

Eastern Wyoming College Board of Trustees

April 30, 2019

Dolores Kaufman Boardroom

Special Meeting Minutes

The Eastern Wyoming College Board of Trustees met in a special session on April 30, 2019 at 5:00 p.m. in the Dolores Kaufman Boardroom.

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

Chair Patrick called the special meeting to order at 5:00 p.m.

ACTION: The Board was requested to approve the agenda. Mr. McCreery moved to approve the agenda, as presented. Dr. Bartmann seconded and the motion passed unanimously.

ACTION: Dr. Travers informed the Board the selection committee recommended hiring Crystal Smith as the Director of Human Resources. Ms. Smith has been employed by Platte Valley Companies for 10 years as their Benefits Administrator/HR Generalist. She has served in a human resources capacity for the past 16 years including her time with Platte Valley Companies. Ms. Smith received her Associate's Degree from WNCC in 1995 and her Bachelor of Arts Degree from Chadron State College in 2002. In addition, she received her Professional in Human Resources (PHR) certification in 2012 and in 2015 received her Society for Human Resources Management (SHRM-CP) certification. Ms. Smith will begin her duties at EWC on June 12, 2019. Trustee Fisher moved and Mr. Baumgartner seconded to approve the appointment of Crystal Smith to the position of Director of Human Resources, as presented. Motion carried unanimously.

ACTION: In addition, Dr. Travers informed the Trustees the selection committee recommended hiring Sally Watson as the Executive Assistant to the President. Ms. Watson began her tenure at EWC in 2015 and currently serves as the Administrative Specialist/Testing Assistant for Academic Services. She was previously employed as an administrative secretary for Goshen County School District #1 for 18 years and an executive secretary for the State of Wyoming Environmental Quality Department for 6 years. Mr. Varney moved to approve the appointment of Sally Watson to the position of Executive Assistant to the President, as presented. Dr. Bartmann seconded and the motion was unanimously passed.

ACTION: Vice President Wilkes requested the Board approve the low bidder for the Activities Center Generator Project. VP Wilkes indicated the bid opening for the Generator Replacement Project was held on April 25, 2019. EWC only received one bid for this project from Goshen County Construction in the amount of \$253,820. Mr. McCreery moved to approve selection of Goshen County Construction for the Activities Center Generator Project, as presented. Ms. Fisher seconded and the motion was unanimously passed.

ACTION: Vice President Wilkes also requested the Board approve the selection of Nebraska Safety and Fire Equipment, Inc. as the low bidder of the Fire Alarm Upgrade and Emergency Notification System. The Board was informed the bid opening was held on April 25, 2019 and two bids were received. One from Nebraska Safety & Fire Equipment, Inc. and another from Barker & Associates, LLC out of Casper. The low bid of \$457,168 was received from Nebraska Safety & Fire Equipment, Inc. Since they are an out of state company, the 5% preference limitation was applied. VP Wilkes indicated Nebraska Safety & Fire Equipment was still the low bid and recommended board approval. Mr. Varney moved and Mr. Baumgartner seconded to approve selection of Nebraska Safety & Fire Equipment, Inc. for the Fire Alarm and Emergency Notification Project, as presented.

There being no further business, the special meeting was adjourned at 5:25 p.m.

Submitted by:

Holly L. Branham

John B. Patrick, President

Mike Varney, Secretary