



**EASTERN WYOMING COLLEGE  
BOARD OF TRUSTEES MEETING  
July 14, 2020  
Meeting Minutes**



The Board of Trustees met on July 14, 2020, at 3:00 pm in the Delores Kaufman Boardroom in a work session.

Public comments were received by staff, faculty, and residents of Goshen County via ZOOM regarding the proposed tentative budget cut options.

- Dr. Colleen Mitchell represented the Faculty Senate and questioned expenses that went to maintenance and institutional support.
- Dr. Catherine Steinbock expressed concerns from faculty on taking away the overload.
- Mr. Lynn Bedient spoke about the welding overload, personal situation with salary and being able to teach credible classes, keep the integrity of the EWC Welding program.
- Ms. Jackie Van Mark, community member questioned why we were not considering suspending Athletics for two years.
- Dr. Debbie Ochsner - overload
- Ms. Vicky Mayfield - overload
- Ms. Ellen Creagar - early retirement
- Ms. Jamie Michael - overload Vet Tech
- Dr. Heidi Edmunds - overload, class clarification, using VP's to teach
- Trustee John Patrick - concerns about terminating early retirement
- Trustee Tom John McCreery - Ellen Creagar and Jake Clark's letters to Board on early retirement
- Ms. JoEllen Keigley - Staff Alliance member, concerned about early retirement termination.
- Trustee Jim Willox stated that the budget cut information is constantly changing, and be prepared for more changes. May need to consolidate programs.

The public comment period ended at 4:10 pm and the Board proceeded to dinner. The Board did not go into Executive Session.

#### **OPEN MEETING**

The regular meeting started at 5:45 pm. During the open forum, additional comments were received from Dr. Colleen Mitchell and Ms. Suzey Delger.

Dr. Mitchell expressed her concern about terminating the early retirement program. She feels that this would affect staff that may not be ready to retire right now, but it was something they were working towards and have worked at EWC for a long period.

Ms. Suzey Delger expressed that in her experience, there are not a lot of employers that pay for retirement at 100% like EWC, and EWC employees are very lucky to have that. She understands the situation that this brings to many employees that were counting on this.

Dr. Heidi Edmunds and Mr. Lynn Bedient shared the Welding Program Review document with the Board and presented a PowerPoint presentation on the information provided.

**ACTION:** Trustee Adams made a motion to approve the agenda with the Addendum. Trustee Varney seconded the motion. Motion passed unanimously.

#### **PRESIDENT'S UPDATE**

Dr. Travers stated that all staff would be required to be on campus working in person on August 10, 2020, unless the Governor mandates a different plan. Dr. Travers discussed the new Fall 2020 COVID Plan, "Recover, Respond and Restart 2020" and presented a copy to the Board of Trustees. This plan will go out to the commission on Wednesday, July 15, 2020.

#### **CONSENT AGENDA WITH ADDENDUM**

The July 14, 2020 Consent Agenda included:

- Minutes from the June 9, 2020 Board Meeting
- The resignation of Mr. Kenny Elwood from the position of CDL Coordinator, due to uncertainty of the grant funding.

**ACTION:** Trustee Varney made a motion to accept the Consent Agenda with the Addendum. Trustee McCreery seconded the motion. Motion passed unanimously.

## ACTION ITEMS

**ACTION:** Trustee Patrick made a motion to approve the July Financial Report. Trustee Varney seconded the motion. Motion passed unanimously.

**ACTION:** Trustee Bartmann made a motion to approve the Fiscal Year 2021 Final College Budget. Trustee Varney seconded motion. Motion passed.

