

EWC BOARD OF TRUSTEES
August 13, 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. WORK SESSION

Review Goshen County Fair Association Agreement

At the June 11, 2019 Board meeting, a discussion was held concerning the Goshen County Fair Association contract for 2019-2020. The Trustees voiced concerns relating to the increased rental fee, as well as bullet# 3, "*Eastern Wyoming College will have the use of the facilities specified in chosen contract with the understanding that if the barn is previously scheduled for another event, the EWC schedule may be compromised.*" It was agreed a conversation with the Fair Board was necessary before signing the agreement. These agreements can be found in **Appendix D.**

Board Policies for Review

- Review Board Policy 2.0 Committee Policy **Appendix K1**
- Review Board Policy 3.2 Appointment of Faculty and Staff **Appendix K8**
- Review Board Policy 3.3 Continuing Contract/Tenure **Appendix K8**
- Review Board Policy 6.13 Requests for Public Information **Appendix K9**

5:00 p.m. Dinner in Room 260

5:45 p.m. Open Meeting

- ***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 FROM July 9, 2019, Board Meeting**
Please see Appendix B1 for the minutes from the July 9, 2019 meeting.
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

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: **The template for *Concurrent and Dual Memorandum of Understanding*.** The purpose of this agreement is to establish a partnership that provides post-secondary opportunities for eligible high school students, specifically concurrent and dual enrollment classes. Additionally, the purpose of this agreement is to define the procedures related to concurrent enrollment of high school students in college classes as defined by Wyoming Statute 21-20-201. Appendix E.
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

RECOMMENDED ACTION: *Motion to approve the template for Concurrent and Dual memorandum of Understanding, as presented.*

APPROVE: **Agreement between Eastern Wyoming College and Torrington Community Hospital (Banner Health) Display Sign Lease for a period of ten years beginning on July 1, 2019.** Please see Appendix F for Display Sign Lease Agreement
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

RECOMMENDED ACTION: *Motion to approve the Agreement between Eastern Wyoming College and Torrington Community Hospital (Banner Health) Display Sign Lease for a period of ten years beginning on July 1, 2019, as presented.*

BOARD POLICIES FIRST READING:

APPROVE: **First Reading revisions on Board Policy 1.7 Complaint or Formal Grievance Policy.** The revised Policy can be found in Appendix G.
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

RECOMMENDED ACTION: *Motion to approve on First Reading revisions to Board Policy 1.7 Complaint or Formal Grievance Policy, as presented.*

APPROVE: **First Reading revisions on Board Policy 2.1 Dean of Faculty/Student Services**
The revised Policy can be found in **Appendix H.**
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

RECOMMENDED ACTION: Motion to approve on First Reading revisions to Board Policy 2.1 Dean of Faculty/Student Services, as presented.

APPROVE: **First Reading revisions to Board Policy 6.8 Procurement Card Policy**
The revised Policy can be found in **Appendix I.**
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

RECOMMENDED ACTION: Motion to approve on First Reading revisions to Board Policy 6.8 Procurement Card Policy, as presented.

APPROVE: **First Reading revisions on Board Policy 2.16 College Budget**
The revised Policy can be found in **Appendix J.**
Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

RECOMMENDED ACTION: Motion to approve on First Reading revisions to Board Policy 2.16 College Budget, as presented.

PERSONNEL:

APPROVE: **Appointment of Ms. Callie Allred to the position of College & Career Readiness Center Director.**
Prepared by Ms. Crystal Smith, Director of Human Resources

RECOMMENDED ACTION: Motion to approve the appointment of Ms. Callie Allred to the position of College & Career Readiness Center Director, as presented.

APPROVE: **Appointment of Ms. Katherine Brigham to the position of Cosmetology Instructor.**
Prepared by Ms. Crystal Smith, Director of Human Resources

RECOMMENDED ACTION: Motion to approve the appointment of Ms. Katherine Brigham to the position of Cosmetology Instructor, as presented.

APPROVE: **Appointment of Dr. Debra Ochsner to the position of Dean of Faculty/Student Services.**
Prepared by Ms. Crystal Smith, Director of Human Resources

RECOMMENDED ACTION: Motion to approve the appointment of Dr. Debra Ochsner to the position of Dean of Faculty/Student Services, as presented.

APPROVE: **Appointment of Ms. Shanna Vargas to the position of Financial Aid/Outreach Specialist.**
Prepared by Ms. Crystal Smith, Director of Human Resources

RECOMMENDED ACTION: Motion to approve the appointment of Ms. Shanna Vargas to the position of Financial Aid/Outreach Specialist, as presented.

INFORMATION ITEMS

Student Services Update:

Please see **Appendix L** for the Student Services update.

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

Academic Services Update:

Please see **Appendix M** for the Academic Services update.

Prepared by Dr. Heidi Edmunds, Vice President for Academic Services

- Adult Education and Literacy Program - 2018-2019 End of Year Report
Ms. Diane McQueen
- EWC Nursing Program Review, Ms. Suzey Delger

Institutional Development Update:

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

Prepared by Mr. John Hansen, Director of Institutional Development

College Relations Update:

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

Prepared by Ms. Tami Afdahl, Director of College Relations

Human Resources Update:

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

Prepared by Ms. Crystal Smith, Human Resources Director

Construction Projects and Major Maintenance Update:

Please see **Appendix Q** 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 R** for the Douglas Campus update.

Prepared by Dr. Margaret Farley, Vice President for Douglas Campus

Staff Alliance Update: No new business in the summer months.

Submitted by Ms. Sue Schmidt, Staff Alliance President

TRUSTEE TOPICS

Executive Session – Personnel

RECOMMENDED ACTION: Motion to approve adjourning to executive session to discuss personnel.

Adjournment.

Upcoming Events:

August

August 13	EWC BOARD MEETING
August 17	Wyoming State Fair - Parade Douglas, WY
August 20-23	In-Service / Fall Kick Off
August 25	Residence halls open 8:00 a.m.
August 26	New Student Orientation and Registration
	Night Classes start after 5:00 p.m.
August 27	Regular Session (16 weeks) classes begin
	Welcoming of New Nursing students (EWC)
August 28	Gunsmithing Open House / Welcoming of Nursing students (Douglas)
	EWC Foundation Board of Director's Meeting

September

September 2	Labor Day / College Closed
September 5	Goshen County Economic Development Board Meeting
September 10	EWC BOARD MEETING
September 23-25	WACCT Conference Powell, Wyoming
September 26-27	Legislative Joint Education Committee Meeting, Cody, Wyoming

October

October 3	Goshen County Economic Development Board Meeting
October 5	Boots and Bling – Douglas, WY
October 8	EWC BOARD MEETING
	<ul style="list-style-type: none">• Set fees for next fiscal year• Audit Report work session and acceptance of report
October 17-18	Fall Break / No Classes – College open
October 23-Nov.3	Dr. Travers Gone
	WACCT Meeting, Sheridan
October 24	Wyoming Community College Commission Meeting, NWCCD