



MEETING AGENDA

EASTERN WYOMING COLLEGE BOARD OF TRUSTEES MEETING December 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.

4:00 p.m. WORK SESSION

1. Discussion and nominations for new Board of Trustee Officers

Nominations

-  Bob Baumgartner or John Patrick, Chairman
-  Judith Bartmann, Vice Chairman
-  Colby Ochsner, Secretary
-  Tom John McCreery, Treasurer

Current Officers

- John Patrick, Chairman
- Judith Bartmann, Vice Chair
- Mike Varney, Secretary
- Bob Baumgartner, Treasurer

OATH OF OFFICE

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.

2. Summary of the CCSSE Results - Roger Humphrey
3. Discussion on the ACCT Sample Evaluation Forms for the President and the Self-Assessment for the Board of Trustees - Judith Bartmann **Appendix E**

BOARD POLICIES FOR REVIEW: APPENDIX F

- 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)

5:45 p.m.

Open Meeting

- Introduction of New Employees
Mr. Chet Freouf, Custodian
Ms. Dani Hanzlik, Administrative Specialist for Academic and Student Services

Introduction of Visitors

- Introduction of the EWC Women's Basketball team by Coach Tom Andersen

Civitas Honorees this month:

- ❖ **Dr. Edwin Bittner** for his dedication for Nineteen years of service to EWC
- ❖ **Lancer Volleyball Team, and Dante Geoffrey** for the amazing season and for finishing fourth in the Region IX Tournament highest finished since 2001.
- ❖ **EWC Student, Mr. Mason Hale** 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.

Open Forum: Visitors and employees may provide comments to the Board at this time.

APPROVE: AGENDA

RECOMMENDED ACTION: Motion to approve the agenda, as presented.

PRESIDENT'S UPDATE: Appendix A

The results of the balloting for the WACCT Staff of the Year nominations are in. Congratulations to all the winners!

- ❖ Dr. Georgia Younglove Faculty Leadership Award
- ❖ Ms. Kim Jones, Classified Staff
- ❖ Mr. Zach Smith, Professional Staff
- ❖ Mr. Mason Hale, Student
- ❖ Mr. Mike Varney, Board of Trustee
- ❖ Mr. Lex Madden, Foundation Volunteer of the Year

CONSENT AGENDA: Appendix B

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

APPROVE: Minutes from November 12, 2019, Board Meeting

APPROVE: Resignation of Dr. Shane Stone, Criminal Justice Instructor. Effective May 12, 2020.
Appendix B4

APPROVE: Designation of Depositories: Points West Bank, Pinnacle Bank, First State Bank, U.S. Bank, Platte Valley Bank, Converse County Bank, and related signatories. Annually, the College must designate the institutions which may be used as depositories for college funds throughout the year and the related account signatories.
Please see **Appendix D**

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

APPROVE: Designation of the Torrington Telegram as the College District's Official Newspaper: From time to time, the Board must publish legal notices and/or consider resolutions that make reference to "...official newspaper of the district...." The Torrington Telegram is a newspaper of general circulation within Goshen County, and Eastern Wyoming Community College District is coterminous with Goshen County. Approval of this designation will facilitate EWC giving notice when legally required to do so.

RECOMMENDED ACTION: Motion to approve the consent agenda as presented.

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.

APPROVE: Appointment of WACCT Representatives. The appointment of two Wyoming Association of Community College Trustees board representatives is held annually at the December organizational meeting. Representatives to the WACCT will be expected to attend Wyoming Community College Commission meetings and WACCT meetings held every other month or as needed. These meetings are held on a rotating basis at one of the seven community colleges. Judith Bartmann and Mike Varney are the current representatives. The WACCT Executive Committee is requesting appointments be made for a two-year term.

RECOMMENDED ACTION: Motion to appoint two board representatives to the Wyoming Association of Community College Trustees for a two-year term.

APPROVE: Appointment of Board Representatives to the Foundation. The Board of Trustees may have up to three representatives serve on the Foundation Board of Directors which are appointed annually at the December organizational meeting.

RECOMMENDED ACTION: Motion to appoint up to three representatives to represent the Board of Trustees on the Foundation.