**ACTION:** Trustee McCreery made a motion to approve the Fiscal Year 2020 Transfers of Unexpended/Unencumbered Appropriations and Requested Budget Authority Increases. Trustee Varney seconded the motion. Motion passed unanimously. The transfers are stated below:

The Unrestricted Operating Fund was increased by \$26,461 to balance the revenues and expenses. It was necessary to transfer \$242,000 from Instruction to both Institutional Support (\$90,000) for increased expenses and to Operations & Maintenance of Physical Plant (\$152,000) to cover utilities expense overages and maintenance expenses for the fiscal year. Within the Restricted Fund budget, it was necessary to transfer \$59,500 from Scholarship to Instruction (\$30,000), Research (\$12,500), Student Services (\$15,000), and Institutional Support (\$2000) to meet their respective shortages. Within the Unrestricted Auxiliary Fund, \$25,000 was transferred from Food Service to Housing to cover shortages created by increased expenses. The Plant Funds, New Construction was increased by \$289,872 to adjust the budget amount to the actual level of expenses for the ATEC project in FY20. \$164,000 was moved to Disposed Equipment/Other to meet expected depreciation expenses. We therefore request approval to the budget changes for the fiscal year ended June 30, 2020, as presented.

## Tentative Proposed Budget Cut Discussion and Comments

**Comment:** Trustee Willox stated that he would be in favor of terminating the early retirement program and realized that there may be a hesitation to not terminate it now. He feels that it would be very unfair to staff to just leave them hanging for a year, not knowing if it was going to be terminated or not.

Trustee Willox also stated that instead of going for the entire 100% of overload, examine 50% of it and then look at an Administration position too.

**Comment:** Trustee Patrick proposed a plan that will be subject to change in every aspect. He would support moving forward with the assurance from Administration and Dr. Travers that we can have the ability to have additional discussions on what the final budget would look like.

**Comment:** Dr. Travers stated that this is just a proposed tentative plan, and a lot could happen in the future. She put together a plan for the 20%. Dr. Travers stated that we could move forward and know that nothing is in stone. Dr. Travers stated that the faculty made some good points about overload and she would consider 50% reduction instead of 100%.

**Comment:** Trustee Patrick proposed a 10% reduction that would come from unfilled positions with the next part of the cuts is due September 15<sup>th</sup>. In the next few months, we can look at the next set of 10% cuts and examine them further.

**Comment:** Trustee Adams asked Dr. Travers if the others colleges are following Sheridan and Gillette with their cuts and if they do, who would EWC have to compete with. Dr. Travers stated that there are other colleges that we could play and fulfill our season completely and would not be an issue.

**Comment:** Trustee Ochsner needed some clarification if Administration was part of the full time line item. The thought was to make it its own individual line.

**Comment:** Trustee Willox wanted to clarify that the \$200,000 is "any" Administrative full time position. Attorney Evans stated that this is considered just a placeholder number, as required by the Wyoming Community College Commission and as we anticipate the possibility of cutting and it has not been identified specifically.

**ACTION:** Trustee Bartmann made a motion to approve the Tentative Proposed Budget Cut Plan as required by the Governor. Trustee Varney seconded the motion. Motion passed unanimously with additional considerations in the future months on the upcoming budget cuts and ability to readdress the budget cuts as they progress.

**ACTION:** Trustee Patrick made a motion to grant Honored Retiree Status to Ms. Linda Evans. Trustee Varney seconded the motion. Motion passed unanimously.

**ACTION:** Trustee Bartmann made a motion to approve the Draft Fall 2020 COVID Plan. Trustee Ochsner seconded the motion. Motion passed unanimously.

**Termination of Early Retirement Discussion and Comments:**

**Comment:** Trustee Patrick expressed that he understood the financial burden to employees by terminating the program and that they have looked forward and relied on this for their retirement plan. It would be unfair to terminate this immediately. He feels that if we need to terminate this, we should give notice to the employees later, possibly a year from now and give those employees more time to consider their options.

**Comment:** Trustee Varney expressed concern about terminating the early retirement program. These employees have given years of service and then we suddenly end it. Is there any obligation from the college to these employees if we terminate it? Attorney Evans stated that we would have to go through the policy process to change or delete the policy. The most conservative plan would be to terminate it in the future and go through the proper procedure to do so.

**Comment:** Trustee McCreery feels that there was not a lot of time involved to really look at this option of terminating early retirement. He feels we need to debate it more.

**Comment:** Trustee Adams feels that employees really did not have a lot of time to make plans to either take it or not. He did express that down the road the plan would have to end, but we do need to give them some time; possibly bring it forward before the next budget session with the 50% overload and Administrative position.

