

EWC BOARD OF TRUSTEES
December 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. Campus Tour - Meet in boardroom

5:00 p.m. Dinner in Cafeteria

5:45 p.m. Public Hearing on Revised Policies

- Board Policy 1.2 College Board Meeting – **Appendix E**
- Board Policy 3.0 Equal Employment Opportunity Policy Statement – **Appendix F**

Open Meeting

- ***Introduction of New Employee(s)***
Leann Mattis, Admissions Coordinator

- ***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.

Oath of Office for Newly Elected Trustees

It is with the deepest sense of responsibility and conviction that I assume my office as a Trustee of Eastern Wyoming College, and solemnly affirm:

- That I understand my authority exists only when acting collectively with my fellow board members, and that we are to serve the interests of our entire community;
- That I will exemplify ethical behavior and conduct;
- That I will engage in an ongoing process of in-service education on issues of governance;
- That I will be prepared to participate in open, honest and civil deliberation with my colleagues, vote my conscience and support the decisions and policy we make; and
- That I will honor the division of responsibility between the board and the college president and staff, and contribute to creating a spirit of true cooperation.

Election of Board Officers

President
Vice President
Secretary
Treasurer

Current Officers

John Patrick
Marilyn Fisher

Mike Varney

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 November 13, 2018 meeting and executive session and the November 30, 2018 special meeting and executive session.*
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Approve Designation of Depositories:** *Points West Bank, Pinnacle Bank, First State Bank, U.S. Bank, Platte Valley Bank, Converse County Bank, and related signatories. Annually, the College must designate the institutions which may be used as depositories for college funds throughout the year and the related account signatories. Please see **Appendix B5**.*
Prepared by Mr. Kwin Wilkes, Vice President for Administrative Services
- **Approve the Designation of the Torrington Telegram as the College District's Official Newspaper:** *From time to time, the Board must publish legal notices and/or consider resolutions that make reference to "...official newspaper of the district..." The Torrington Telegram is a newspaper of general circulation within Goshen County, and Eastern Wyoming Community College District is coterminous with Goshen County. Approval of this designation will facilitate EWC giving notice when legally required to do so.*
Prepared by Holly Branham, Executive Assistant to the President/Board of Trustees
- **Ratify Change in Contract Release Date from December 31, 2019 to January 1, 2019:** *Dr. Apparius changed his requested resignation/release from contract date to January 1, 2019 and Dr. Travers agreed. We are requesting the Board ratify this change since the Trustees approved the December 31 date at their special meeting on November 30.*
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 Appointment of WACCT Representatives

The appointment of two Wyoming Association of Community College Trustees board representatives is held annually at the December organizational meeting. Representatives to the WACCT will be expected to attend Wyoming Community College Commission meetings and WACCT meetings held every other month or as needed. These meetings are held on a rotating basis at one of the seven community colleges. Mike Varney and Marilyn Fisher are the current representatives. The WACCT Executive Committee is requesting appointments be made for a two year term.

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

Recommended Action: Motion to appoint two board representatives to the Wyoming Association of Community College Trustees for a two year term.

Approve Appointment of BOCES Representative

Angie Chavez served as the Board representative to the Board of Cooperative Educational Services (BOCES). With the retirement of Ms. Chavez, a new representative will need to be appointed.

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

Recommended Action: Motion to appoint a board representative to the BOCES.

Approve Appointment of Board Representatives to the Foundation

The Board of Trustees may have up to three representatives serve on the Foundation Board of Directors which are appointed annually at the December organizational meeting.

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

Recommended Action: Motion to appoint up to three representatives to represent the Board of Trustees on the Foundation.

Approve Appointment of Vice President of Administrative Services as Assistant to the Treasurer of the Board

From time to time it is necessary for me to sign financial documents under this title as required by banking institutions. This is also pursuant to Board Policy 1.3.

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

Recommended Action: Motion to appoint Kwin Wilkes, EWC Vice President for Administrative Services as the Assistant to the Treasurer of the Board of Trustees, as presented.

