



# MEETING AGENDA

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## EASTERN WYOMING COLLEGE BOARD OF TRUSTEES MEETING September 10, 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.

**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 Trustee - *Prepared by Chairman John Patrick*

**RECOMMENDED ACTION:** *Motion to approve the appointment of the new Trustee, as presented*

### **Oath of Office for Newly Elected Trustees**

It is with the deepest sense of responsibility and conviction that I, (*STATE YOUR NAME*). 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.

### **Board Policies for Review**

- Board Policy 6.0 Purchasing **Appendix I**
- Board Policy 6.7 Vehicle Policy **Appendix J**
- Board Policy 3.14 Compliance with Federal and State Laws and Regulations **Appendix T**

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

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

***Introduction of Visitors / New Employees***

- Mr. Noah Decker, Biology Instructor
- Ms. Kelly Joppa, College and Career Readiness Coordinator / Instructor

***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:** **Appendix A1-A2,** *Prepared by Dr. Lesley Travers*

**CONSENT AGENDA - Appendix B**

*Trustees, please contact Dr. Travers with any questions prior to the board meeting.*

**RECOMMENDED ACTION:** Motion to Approve the Consent Agenda as presented.

1. Minutes from August 13, 2019, Board Meeting, **Appendix B1-B4**
2. Final contract with Goshen County Fair Association Facility Usage in the amount of \$29,000. **Appendix B5**
3. Inberg-Miller Engineers Petition to Vacate portion of Updike Street, Douglas, WY. Currently, Updike Street begins at Richards Street and continues south to Commerce Drive and then continues approximately 485' south where the street dead ends at the Eastern Wyoming College property (Douglas Campus). Black Hills Corporation is petitioning to vacate the 60-70' width ROW that exists between their property, V Z Properties, LLC, Converse Land Holdings LLC, and the City of Douglas. **Appendix B6-B10**
4. Accreditation Commission of Education in Nursing (ACEN) formal notification letter to Eastern Wyoming College Nursing Program. **Appendix B11.**
5. Education Affiliation Agreement between Platte County Legacy Home in Wheatland, Wyoming and Eastern Wyoming College for the Associate Degree Nursing Program and/or Certified Nurses Aid/medication Aide Program. **Appendix B12-B16**

**ACTION ITEMS**

**APPROVE: FINANCIAL REPORT: Appendix C** - *Prepared by Mr. Kwin Wilkes, VP for Administrative Services*

**RECOMMENDED ACTION:** *Motion to approve the financial report, as presented.*

**BOARD POLICIES FIRST READING** - *Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees*

**APPROVE:** First Reading revisions on Board Policy 2.0 Committee Policy. **Appendix D.**

**RECOMMENDED ACTION:** Motion to approve on First Reading revisions to Board Policy 2.0 Committee Policy, as presented.

**APPROVE:** First Reading revisions on Board Policy 3.2 Appointment of Faculty and Staff. **Appendix E.**

**RECOMMENDED ACTION:** Motion to approve on First Reading revisions to Board Policy 3.2 Appointment of Faculty and Staff, as presented.

**APPROVE:** First Reading revisions to Board Policy 3.3 Continuing Contract/Tenure. **Appendix F**

**RECOMMENDED ACTION:** Motion to approve on First Reading revisions to Board Policy 3.3 Continuing Contract/Tenure, as presented.

**APPROVE:** First Reading revisions on Board Policy 6.13 Requests for Public Information **Appendix G**

**RECOMMENDED ACTION:** Motion to approve on First Reading revisions to Board Policy 6.13 Requests for Public information, as presented.

**BOARD POLICIES FINAL READING** - Prepared by Sally Watson, Executive Assistant to the President/Board of Trustees

**APPROVE:** Final Reading revisions to Board Policy 5.14 Student Grievance and Student Complaint Policy. **Appendix H1-H8.**

**RECOMMENDED ACTION:** Motion to approve on Final Reading revisions to Board Policy 5.14 Student Grievance and Student Complaint Policy, as presented.

