



# Meeting Minutes

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## EASTERN WYOMING COLLEGE BOARD OF TRUSTEES MEETING December 10, 2019 Dolores Kaufman Boardroom MINUTES

The Eastern Wyoming College Board of Trustees met at 4:00pm, on December 10, 2019, in the Dolores Kaufman Boardroom.

Those members present were John Patrick, Randy Adams, Robert Baumgartner, Mike Varney, Judith Bartmann, Colby Ochsner, and Tom John McCreery.

### WORK SESSION

During the work session, John Patrick expressed that he would like to step down as the Board Chair. It has been 8 years and he encouraged the Board to nominate someone else.

**ACTION:** Mr. Patrick made a motion to accept the nominations as follows: Bob Baumgartner - Chair, Judith Bartmann-Vice Chair, Colby Ochsner-Secretary, and Tom John McCreery-Treasurer. Mr. McCreery seconded the motion. Motion passed unanimously.

Mr. Humphrey presented a summary of the CCSSE 2019 Executive Results for EWC and presented a PowerPoint on the 5 key areas assessed. He will bring an updated report in January.

Dr. Bartmann attended the ACCT National conference. At the conference, evaluations for presidents and board of trustees were examined. Dr. Bartmann presented two samples of evaluations for the board to look at. She explained that WAACT has a service that could come and meet with our Board and assist in the creation of a specific evaluation for our president; Unfortunately, it is a very expensive process. One of examples was from LCCC. It would be helpful to reference for us to build and incorporate our own copy.

Dr. Bartmann reflected the importance of having an evaluation process. This material in the board packet is to be examined and used to start our own formal document. She would like to set a time for a board retreat and go through this and finalize an instrument and evaluation for the president.

February or first part of March would be a good time to plan this retreat. Dr. Travers explained that we could look at the strategic plan, and listening session information and put those pieces together. A suggestion to possibly have an outside facilitator come to the meeting to shed some different aspects of this process and possibly new ideas. Mr. Adams expressed the need to have evaluations for dismissal purposes as a way of documentation. Mr. Baumgartner feels that the evaluations need to be looked at continually throughout the year, not just at once a year. Mr. Patrick feels the evaluation has to look at aspects of the strategic plan. The evaluation should be done mid-year and the final one done in February. In addition to this, if anyone has examples of formal evaluations, please bring them forward to help write a new evaluation.

They also have an evaluation for the board. This evaluation is a benefit to the board to see where we need to improve as a group.

The board reviewed and discussed the following Policies:

- Board Policy 4.0 Faculty Rights and Responsibilities
- Board Policy 4.1 Educational Design (changed to Academic Program Compliance)
- Board Policy 4.2 Instructional Support (changed to Academic Support)

Work session ended at 4:50pm, and the Board proceeded to dinner.

The Open meeting began at 5:45pm.

## SWEARING IN OF NEW OFFICERS

Mr. David Evans led the Oath of Office with the newly appointed officers as they recited the Oath together.

Mr. Baumgartner, the new Chair, took office and continued to lead the meeting.

## INTRODUCTIONS

Dr. Travers introduced Mr. Chet Freouf, Custodian, and Mr. Humphrey introduced Ms. Dani Hanzlik, Administrative Specialist for Academic and Student Services.

Coach Tom Andersen introduced the EWC Women's Basketball team and shared some highlights of their season so far.

## Student Senate Update – Josh Andreasen, President

Josh Andreasen presented an update on the happenings in Student Senate this past month, which included building the "Can Creation" of about 900 can goods at the front door entrance. These canned goods were donated to the Goshen Help and the GCESD Community Service project, volunteered with the Turkey Trot, enjoyed a great evening at the Evening of Elegance and also stated that they looked forward to helping at the Sagebrush and Roses event coming up in January. Ms. Autumn Zulauf was voted to be EWC's intern student representative at the Legislative session this year. Everyone voted on the little Christmas tree displayed at Evening of Elegance and the winner was PTK. Josh congratulated the Civitas winners for this semester and gave a presentation on his trip to Atlanta, Georgia on Diversity.

The Civitas Honorees were introduced at the meeting which included, Dr. Edwin Bittner for his dedication for nineteen years of service to EWC, the Lancer Volleyball Team, and Dante Geoffrey for the amazing season and for finishing fourth in the Region IX Tournament highest finished since 2001. Dante spoke about the volleyball team and expressed that it means a lot to the team to have support and he appreciates being acknowledged. EWC Student, Mr. Mason Hale was the student Civitas honoree for always going above and beyond to assist other students as a tutor. He is also a tremendous help with faculty needs and projects. Mason was also voted Student of the Year for WACCT.

No comments were received in the open forum.

**ACTION:** Mr. Varney made a motion to accept the agenda with the addendum. Mr. Adams seconded the motion. Motion passed unanimously.

The addendum to the agenda consisted of: approving appointment of newly elected Board of Trustee officers, appointment of Mr. Darren Youngs to the position of Welding Instructor, and an update from Dr. Colleen Mitchell, Faculty Senate.

## PRESIDENT'S UPDATE:

Dr. Travers informed the board of the results of the balloting for the WACCT Staff of the Year nominations and congratulated all the winners: Dr. Georgia Younglove, Faculty Leadership award, Ms. Kim Jones, Classified Staff award, Mr. Zach Smith, Professional Staff award, Mr. Mason Hale, Student award, Mr. Mike Varney, Board of Trustee award, and Mr. Lex Madden, Foundation Volunteer of the Year award.

