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**EASTERN WYOMING COLLEGE BOARD OF TRUSTEES MEETING**  
**January 14, 2020 Minutes**  
**Dolores Kaufman Boardroom**

The Eastern Wyoming College Board of Trustees met in a work session on January 14, 2020, at 4:00 p.m. in the Dolores Kaufman Boardroom.

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

**Board Policies for Review**

Board Policy 5.0 Admission and Board Policy 5.13 Student Code of conduct were reviewed.

**Board Policy 5.0 Admission:**

VP Humphrey explained that this policy just needed a revamping of how the definition is worded. The previous version was unclear and not specific. This policy was rewritten to better define its meaning.

**Board policy 5.13 Student Code of Conduct:**

VP Humphrey explained that his committee is dividing this policy into three policies to better define, harassment, and conduct etc. Currently, this policy is a bit cumbersome and wordy. They would like to define the administrative rules to addresses a common conduct list. A committee of students and faculty will be involved in making these changes. These policies will be included in the student handbook online and posted. The new changes will take effect for the FY 20/21 school year.

**Comment:** Trustee Bartmann asked if this would need to be signed by the student to document receiving and understanding the policies and make it part of their admissions packet?

VP Humphrey explained that the majority of these items are covered in new student orientation. Mr. Humphrey requested the Board to give him the authority to adjust this policy and make it more streamlined and accurate. The Board agreed unanimously.

**Other Discussion:**

Trustee Adams informed the group of a recent development with the City Police department. The City opted to not reappoint Tim Hurd as the Chief of Police. Trustee Adams explained that there is an on-going investigation and they will move forward with an interim chief at this time.

Dr. Travers spoke about the Governor's letter that came out recently. The suggestion is to take \$4 million for the Wyoming Works Programs. This will be broken down as \$3 million in student grants/scholarships and \$1 million will be for programmatic funding.

There will be a one-time employee compensation bonus for community colleges and UofW. This is not a raise, but a one-time award.

In December, the college presidents met. Together, they requested \$30 million for community colleges. Some of the areas of concern are safety, security, retention and student success. It was suggested that the college boards review and decide how the money should be spent at each location.

The Governor has invited all the community college presidents to a lunch. Each president will have 5 minutes to present for their colleges. The Governor does not want to take cuts across the board, but look at individual budgets and the specific needs for each college. The Governor is striving for transparency in all Wyoming funding.

VP Wilkes spoke about major maintenance projects that have been scheduled and are being looked at for the upcoming months. Dr. Travers talked about campus safety and the importance to prioritizing that. In the past years, approximately \$750,000 has been allocated for major maintenance.

The work session ended at 5:00pm and the Board proceeded to dinner in the cafeteria.

#### Open Meeting

The open meeting started at 5:45 p.m. Dr. Travers introduced two new faculty members; Mr. Brandon Wilson, Mathematics Instructor and Mr. Darren Youngs, Welding Instructor.

No comments were received in the open forum.

**ACTION:** Motion was made by Trustee McCreery to approve the agenda as presented, and Trustee Patrick seconded the motion. Motion passed unanimously.

#### PRESIDENT'S UPDATE:

Dr. Travers informed the board that 1,500 prospective student letters were signed in December and sent out on January 2<sup>nd</sup> for recruiting purposes.

#### CONSENT AGENDA:

**ACTION:** Trustee Varney made a motion to approve the consent agenda and Trustee Patrick seconded the motion. Motion passed unanimously.

The consent agenda included: minutes from the December 10, 2019, Board Meeting, the early retirement notification from Ms. Linda Evans, the retirement notification from Ms. Suzey Delger, and two bids received for the renovation of design services for interior renovation of the existing Gymnasium at EWC. GSG Architecture Design was the winning lowest bid in the amount of \$20,630 and Plan One Architects submitted their bid at \$24,500.

#### ACTION ITEMS

**ACTION:** VP Wilkes presented the financial report. Trustee Varney made a motion to approve the financial report. Trustee Ochsner seconded the motion. Motion passed unanimously.

**ACTION:** Trustee Ochsner made a motion to reappoint the Vice Presidents for the Fiscal Year 2021. Trustee Bartmann seconded the motion. Motion passed unanimously. They are as follows: Vice President for Academic Services, Dr. Heidi Edmunds, Vice President for Administrative Services, Mr. Kwin Wilkes, Vice President for the Douglas Campus, Dr. Margaret Farley, and Vice President for Student Services, Mr. Roger Humphrey; as presented.

#### Board Policies First Reading:

**ACTION:** Trustee McCreery made a motion to approve First Reading revisions to Board Policy 4.0 Faculty Rights and Responsibilities. Trustee Bartmann seconded the motion. Motion passed unanimously

**Comment:** VP Edmunds explained that the Administrative Rules for this policy will be available for the FY20-21 school year.

**Comment:** Trustee Patrick asked if the Faculty contract says anything about being bound by the administrative rules or policies and should we incorporate that in part of their contract. VP Edmunds stated that if a policy/rule was in their contract, and we changed it, we would have to go back and amend their contracts. The handbook that is provided for new faculty at orientation states these policies and admin rules and the employees are bound by them. Attorney Evans will examine the issue if a policy or rule is changed during the year, would the employee be bound by the new policy as well.

