fee Increase**

Dr. Travers is requesting the Board of Trustees approve a \$10 per credit hour increase in fees for FY 2020. Please see **Appendix F** for the break out of the fees and how the increase will be distributed.

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

***Recommended Action: Motion to approve a \$10 per credit increase in fees for fiscal year 2020, as presented.***

### **Approve Scholarship and Grants Budget for FY 2020**

Please see **Appendix G** for the fiscal year 2020 Scholarship and Grants Budget.

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

***Recommended Action: Motion to approve the fiscal year 2020 Scholarship and Grants Budget, as presented.***

### **Approve Appointment of Admissions Coordinator**

Per Board Policy 3.2, the Selection Committee recommends and Dr. Travers concurs, the Board of Trustees approve the appointment of Leann Mattis to the position of Admissions Coordinator at EWC. Pending board approval Ms. Mattis will begin her tenure at EWC beginning Monday, November 19, 2018.

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

***Recommended Action: Motion to approve the appointment of Leann Mattis to the position of Admissions Coordinator, as presented.***

## **Information Items**

### **Staff Alliance Update:**

The Staff Alliance continues to work on our contribution to the college's strategic planning as well as pushing for a cost of living increase. Elections for Staff Alliance officers were held this past month, with the results as following: For 2019, Sue Schmidt will become President, as per Staff Alliance by-laws. New officers are: Vice-President, JoEllen Keigley; Secretary/Treasurer, Jamie Sullivan; At-Large Member-Classified, Jessica Anders; At-Large Member-Professional, Rebekah Wells. Nominations and voting for WACCT Employees of the Year were also held, with the following results: Employee of the Year-Classified, Linda Evans; Employee of the Year-Professional, Stan Nicolls. Congratulations to all the new officers and nominees! Please see **Appendix H** for the Staff Alliance Spotlight.

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

### **Student Services Update:**

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

### **Academic Services Update:**

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

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

- *INBRE Grant Project Presentation by Chris Wenzel*

**College Relations Update:**

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

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

**Construction Projects and Major Maintenance Update:**

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

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

**Faculty Senate Update:**

Please see **Appendix N** for a position statement from Faculty Senate relating to the proposed fee increase.

*Prepared by Ms. Kelly Strampe, Faculty Senate President*

**Human Resources Update:**

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

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

**Institutional Development Update:**

Please see **Appendix P** for the Development update.

*Prepared by Mr. John Hansen, Director of Institutional Development*

**Revised Administrative Rules: Appendix Q**

- Administrative Rule 2.0.6 Personnel Advisory Council
- Administrative Rule 2.5.1 Fundraising Guidelines
- Administrative Rule 3.5.3 Employee Verification Requests
- Administrative Rule 3.21.1 Paid Leave – Advance Leave
- Administrative Rule 6.8.1 Credit Card Procedures

**Trustee Topics**

**Upcoming Events Reminder:**

- December 11 – Board Meeting, organizational meeting with election of board officers
- December 14 – All Day Board Orientation/Strategic Planning Session
- November 16-17, 2020 – HLC Focus Visit

**Executive Session – Personnel**

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

**Adjournment**

## Upcoming Events:

November 6	Election Day
November 8	Dr. Travers' Community Roundtable, Noon- 1:00 p.m., CTEC Room 218
November 12	Veteran's Program, noon, Fine Arts Auditorium
<b>November 13</b>	<b>EWC Board Meeting</b>
November 22-23	Thanksgiving Break, College Closed
November 28	EWC Foundation Meeting, 11:30 -1:00 p.m., CTEC Room 218
<b>December 11</b>	<b>EWC Board Meeting</b>
December 13	Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC Room 218
<b>December 14</b>	<b>Trustee Orientation and Strategic Planning Retreat, 8:30 – 4:30, Dolores Kaufman Boardroom</b>
<b>December 14</b>	<b>Douglas Campus Wreath Auction</b>
December 24 – January 1, 2019	Christmas Break, College Closed
<b>January 8</b>	<b>EWC Board Meeting</b>
January 8	2019 Legislature Convenes at Noon
January 21	Martin Luther King Day, College Closed
January 30	EWC Foundation Meeting, 11:30 -1:00 p.m., CTEC Room 218