**PERSONNEL**

**APPROVE:** Contract for employment for Dr. Lesley Travers for the position of College President from July 1, 2019, to June 30, 2022. **Appendix S**

**RECOMMENDED ACTION:** Motion to approve employment contract for Dr. Lesley Travers for the Position of College President from July 1, 2019 to June 30, 2022.

**INFORMATION ITEMS**

1. Human Resources Update: **Appendix K** - Ms. Crystal Smith, Human Resources Director
2. Douglas Campus Update: **Appendix L** - Dr. Margaret Farley, VP for Douglas Campus
3. Institutional Development Update: **Appendix M** - Mr. John Hansen, Director of Institutional Development
4. College Relations Update: **Appendix N** - Ms. Tami Afdahl, Director of College Relations
5. Construction Projects and Major Maintenance Update: **Appendix O** - Mr. Kwin Wilkes, VP for Administrative Services and Mr. Keith Jarvis, Director of Physical Plant
6. Student Services Update: **Appendix P** - Mr. Roger Humphrey, VP for Student Services

7. Academic Services Update: **Appendix Q** - *Dr. Heidi Edmunds, VP for Academic Services*
  - Fall 2019 - 1 Day Enrollment Comparison Summary Report
  - Fall 2019 - 10 Day Enrollment Comparison Summary Report - **(Hand Delivered to Meeting)**
8. Staff Alliance Update: **Appendix R** - Ms. Sue Schmidt, Staff Alliance President

## TRUSTEE TOPICS

### Executive Session – Personnel

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

### Adjournment.



## SEPTEMBER

September 2	Labor Day / No Classes/College Closed
September 5	Goshen County Economic Development Board Meeting
September 6	<b>SPECIAL BOARD MEETING</b> to discuss Trustee applications
September 7	Third Rail Block Party – Open to Public – Family Fun
September 10	<b>EWC BOARD MEETING</b>
September 10	EWC Women’s Volleyball vs. WNCC @ WNCC 7:00pm
September 19	EWC Women’s Volleyball vs. CO Northwestern @ EWC @ 6:00pm
September 20-21	EWC Women’s Volleyball Wyo-Braska Tournament TBA
September 21	5K Dog Run/Wash sponsored by EWC Vet Tech Club and the Goshen County Sheriff Search and Rescue - EWC parking lot
September 23-25	WACCT Conference Powell, Wyoming

## OCTOBER

October 3	Goshen County Economic Development Board Meeting
October 4	EWC Women’s Volleyball vs. Central Wyoming College @ EWC 7:00pm
October 5	EWC Women’s Volleyball vs. Western Wyoming College @ EWC 3:00pm
October 5	Converse County Hospital Foundation Annual Fundraising Event “Boots and Bling” – Douglas, WY
October 8	<b>EWC BOARD MEETING</b> <ul style="list-style-type: none"> <li>• Set fees for next fiscal year</li> <li>• Audit Report work session and acceptance of report</li> </ul>
October 8	EWC Women’s Volleyball vs. Northeastern JC @ EWC 7:00pm
October 11	EWC Women’s Volleyball vs. Northwest College @ EWC 7:00pm
October 12	EWC Women’s Volleyball vs. Sheridan College @ EWC 3:00pm
October 17-18	Fall Break / No Classes/College open
October 17-26	Goshen Community Theater “The Mousetrap” @ EWC Auditorium
October 22	EWC Women’s Volleyball vs. LCCC @ EWC 7:00pm
October 23	WACCT Meeting
October 24	Wyoming Community College Commission Meeting, NWCCD
October 25	EWC Women’s Volleyball vs. Casper College @ EWC 7:00pm

## NOVEMBER

November 24	Turkey Trot 5K Fun Run/Walk @ EWC 9:00am
November 27	Thanksgiving Break begins/No Classes
November 26	EWC Women’s Basketball vs. WNCC @ EWC 5:30pm
November 28-29	Thanksgiving Vacation / College Closed