

**EWC BOARD OF TRUSTEES**  
**January 8, 2019**  
**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. Executive Session – Personnel**

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

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

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

- **Introduction of New Employee(s)**  
Shannon Jolley, Director of Residence Life
- **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 December 11, 2018 meeting and executive sessions.

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

- **Ratify Resignation of Court Merrigan, Student Success Director:** *Mr. Merrigan submitted his letter of resignation on December 21, 2018 with an effective date of January 2, 2019.*  
*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 Reappointment of Executive Administrators

Per Board Policies 3.2 and 3.22 and the result of completed annual performance evaluations for EWC executive administrators less the President, President Travers recommends the Board of Trustees reappoint Vice President Roger Humphrey and Vice President Kwin Wilkes for fiscal year 2020.

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

**Recommended Action: Motion to approve the reappointment of Vice Presidents Roger Humphrey and Kwin Wilkes for fiscal year 2020, as presented.**

### Approve Early Retirement Requests

Per Board Policy 3.17 the individuals listed below meet program eligibility criteria and have submitted letters notifying President Travers of their intent to participate in the early retirement program. Early retirees, and their associated final duty date, are Chuck Kenyon, January 31, 2019 and Holly Branham, June 30, 2019.

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

**Recommended Action: Motion to accept the Early Retirement requests of Chuck Kenyon and Holly Branham, as presented.**

### Approve Reassignment of Student Services and Academic Services Positions

Dr. Travers will present her plans for reassignment of these areas at the board meeting.

**Recommended Action: Motion to approve the reassignment of Student Services and Academic Services positions, as presented.**

**Approve Reclassification of Position #403 (B31 - Registration & Records Specialist) to Position #1403 (C42 - Registrar) with an effective date of February 1, 2019**

After completion of a Position Description Questionnaire, an analysis of those results, an increase to the assigned duties, the creation of a new Job Description, and the application and analysis of the Fox-Lawson decision band method, HR concurs with the Vice President's recommendation and the President's endorsement to reclassify the position and create a Registrar position.

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

**Recommended Action: Motion to approve the reclassification of Position #403 to Position #1403 Registrar effective February 1, 2019, as presented.**

**Approve Appointment of Dante Geoffrey Frattini to the Position of Head Volleyball Coach**

The selection committee recommends, and Dr. Travers concurs, offering the Head Volleyball Coach position to Mr. Dante Geoffrey Frattini.

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

**Recommended Action: Motion to approve the appointment of Dante Geoffrey Frattini to the position of Head Volleyball Coach, as presented.**

## Information Items

**Human Resources Update:**

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

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

**Institutional Development Update:**

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

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

**Staff Alliance Update:**

The Staff Alliance held their 2<sup>nd</sup> Annual Christmas Party on Monday, December 17<sup>th</sup>, from 11:00am – 2:00pm in the cafeteria. It was good to have the folks from Douglas here to participate. There were plenty of wonderful holiday goodies for all to enjoy!

Many door prizes were distributed to lucky winners purchased by the Staff Alliance! The Staff Alliance would like to offer a special “Thanks” to Dr. Travers for donating 3 of the door prizes including a beautiful Holiday quilt! The Faculty Senate also contributed 3 door prizes, one of which was a wreath that they purchased from the Douglas Nursing student auction.

This was a great way to end the semester and for all to gather together prior to the Christmas Break!

*Prepared by Ms. Sue Schmidt, Staff Alliance Chair*

**Academic and Student Services Update:**

Please see **Appendix F** for the Academic and Students Services update.

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

### **College Relations Update:**

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

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

### **Construction Projects and Major Maintenance Update:**

Please see **Appendix H** 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:**

Faculty is enjoying the holiday break and will finalize spring class content during the week before classes begin. Faculty Senate will meet on Thursday, January 10, during In-Service, to get back into previously discussed topics, including professorship titles and tenure policy.

*Prepared by Kelly Strampe, Faculty Senate President*

### **Revised Administrative Rules:** See **Appendix I**

- Administrative Rule 3.9.1 Compensation
- Administrative Rule 3.19.1 Personnel File

### **Trustee Topics**

- WACCT Update – **Appendix J**

### **Upcoming Events Reminder:**

- ***January 28, 2019 – Groundbreaking for ATEC (tentative)***
- **February 7** – WACCT Trustee Education, 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:

### **January 8, 2019**

January 8

January 10

January 14-18

January 21

### **January 28**

January 30

### ***EWC Board Meeting***

2019 Legislature Convenes at Noon

Winter Welcome – In Service Activities

Dr. Travers at the Legislature

Martin Luther King Day, College Closed

### ***Groundbreaking for ATEC (tentative)***

EWC Foundation Meeting, 11:30 -1:00 p.m., CTEC Room 218

### **February 7**

February 8

### **February 12**

February 13

February 15

February 18-22

### **WACCT Trustee Education, Leadership Awards and Legislative Reception, LCCC, Cheyenne**

Wyoming Community College Commission Meeting, LCCC, Cheyenne

### ***EWC Board Meeting***

Dr. Travers Community Roundtable, Noon-1:00 p.m. CTEC Room 218

Winter Break, No classes

Dr. Travers at the Legislature

### **March 12**

March 14

March 27

### ***EWC Board Meeting***

Dr. Travers Community Roundtable, Noon-1:00 p.m. CTEC Room 218

EWC Foundation Meeting, 11:30-1:00 p.m., CTEC Room 218