

EWC BOARD OF TRUSTEES
October 9, 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. Fee Proposal Discussion

4:00 p.m. Board Policies for Review – Appendix Q

- ❖ Board Policy 3.1 Nondiscrimination on Basis of Disability
- ❖ Board Policy 3.4 Emeritus and Honored Retiree Status
- ❖ Board Policy 3.5 Employment and Service Outside the College
- ❖ Board Policy 3.6 Public Service Leave
- ❖ Board Policy 3.7 Leave of Absence Without Pay

4:30 p.m. Presentation of the Audit Report for Fiscal Year 2018
(The report will be hand-carried to the meeting)

5:00 p.m. Dinner in Cafeteria

5:45 p.m. Open Meeting

- ***Introduction of New Employee(s)***
Shana Vogel, Cook

New Douglas Employees -- (See Appendix R)

Matthew Buchhammer, Douglas Adult Learning Center Coordinator
Blanca Jaime, Douglas Office Assistant

- ***Introduction of Women's Volleyball Team***
- ***Civitas Awards***
- ***Introduction of Student Senate Officers***
- ***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 September 11, 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 Revisions to Board Policy 1.2 College Board Meeting on First Reading

At the September work session, the Board of Trustees reviewed Board Policy 1.2 and determined a small revision was needed. Please see **Appendix D** for the policy and recommended change.

Recommended Action: Motion to approve on First Reading the revisions to Board Policy 1.2 College Board Meeting, as presented.

Approve on First Reading Revisions to Board Policy 3.0 Equal Employment Opportunity Policy Statement

HR respectfully requests the Board consider on first reading the revisions to Board Policy 3.0, Equal Employment Opportunity Policy Statement as discussed at the September 2018 Work Session. The proposed revisions are in accordance with federal laws and are taken directly from the US Equal Employment Opportunity Commission. Please see **Appendix E** for a copy of the proposed new policy.

Prepared by Mr. Ed Meyer, Director of Human Resources

Recommended Action: Motion to approve on first reading the revisions to Board Policy 3.0 Equal Employment Opportunity Policy Statement, as presented.

Information Items

Staff Alliance Update:

The Staff Alliance is committed to a more active role in supporting the College and its mission by making positive contributions in areas where the Alliance thinks it can be most helpful and effective. To that end, the Staff Alliance recently voiced concerns and suggestions to the President's Leadership Team concerning transparency, safety and security, and compensation. The Staff Alliance is also currently working on a contribution to the College's Strategic Planning process, specifically in the area of employee engagement.

Please see **Appendix F** for the Staff Alliance Spotlight.

Prepared by Mr. Court Merrigan, Staff Alliance President

Student Services Update:

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

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

Academic Services Update:

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

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

- **Day Ten Fall On-Campus Enrollment Report:** The Day Ten fall on-campus enrollment report can be found in **Appendix I**.

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

- **Library/Media Services Annual Report for Academic Year 2017-18:** Please see **Appendix J** for the Library/Media Services report.

Prepared by Ms. Casey Debus, Library Director

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 the update from Faculty Senate.

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

Trustee Topics**Upcoming Events Reminder:**

- Board Conducts President's Evaluation in Executive Session at November Board meeting
- December 14 – All Day Board Orientation/Strategic Planning Session

Executive Session – Personnel

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

Adjournment

Upcoming Events:

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| October 1-2 | Higher Learning Commission Visit to Douglas |
| October 9 | <i>EWC Board Meeting</i> |
| 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, WWCC, Rock Springs |
| October 17-18 | WACCT Fall Conference on Campus Safety and Security, CWC, Riverton |
| November 6 | Election Day |
| November 8 | Dr. Travers' Community Roundtable, Noon- 1:00 p.m., CTEC Room 218 |
| November 13 | <i>EWC Board Meeting</i> |
| November 22-23 | Thanksgiving Break, College Closed |
| December 11 | <i>EWC Board Meeting</i> |
| December 13 | Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC Room 218 |
| December 14 | Trustee Orientation and Strategic Planning Retreat, 8:30 – 4:00, Dolores Kaufman Boardroom |
| December 24 – January 1, 2019 | Christmas Break, College Closed |