Dr. Travers informed the Board of the upcoming WACCT Awards dinner on Feb. 12, 2020, in Cheyenne at LCCC. EWC is hosting the event this year and she would like to see as many EWC staff and the Board attend if possible. The event starts with a cocktail hour at 5:00pm, presentation of awards at 5:30pm and the Legislative reception at 6:30pm.

Dr. Travers also informed the board of the upcoming EWC Christmas party on Monday, December 16<sup>th</sup> from 11:00am to 2:00pm in the cafeteria for all staff and encouraged any Board members that would like to come would be welcome.

## CONSENT AGENDA

**ACTION:** Mr. Adams made a motion to accept the Consent Agenda. Dr. Bartmann seconded the motion. Motion passed unanimously.

**The consent agenda included:**

Minutes from November 12, 2019, Board Meeting, the resignation of Dr. Shane Stone, Criminal Justice Instructor, effective May 12, 2020, the designation of depositories: Points West Bank, Pinnacle Bank, First State Bank, U.S. Bank, Platte Valley Bank, Converse County Bank, and related signatories, the designation of the Torrington Telegram as the College District's Official Newspaper.

**ACTION ITEMS**

**ACTION:** Mr. McCreery moved to accept the financial report. Mr. Patrick seconded the motion. Motion passed unanimously.

**ACTION:** Mr. Patrick made a motion to accept Mr. Varney and Dr. Bartmann to the WACCT Board as EWC's representatives. Mr. Ochsner seconded the motion. Motion passed unanimously.

**ACTION:** Mr. Patrick made a motion to accept the appointment of Mr. McCreery, Mr. Baumgartner and Mr. Ochsner as Board Representatives to the Foundation. Mr. Varney seconded the motion. Motion passed unanimously.

**Comment:** Mr. McCreery stated that it is a wonderful experience and they would enjoy it very much.

**ACTION:** Mr. Patrick made a motion to appointment Mr. Kwin Wilkes to the position of Assistant to the Treasurer of the Board, pursuant to Board Policy 1.3. Dr. Bartmann seconded the motion. Motion passed unanimously.

**ACTION:** Mr. McCreery made a motion to approve final reading revisions to Board Policy 2.0 Committee Policy, as presented. Mr. Ochsner seconded the motion. Motion passed unanimously.

**ACTION:** Mr. Varney made a motion to approve final reading revisions to Board Policy 3.2 Appointment of Faculty and Staff Policy, as presented. Dr. Bartmann seconded the motion. Motion passed unanimously.

**Comment:** Mr. Patrick expressed concern that it states the appointments are made from the college board. For example, if the board was enforcing a certain position to an appointment, and there was conflicts with the President, that would not be a good situation. It has been beneficial in the years past that the President and the Board communicate openly and make decisions together.

**ACTION:** Mr. McCreery made a motion to approve final reading revisions to Board Policy 3.3 Continuing Contract and Tenure Policy, as presented. Mr. Varney seconded the motion. Motion passed unanimously.

**ACTION:** Mr. Ochsner made a motion to approve final reading revisions to Board Policy 6.13 Request for Public Information Policy, as presented. Mr. Varney seconded the motion. Motion passed unanimously.

**DEPARTMENT UPDATES:**

Updates were provided Faculty Senate, Staff Alliance, Dean of Faculty/Student Services, Academic Services, Student Services, Construction Projects and Major Maintenance, College Relations, Institutional Development, Douglas Campus, and Human Resources.

**Student Services new information:**

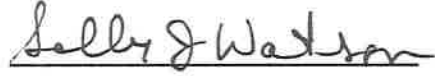
Dr. Edmunds explained the changes to the Faculty Handbook. They are trying to make it more streamline and specific for faculty with updated language, stronger sets of administrative rules and make it a comprehensive handbook. Starting in January working on admin. Rules. They will spend summer formalizing the Handbook so it's available for fall of 2020.

Dr. Edmunds informed the Board that the 4 requests that were submitted for Wyoming Works Programs were funded. They included the CDL training in the amount of \$850,400, Production Tech at LCCC in the amount of \$216,800; a welding program expansion at Casper College, meat processing in the amount of \$777,809.41 which is a consortium among Central Wyoming College, EWC and Northern Wyoming

Community College District, and mobile lab based out of Riverton. Riverton is in the process of building a meat processing facility to accommodate 25 to 30 head and directly train their workforce from there.

**ACTION:** At 7:30pm, Mr. Patrick made a motion to adjourn to Executive Session. Mr. McCreery seconded the motion. Motion passed unanimously.

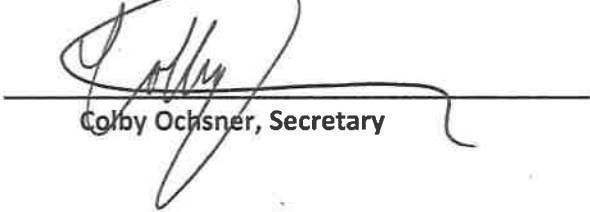
Submitted by:



Sally J. Watson



Robert Baumgartner, Chair



Colby Ochsner, Secretary