**ACTION:** Trustee Varney made a motion to approve First Reading revisions to Board Policy 4.1 Educational Design (changed to Academic Program Compliance). Trustee Adams seconded the motion. Motion passed unanimously.

**ACTION:** Trustee McCreery made a motion to approve First Reading revision to Board Policy 4.2 Instructional Support (changed to Academic Support). Trustee Patrick seconded the motion. Motion passed unanimously.

**Comment:**

VP Edmunds explained that the wording in this policy was adjusted to state updated terms.

**Comment:** Trustee Willox questioned if the wording in the sentence “Explanations of the services provided *can* be found in the Faculty handbook.” He asked if maybe the word “can” should be changed to “may” instead to cover bases if the handbook eliminates something then you don’t have to change this again. Attorney Evans said the word “can” is applicable to insure that everything is in the Faculty Handbook. There will be another opportunity to reflect on the changes at the public/final reading if it needs to be adjusted then.

**FINAL READING BOARD POLICIES:**

**ACTION:** Trustee Patrick made a motion to approve Final Reading revisions to Board Policy 6.0 Purchasing Policy. Trustee Varney seconded the motion. Motion passed unanimously

**Comment:** Trustee Willox interjected that it is important to make sure that we keep track of the state statute additions in case they change it and you are counting on specific language for a certain policy.

**Comment:** Trustee Patrick suggested making a tickler file as a reminder of what Statutes we are using in our policies and if they come up again, we can flag them and examine them for accuracy.

**ACTION:** Trustee Ochsner made a motion to approve the Final Reading revisions to Board Policy 6.7 Vehicle Policy. Trustee Adams seconded the motion. Motion passed unanimously.

**DEPARTMENT UPDATES**

Updates were provided by Human Resources. Dr. Travers reported that the business instructor position has been put on hold, and we still do not have a Director for Human Resources yet.

Dr. Farley reported from the Douglas Campus that currently there are 166 students enrolled in dual classes. The ACEN visit is set for Feb. 17 and 18 as a virtual visit by zoom. The transfer gunsmithing student will be starting this semester and the gunsmithing program is at full capacity.

Mr. John Hansen from Institutional Development spoke about the ATEC planning of the open house, Sagebrush n Roses event next week, the stock market is doing well, and a PowerPoint presentation on where will we be in the next 20 years as a Foundation.

**Comment:** Trustee McCreery expressed the concern that the Agriculture curriculum needs to be revamped.

Ms. Tami Afdahl from College Relations presented updated information about the WACCT Awards reception. She also informed Trustee Adams (Mayor Adams) that the college would like to invite City of Torrington employees to one of our basketball games with free admission to publically thank them for their continued support of the college

Mr. Keith Jarvis from College Maintenance presented updates on the progress of the ATEC building, maintenance requests, and work to be done on the residence halls for slide card usage to access the doors the doors.

Mr. Roger Humphrey from Student Services presented updates on the efforts of Admissions to identify our students for the fall 2020. They have set dates for pre-registration days from May through August. Radius is about completed and there will be about 3 weeks of integrating into colleague. This will provide a better tracking system and more efficient communication for everyone.

There are 165 new students that applied for the Spring 2020. Mr. Humphrey also expressed that the GPA’s from our athletics, Volleyball, Basketball, and Golf were all above a 3.0! There will be a banner raising at the basketball game on Wednesday for the 2019 Region IX Men's Golf Championship.

Dr. Heidi Edmunds from Academic Services presented updates on the subject of common course numbering throughout the community colleges. They are reviewing and renewing 2 + 2 articulation agreements with UofW and updating articulation agreements with Chadron State College and Black Hills State University.

The on line proctoring program, Examity will soon be replacing the existing honorlock which wasn't working out very well. Dr. Edmunds updated the board on the HLC Persistence and Completion Academy information and the new Acalog academic catalog management system.

Dr. Ochsner, Dean of Faculty/Student Services informed the board that it has been quiet so far, but as the students return to their classes, she will update next month with information.

Mr. John Hansen updated the board for Ms. JoEllen Keigley and stated that everyone participated in the Christmas staff party and wanted to thank John and Katherine Patrick for their door prizes.

**TRUSTEE TOPICS:**

The Board Retreat is set for March 11, 2020, @ EWC Board Room, 9:00am-4:00pm and the Board and Foundation Retreat will follow from 4:00pm-7:00pm in room T131.

Trustee Willox informed the board that they have a new County Clerk in Converse county. He also heard a complaint from a citizen in Converse county about the nursing program. This person expressed concern that the Torrington's nursing program was taking away the importance of the Douglas nursing program. Mr. Willox informed this person that it is two completely separate programs and does not jeopardize the Douglas program at all.

Trustee McCreery made a motion to adjourn to Executive Session. Trustee Patrick seconded the motion. Motion passed unanimously.

Adjourned at 7:22pm

Submitted by:



Sally J. Watson



Robert Baumgartner, Chair



Colby Ochsner, Secretary