**Comment:** Trustee Willox stated that this is a tradeoff. Currently we are paying full retirement. He would encourage putting a more definite date and not linger the decision to either keep or terminate the early retirement and leave employees hanging, as it is unfair. He feels it should be put on agenda at next meeting for first reading.

**Comment:** Trustee Patrick stated that we could compromise and put this on the Board agenda for the next meeting. If we have an idea what the actual budget cuts will be, and recognizing that we have two readings of that policy, it does give us some time. We do not want to rush into a decision and then find out that the budget has changed.

**ACTION:** Trustee Patrick made a motion to table this action of terminating the Early Retirement Program for the present time, until we see what the budget numbers will be and then bring it to the next board agenda. Trustee Adams seconded the motion. Motion passed unanimously.

**ACTION:** Trustee Varney made a motion to ratify the acceptance of Torrington Office Supply winning the lowest bid for the furniture package for ATEC, at \$75,967.29. Trustee McCreery seconded the motion. Motion passed unanimously.

**FINAL READING BOARD POLICIES**

**ACTION:** Trustee Adams made a motion to approve the final reading of Board Policy 2.12 Emergency Notification or Issuance of a Campus Timely Warning Notice. Trustee Bartmann seconded the motion. Motion passed unanimously.

**ACTION:** Trustee McCreery made a motion to approve the final reading of Board Policy 5.8 Class Attendance. Trustee Patrick seconded the motion. Motion passed unanimously.

**PERSONNEL:**

**ACTION:** Trustee McCreery made a motion to table the appointment of Mr. Jim Rorabaugh, to the position of Residence Life Director. Trustee Patrick seconded the motion. Motion passed unanimously.

**INFORMATION ITEMS**

Mr. Keith Jarvis updated the Board on the Construction Projects & Major Maintenance. He presented a PowerPoint on the updates on ATEC, fire alarm installation, maintenance requests, and the Vet Tech room 104.

Ms. JoEllen Keigley updated the Board on Staff Alliance. She informed the Board about the documents presented to Dr. Travers regarding the budget cut plan and the Staff Alliance's recommendations.

Ms. Tami Afdahl updated the Board on College Relations. She wanted to thank Kim Jones, Linda Evans and Keith Smith for all their dedication and hard work in keeping the college relations department going while she was done.

Dr. Margaret Farley updated the Board on the Douglas Campus. The Gunsmithing program has been added to Wyoming at Work Program. Dr. Travers also stated that Douglas has recently received the ACEN accreditation approval for nursing and congratulations to Ms. Suzey Delger for a job well done.

Mr. John Hansen updated the Board on Institutional Development and the Foundation. John stated news about the IMPACT 307 Economic Development Grant, The Rural Migration Grant/Study, HLC Criterion 5 work that he has been a part of, the EWC Golf Tournament on August 21<sup>st</sup> and 22<sup>nd</sup>, and he also presented a PowerPoint on the HEMP growth in Goshen County with GreenTree Ag. He is looking forward to the kickoff of the new ATEC Building.

Ms. Holly Lara updated the Board on the Employee celebration and the 140 years combined service amongst the celebrated employees.

Dr. Heidi Edmunds submitted a report from the Academic Services Department and the Welding Program Review with Mr. Lynn Bedient.

Mr. Roger Humphrey updated the Board on Student Services. Roger stated that the NJCAA has moved all the sport competitions to Spring beginning in January and then concluding in April and May.

**TRUSTEE TOPICS**

Trustee Patrick spoke to the Board and the public addressing the remarks written by Ms. Chelsea Baars on Facebook and in the Torrington Telegram - Letter to the Editor regarding the alleged issues at EWC.

Trustee McCreery made a motion to adjourn the meeting. No Executive Session needed. Trustee Varney seconded the motion. Motion passed unanimously. Meeting adjourned at 8:09 pm.

Submitted by:  
  
Robert Baumgartner, Chair

  
Colby Ochsner, Secretary

  
Sally Watson, Executive Assistant