

EWC BOARD OF TRUSTEES
July 9, 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

3:00 p.m. Work Session
Interview of Trustee Candidates

3:30 p.m. Executive Session

4:00 p.m. Work Session
Approve appointment of New At Large Trustee.

Prepared by Chairman John Patrick Prepared by

Recommended Action: Motion to approve the appointment of the new At Large Trustee, as presented.

Board Policies for Discussion

- Discussion on Board Policy 1.8 Adoption of Administrative Rules (**Appendix M**)

Board Policies for Review

- Review New Board Policy 5.14 Student Grievance and Student Complaint Policy (**Appendix M2**)
- Review Board Policy 2.1 Dean of Instruction (**Appendix M10**)
- Review Draft Board Policy 2.16 College Budget (**Appendix M18**)
- Review Board Policy 6.8 Credit Card Policy (**Appendix M22**)

5:00 p.m. Dinner in Room 272

5:45 p.m. Public Hearing

- Fiscal Year 2020 College Budget (**Appendix D**)

Open Meeting

- Swearing in of New Trustee

TRUSTEE OATH

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.
- **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

Please see 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 June 11, 2019 meeting and executive session.

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

Approve Fiscal Year 2019 Transfers of Unexpended/Unencumbered Appropriations and Requested Budget Authority Increases: (Appendix B4) Pursuant to W.S. 16-4-112 and W.S. 16-4-113, a public hearing was held on June 28, 2019, to consider and take comments on the proposed fiscal year 2019 budget program transfers and budget authority increases as outlined. No comments from the public were offered during the hearing. The Unrestricted Operating Fund was increased by \$2,039 to balance the revenues and expenses. It was necessary to transfer \$168,005 to operations & maintenance of physical plant from the scholarship account to cover utilities expense overages and maintenance expenses for the fiscal year. Within the Restricted Fund budget, it was necessary to transfer \$150,443 from Scholarships (\$142,443) and Public Service (\$8,000) to Instruction (\$9,238), Research (\$17,333), Academic Support (\$27,095) and Student Services (\$96,777) to meet their respective shortages. Within the Unrestricted Auxiliary Fund, \$80,549 was transferred from Student Center (\$8,519), Housing (\$66,742) and Motor Pool (\$5,288) to Food Service to cover shortages created by increased payroll expenses and food

costs. The Plant Funds, Net Investment in the Plant Fund was decreased by \$4,500,000 to adjust the budget amount to the actual level of expenses for the ATEC project in FY2019. We therefore request approval of the budget changes for the fiscal year ended June 30, 2019, as presented.

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

Approve Assessment of Optional Mill Levy for FY-2020 and FY-2021: (Appendix B6)

EWC's optional mill levy supplements the Operating Fund budgets in the areas of student recruiting, workers' compensation, audit expenses, facilities rentals, and athletic scholarships. A public hearing was held on June 28, 2019 and no comments were offered. The hearing was advertised on June 21, 2019. We recommend approval of this mill levy as the funding is integral to EWC's ability to offer programs at the present budgeted level.

Prepared by Kwin Wilkes, Vice President for Administrative Services

Recommended Action: Motion to approve the consent agenda, as presented.

Approve Golf Course Agreement for Fiscal Year 2020: The agreement can be found in Appendix B7

Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

Approve Campus Resource Officer Agreement for Fiscal Year 2020. This agreement can be found in Appendix B9.

Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

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 Fiscal Year 2020 College Budget

The Fiscal Year 2020 College Budget can be found in Appendix D.

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

Recommend Action: Motion to approve the Fiscal year 2020 College Budget, as presented.

Approve on First Reading for Board Policy 5.14 Student Grievance and Student Complaint (Appendix M2).

Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

Recommended Action: Motion to approve on first reading revisions to Board Policy, as presented

Approve change in title and job duties for the Dean of Instruction to the Dean of Faculty/Student Services. (Appendix M2)

Prepared by Dr. Lesley Travers, President

Recommended Action: Motion to approve the change in title and job duties for the Dean of Instruction to the Dean of Faculty/Student Services as presented.

Approve reclassification, title and job duties for the Financial Aid Specialist to the Financial Aid Outreach Specialist, (B23 to a B32). (Appendix N).

Prepared by Dr. Lesley Travers, President

Recommended Action: Motion to approve the reclassification, title and job duties for the Financial Aid Specialist to the Financial Aid Outreach Specialist, effective July 1, 2019, presented.

Prepared by Dr. Lesley Travers, President

Approve resignation of John Marrin, Business Instructor: John Marrin has submitted his letter of resignation effective June 26 2019.

Prepared by Ms. Crystal Smith, Director of Human Resources

Recommended Action: Motion to approve the resignation of John Marrin, Business Instructor, as presented.

Approve upgrade from Associate Vice President of Academic Services to the Vice President of the Douglas Campus, effective August 1, 2019.

Prepared by Dr. Lesley Travers, President

Recommended Action: Motion to approve upgrade from Associate Vice President of Academic Services to the Vice President of the Douglas Campus effective August 1, 2019, as presented.

Approve recommendation by Chairman John Patrick, for the reorganization of the Eastern Wyoming Community College District to be All At Large Trustee Positions as discussed at the last months Board Meeting.

Requested by Board of Trustees, Chairman John Patrick

Recommended Action: Motion to approve the reorganization of the Eastern Wyoming Community College District to All At Large Trustee positions, as presented.

Information Items

Academic Services Update:

Please see [Appendix E](#) for the Academic Services update.

Dr. Heidi Edmunds, Vice President for Academic Services

Part 2 Instructional Program Review:

- Program: Pre-Professional
- Science Department

College Relations Update:

Please see [Appendix F](#) for the College Relations update.

Prepared by Ms. Tami Afdahl, Director of College Relations

Construction Projects and Major Maintenance Update:

Please see [Appendix G](#) 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*

Douglas Campus Update:

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

Prepared by Dr. Margaret Farley, Associate Vice President for Academic Services

Human Resources Update:

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

Prepared by Ms. Crystal Smith, Human Resources Director

Institutional Development Update:

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

Prepared by Mr. John Hansen, Director of Institutional Development

Staff Alliance Update:

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

Prepared by Ms. Sue Schmidt, Staff Alliance President

Student Services and HLC Update:

Please see [Appendix L](#) for the Student Services update.

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

Trustee Topics

Executive Session - Personnel

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

Adjournment

Upcoming Events:

August 6-11	Dr. Travers Gone
August 8	Fair Day / College Closed
	Goshen County Fair Parade
August 13	EWC Board Meeting
August 17	Wyoming State Fair Parade Douglas Wyoming 10:00 a.m.
August 20-23	Fall Kick Off (In-Service)
August 25	Residence Halls Open at 10:00 a.m.
August 26	New Student Orientation and Registration
	Night classes that start after 5:00 p.m. begin
August 27	Regular Semester (16 weeks) classes begin
August 28	EWC Foundation Meeting, 11:30-1:00 p.m., CTEC Room 218
September 2	Labor Day, College closed
September 10	EWC Board Meeting
October 8	EWC Board Meeting
October 17-18	Fall Break / No classes – college open
October 23	WAACT Conference
October 23-31	Dr. Travers Gone
October 24	Wyoming Community College Commission Meeting, NWCCD, Gillette