APPROVE: Appointment of Vice President of Administrative Services as Assistant to the Treasurer of the Board. From time to time it is necessary for the VP of Administrative Services to sign financial documents under this title as required by banking institutions. This is also pursuant to Board Policy 1.3.

RECOMMENDED ACTION: Motion to appoint Mr. Kwin Wilkes, EWC Vice President for Administrative Services as the Assistant to the Treasurer of the Board of Trustees, as presented.

Disclosure Statements for Board, Administration and Staff

Pursuant to W.S. 6-5-118, all public servants or officers must disclose the banks or other institutions in which they have an account where the institution transacts business with Eastern Wyoming College. ***(Forms have been distributed to Board Members for their signatures. Please sign and return to Sally Watson) Appendix G***

FINAL READING BOARD POLICIES

APPROVE: Final Reading revisions to Board Policy 2.0 Committee Policy. **Appendix H**

RECOMMENDED ACTION: Motion to approve on final reading revisions to Board Policy 2.0 Committee Policy, as presented.

APPROVE: Final Reading revisions to Board Policy 3.2 Appointment of Faculty and Staff Policy **Appendix I**

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

APPROVE: Final Reading revisions to Board Policy 3.3 Continuing Contract and Tenure Policy **Appendix J**

RECOMMENDED ACTION: Motion to approve on final reading revisions to Board Policy 3.3 Continuing Contract and Tenure Policy, as presented.

APPROVE: Final Reading revisions to Board Policy 6.13 Request for Public Information Policy **Appendix K**

RECOMMENDED ACTION: Motion to approve on final reading revisions to Board Policy 6.13 Request for Public Information Policy, as presented.

INFORMATION ITEMS

1. Staff Alliance Update – **Appendix L** - Ms. JoEllen Keigley
2. Dean of Faculty/Student Services Update: **Appendix M** - Dr. Debbie Ochsner
3. Academic Services Update: **Appendix N** - Dr. Heidi Edmunds, VP for Academic Services
4. Student Services Update: **Appendix O** - Mr. Roger Humphrey, VP for Student Services
5. Construction Projects and Major Maintenance Update: **Appendix P** - Mr. Kwin Wilkes, VP for Administrative Services and Mr. Keith Jarvis, Director of Physical Plant
6. College Relations Update: **Appendix Q** - Ms. Tami Afdahl, Director of College Relations
7. Institutional Development Update: **Appendix R** - Mr. John Hansen, Director of Institutional Development
8. Douglas Campus Update: **Appendix S** - Dr. Margaret Farley, VP for Douglas Campus
9. Human Resources Update: **Appendix T** - Ms. Lori Moore

TRUSTEE TOPICS


Executive Session - Personnel

RECOMMENDED ACTION: Motion to approve adjourning to executive session.

Adjournment.



DECEMBER

December 10 EWC Board of Trustees Meeting, 5:45pm
December 10-13 FINALS WEEK
December 23-31 College Closed for Christmas Break 

JANUARY

January 1 New Year's Day / College Closed 
January 9-10, 13 In-Service / Winter Welcome
January 14 EWC Board of Trustees Meeting, 5:45pm
January 15 EWC Men & Women's Basketball vs. Gillette College 5:30/7:30pm
January 18 EWC Men & Women's Basketball vs. Central Wyoming College 2:00/4:00pm
January 20 Martin Luther King, Jr. Day - College Closed 
January 29 EWC Men & Women's Basketball vs.
Sheridan College 5:30/7:30pm

FEBRUARY

February 1 EWC Men and Women's Basketball vs. Northwest College 2:00/4:00pm
February 5 EWC Men and Women's Basketball vs. LCCC 5:30/7:30pm
February 11 EWC Board of Trustees Meeting, 5:45pm
February 12 EWC Men and Women's Basketball vs. Casper College 5:30/7:30pm
February 15 EWC Men and Women's Basketball vs. Western Wyo College 2:00/4:00pm

MARCH

March 5-7 Region IX Tournament (North #1 Seed)
March 10 EWC Board of Trustees Meeting, 5:45pm
March 16-21 NJCAA National Championship
March 27-29 EWC Lander Rodeo