Disclosure Statements for Board, Administration and Staff

Pursuant to W.S. 6-5-118, all public servants or officers must disclose the banks or other institutions in which they have an account where the institution transacts business with Eastern Wyoming College. Please refer to **Appendix D** for the disclosure statement.

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

Approve Revisions to Board Policy 1.2 College Board Meeting on Final Reading

At the September work session, the Board of Trustees reviewed Board Policy 1.2 and determined a small revision was needed. The revisions were then approved on first reading at the October board meeting. Please see **Appendix E** for the policy and recommended change.

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

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

HR respectfully requests the Board consider on final reading the revisions to Board Policy 3.0 Equal Employment Opportunity Policy Statement as approved on first reading in October. The proposed revisions are in accordance with federal laws and are taken directly from the U.S. Equal Employment Opportunity Commission. Please see **Appendix F** for a copy of the proposed update of the policy.

Prepared by Mr. Ed Meyer, Director of Human Resources

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

Approve Athletic Training Services and Corporate Sponsorship Agreement

We are requesting the Board approve this updated agreement which now includes sponsorship of the nursing program. The college attorney reviewed the agreement and provided additional language. We are waiting to hear back from Banner if the additions are acceptable to them. Please see **Appendix G** for details.

Submitted by Dr. Lesley Travers, College President

Recommended Action: Motion to approve the Athletic Training Services and Corporate Sponsorship Agreement pending Banner Health's approval of the EWC edits.

Approve Bid from Samson Construction for ATEC Construction

Dan Odasz, architect for the Agricultural Technology Education Center is recommending the Board of Trustees accept the bid submitted by Samson Construction. Even though Samson Construction is the second low bidder, Mr. Odasz has indicated the low bidder did not follow the bidding specifications and thus has been disqualified. The bid is currently being reviewed by the EDA

Recommended Action: Motion to approve the bid from Samson Construction for construction of the Agricultural Technology Education Center, as presented.

Information Items

Institutional Development Update:

Please see [Appendix H](#) for the Development update.

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

Please see [Appendix I](#) for the Staff Alliance update.

Prepared by Ms. Sue Schmidt, Staff Alliance Chair

Academic and Student Services Update:

Please see [Appendix J](#) for the Academic and Students Services update.

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

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*

Faculty Senate Update:

At this time we continue to work on, consider and discuss professorship titles as set forth by the Tenure Committee's tenure policy proposal. We also chose John Marrin for the faculty WACCT nominee, continued to adjust the faculty focus project and discussed in-service days and agendas. Finally, we thank the EWC Board of Trustees for the respect and consideration they gave to the Faculty Senate and its position on the student fee increase.

Prepared by Ms. Debbie Ochsner, Faculty Senate Representative

Human Resources Update:

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

Prepared by Mr. Edward Meyer, Director of Human Resources

Trustee Topics

Upcoming Events Reminder:

- February 7 – WACCT Leadership Awards and Legislative Reception, LCCC, Cheyenne
- February 8 – Wyoming Community College Commission Meeting, LCCC, Cheyenne

Executive Session – Personnel

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

Adjournment

Upcoming Events:

December 9	Christmas Choir Concert, 2:00
December 11	EWC Board Meeting
December 13	Dr. Travers' Community Roundtable, Noon-1:00 p.m., CTEC Room 218
December 14	Douglas Campus Wreath Auction
December 24 – January 1, 2019	Christmas Break, College Closed
January 8	EWC Board Meeting
January 8	2019 Legislature Convenes at Noon
January 14-18	Dr. Travers at the Legislature
January 21	Martin Luther King Day, College Closed
January 30	EWC Foundation Meeting, 11:30 -1:00 p.m., CTEC Room 218
February 7	WACCT Leadership Awards and Legislative Reception, LCCC, Cheyenne
February 8	Wyoming Community College Commission Meeting, LCCC, Cheyenne
February 12	EWC Board Meeting
February 15	Winter Break, No classes
February 18-22	Dr. Travers at the Legislature