

**EWC Board of Trustees  
January 8, 2019  
Dolores Kaufman Boardroom**

**Board Meeting Minutes**

The Eastern Wyoming College Board of Trustees met in regular session on January 8, 2019 at 5:45 p.m. in the Dolores Kaufman Boardroom.

Those members attending were John Patrick, Bob Baumgartner, Darrell Wilkes, Judith Bartmann, Tom John McCreery, and Mike Varney. Marilyn Fisher and Jim Willox participated by telephone.

Chair Patrick opened the meeting at 5:45 p.m.

Mr. Meyer introduced Shannon Jolley, EWC's new Residence Life Director. No comments were received during the Open Forum portion of the agenda.

**ACTION:** The Board was requested to approve the agenda. Mr. Varney moved to approve the agenda, as presented; seconded by Mr. Baumgartner. Motion carried unanimously.

In addition to her written update, Dr. Travers shared she provided meals for Shannon Jolley and her mother, and the Men's Basketball Team. She also signed and sent out letters to approximately 1200 prospective students and completed a Student Services report for the website.

**ACTION:** The consent agenda was considered by the Board. Mr. Wilkes moved and Mr. McCreery seconded to approve the consent agenda, which included minutes from the December 11, 2018 meeting and executive session, and ratified the resignation of Court Merrigan. Motion carried unanimously.

**ACTION:** Vice President Wilkes presented the financial report. Mr. Varney moved to approve the financial report; second by Dr. Bartmann. Motion passed unanimously.

**ACTION:** Mr. Meyer requested the Trustees reappoint Vice Presidents Humphrey and Wilkes as recommended by Dr. Travers. Trustee Baumgartner moved to approve the reappointment of Vice Presidents Roger Humphrey and Kwin Wilkes for fiscal year 2020, as presented. Trustee McCreery seconded and the motion passed unanimously.

**ACTION:** Chuck Kenyon and Holly Branham submitted their letters notifying the President of their intent to participate in the early retirement program, pursuant to Board Policy 3.17. Mr. Meyer indicated Mr. Kenyon's last duty day will be January 31 and Ms. Branham's June 30. In addition, no benefits will be distributed until FY-20. Mr. Varney moved to accept the Early Retirement requests of Chuck Kenyon and Holly Branham, and thank them for their years of service. Seconded by Dr. Bartmann. Motion carried unanimously.

**ACTION:** Dr. Travers presented her proposal for reassignments within the Academic and Student Services departments. She recommended reassigning Roger Humphrey to the Vice President for Student Services, Heidi Edmunds to the Vice President for Academic Services, Julie Sherbeyn to the Director of the Student Success Center, and the reassignment of the Computer Services/IT department, except the data analyst, to the President. Debbie Ochsner will cover for the remainder of the semester as the half-time Director of Counseling and Disability Services in addition to her instructional duties. Dr. Travers indicated to the Board she felt it important to make these reassignments permanent in order to stabilize the departments. She stated Student Services needs leadership and she is confident Mr. Humphrey will provide it. Dr. Wilkes moved to approve Dr. Travers' plan, as presented. Mr. McCreery seconded and the motion was unanimously passed.

**ACTION:** Mr. Meyer requested the Board consider the reclassification of Position #403 Registration and Records Specialist to Position #1403 Registrar effective February 1, 2019. The Board was informed a Position Description Questionnaire was completed and analyzed by HR using the Fox Lawson decision band method of classification. As a result, HR concurred with the Vice President's recommendation and the President's endorsement to reclassify the position and create a Registrar position. Mr. Baumgartner moved to approve the reclassification of

Position #403 to Position #1403 Registrar effective February 1, 2019, as presented. Dr. Bartmann seconded and the motion was passed unanimously.

**ACTION:** The Board was also informed the selection committee recommended, and Dr. Travers concurred, offering the Head Volleyball Coach position to Mr. Dante Geoffrey Frattini. Mr. Frattini's contract will be 60% coaching, 20% athletic assistance, and 20% instructional duties. Mr. McCreery moved to approve the appointment of Dante Geoffrey Frattini to the position of Head Volleyball Coach; second by Mr. Baumgartner. Motion carried unanimously.

Updates were provided by Human Resources, Institutional Development, Staff Alliance, Academic and Student Services, College Relations, and Faculty Senate. The construction projects and major maintenance update was also provided.

The Board reviewed the recently revised Administrative Rule 3.9.1 Compensation and 3.19.1 Personnel File.

Chair Patrick encouraged the Trustees to attend the WACCT Trustee Education Day as well as the Leadership Awards and Legislative Reception on February 7.

**ACTION:** At 7:05 p.m., Mr. McCreery moved to adjourn to executive session to discuss personnel; seconded by Dr. Wilkes. Motion carried unanimously.

At 7:35 p.m., the executive session was closed and the regular meeting adjourned.

Submitted by:

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Holly L. Branham

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John B. Patrick, President

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Mike Varney, Secretary