

**EWC Board of Trustees
September 11, 2018
Dolores Kaufman Boardroom**

Work Session Minutes

The Eastern Wyoming College Board of Trustees met in a work session on September 11, 2018 at 4:00 p.m. in the Dolores Kaufman Boardroom.

Those members present were John Patrick, Marilyn Fisher, Robert Baumgartner, Judith Bartmann, Jim Willox, Mike Varney, Angie Chavez, and George Nash.

The work session was held for Trustees to review board policies and determine if the policies need updated. Those policies reviewed were 1.2 College Board, 2.5 Fundraising Guidelines, 2.10 Advertising, 2.11 Commercial Printing, and 3.0 Equal Employment Opportunity Policy Statement.

Board Policy 1.2 College Board was identified as needing a minor revision. Updates to this policy will be considered for first reading at the October board meeting.

There was no discussion concerning the policies up for final reading.

At 5:00 p.m., the work session closed and the Board proceeded to dinner.

Board Meeting Minutes

The Eastern Wyoming College Board of Trustees met in regular session on September 11, 2018 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members present were John Patrick, Marilyn Fisher, Robert Baumgartner, Judith Bartmann, Jim Willox, Mike Varney, Angie Chavez, and George Nash.

At 5:45 p.m., a public hearing was held to hear comments on the proposed policies being considered for final reading. There being no comments from the audience, Chair Patrick opened the meeting.

Mr. Meyer introduced to the Board new employees Jennifer Hart, Psychology Instructor and Dr. B. J. Semler, Communication Instructor.

No comments were received during the Open Forum.

ACTION: The Board was requested to approve the agenda with the addition of a request to authorize the President to appoint the Douglas Adult Education Coordinator. Mr. Varney moved to approve the agenda with the addition; Ms. Chavez seconded. The motion carried unanimously.

Dr. Travers provided a written update for the Board and stated it was a very busy month.

ACTION: The consent agenda was considered for approval. Ms. Fisher moved and Mr. Baumgartner seconded to approve the consent agenda, which included the minutes from the August 14, 2018 meeting and executive session, the Campus Resource Officer Agreement for 2018-2019, and Hord Coplan and Macht for design and construction management of the Veterinary Technology laboratories in the amount of \$34,843. Motion passed unanimously.

ACTION: Vice President Wilkes presented the financial report. Mr. Varney moved to approve the financial report, as presented. Mr. Nash seconded and the motion was unanimously passed.

ACTION: The Board was requested to accept the instructional program reviews which had been presented at the past two board meetings. A motion was made by Ms. Chavez 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. Dr. Bartmann seconded and the motion passed unanimously.

ACTION: Board Policy 2.0 Committee Policy was considered on final reading. No comments were received during the public hearing. Trustee Fisher moved and Trustee Chavez seconded the motion to approve revisions to Board Policy 2.0 Committee Policy on final reading. Motion carried unanimously.

ACTION: The final reading of Board Policy 3.8 Professional Growth and Development was held. No changes were proposed during the public hearing. Dr. Bartmann moved to approve on final reading the revisions to Board Policy 3.8 Professional Growth and Development, as presented. Second by Mr. Baumgartner. Motion carried unanimously.

ACTION: Board Policy 3.20 Reduction in Force was considered on final reading. EWC Attorney Kelley Pearson suggested changing the number of days in the separation agreement from thirty days to forty-five days. A few minor changes were also suggested. Trustee Chavez moved to approve on final reading revisions to Board Policy 3.20 Reduction in Force, as amended. Trustee Varney seconded and the motion passed unanimously.

ACTION: The Board was presented with an Amendment to President Travers' contract allowing a motor pool vehicle to be assigned for her use only for college related activities and be kept at her residence when not in use. In addition, the President may allow the vehicle to be used by other employees at her discretion. Trustee Baumgartner moved to approve the Amendment to the College President's contract, as presented. Dr. Bartmann seconded. The motion was unanimously passed.

ACTION: The Board was informed a candidate for the Douglas Adult Education Coordinator position had been selected but the College was waiting to hear if the candidate accepted the position. Dr. Travers requested the Board authorize her to make the appointment in order to get a person into the position as soon as possible. Ms. Fisher moved to approve authorizing Dr. Travers to make the appointment of the Douglas Adult Education Coordinator, as presented. Mr. Baumgartner seconded and the motion carried unanimously.

Updates were provided by Student Services, Academic Services, College Relations, the Douglas Campus, Faculty Senate, Human Resources, Institutional Development and Staff Alliance. Keith Jarvis also presented an update of construction projects and major maintenance.

Vice President Humphrey presented the Spring 2018 Enrollment Summary and the Day One Fall On-Campus Enrollment Report.

Trustee Fisher encouraged the Trustees to attend the WACCT conference in October. In addition, she shared information relating to ENDOW.

ACTION: At 7:06 p.m., Mr. Varney moved to adjourn to executive session to discuss personnel; Ms. Fisher seconded. Motion carried unanimously.

The executive session closed at 7:45 p.m. and the regular meeting reconvened.

ACTION: The Board was informed by Dr. Travers she had just received a resignation letter from Mai Lee Olsen. Ms. Chavez moved to accept the resignation of Mai Lee Olsen; second by Dr. Bartmann. Motion carried unanimously.

There being no further business before the Board of Trustees the meeting was adjourned.

Submitted by:

Holly L. Branham

John B. Patrick, President

Angie Chavez, Secretary