



**EASTERN WYOMING COLLEGE
BOARD OF TRUSTEES MEETING
August 11, 2020
Meeting Minutes**



The EWC Board of Trustees met on August 11, 2020, at 3:00 pm in the Delores Kaufman Boardroom in a work session. All members were present.

Janna Oakes, from The Oakes Review, LLC Consulting Solutions for Higher Education, presented information and a PowerPoint presentation on the upcoming HLC visit and what was expected when EWC has its accreditation visit.

At 4:45 pm, Bob and Ellen Creagar presented their research and calculations regarding the Board Policy 3.17, Annual Early Retirement Program. They gave examples of Option A and Option B scenarios if employees were able to take the early retirement and/or if it were terminated, and how much it would save or cost the college according to specific employees.

Comment: Trustee Willox stated that finances all over Wyoming are uncertain and everyone is facing these situations. This decision should be based on budget constraints and not of a personal nature.

Board reviewed Board Policies:

- BP 1.1 College Board Purpose and Operations. The changes were made to delete the Board of Trustees College districts that were divided into four sub-districts. This was amended to represent the current election of all at-large members.
- BP 1.3 Election and Duties of Board. The only change was under category, "Vacancies", wherein it states each appointee shall be a resident of the trustee residence area previously represented; also in conjunction with having an all at-large Board election.
- BP 3.2 Appointment of Faculty and Staff. A new paragraph was added to this policy regarding institutional need for stability.

Comment: Dr. Steinbock stated that this policy had not been presented through the proper channels for review and should be reviewed by the Personnel Advisory Council.

Comment: Dr. Mitchell stated that in the last line of the new paragraph, it states, "does not result in a promotion". Dr. Mitchell felt that it should also state "demotion" as well.

The Board proceeded to dinner at 5:00 pm.

OPEN MEETING

The open meeting started at 5:45 pm with the Open Forum and comments from visitors and employees.

Comment: Dr. Mitchell commended Bob and Ellen Creagar for their presentation on the Annual Early Retirement Policy. Dr. Mitchell stated that she agrees that is not a good idea to terminate the early retirement program.

Ms. Holly Lara introduced new employees, Mr. Johnny Brundsvold, Custodian and Mr. Jim Rorabaugh, Director of Residence Life, who attending via Zoom.

- ACTION:** Trustee Adams made a motion to approve the agenda with the addendum. Trustee Patrick seconded the motion. Motion passed unanimously.
- a. The Addendum included The Leithead's Appliance Coin Laundry Agreement for approval.

PRESIDENT'S UPDATE

1. Dr. Travers informed the Board about the 2020 Athletic Academic Teams of the Year College Region Sport GPA Recognition. The men's and women's Basketball team, Volleyball team and Golf team from EWC all ranked in the Country for having high GPAs. In conjunction to those honors, Mr. Dante Geoffrey, EWC Volleyball Coach received an honor from the American Volleyball Association for a Team Academic Award.

2. The CARES Act. Relief funds are now coming through for the CARES Adult grant monies. The CARES Adult provides \$2,500 per student with criteria that you must be between 25-64, furloughed, have reduced hours or laid off due to COVID, etc.
3. GEER Funding, stands for Governor Emergency Education Relief from the US Dept. of Ed awarding grant funds to provide college emergency assistance because of COVID. Higher Ed provided \$1.07 million to the seven Wyoming Community Colleges.
4. Dr. Travers informed the Board about SHEEO stimulus packages. All funds have to be spent or encumbered by December 31st. Things that could be purchased would be laptop computers, Wi-Fi capabilities, things that faculty will now need because of the zoom classes and online needs.

Comment: Trustee Patrick asked if the money could be used to help recoup the money sent back to students from housing refunds due to COVID. Dr. Travers stated that we could utilize these funds for that.

ACTION: Trustee McCreery made a motion to approve the Consent Agenda. Trustee Varney seconded the motion. Motion passed unanimously.

The August 11, 2020 Consent Agenda, which included:

1. Minutes from the July 14, 2020 Board Meeting
2. Program reviews for Business, Education, and Physical Education presented by Dr. Heidi Edmunds.

ACTION ITEMS

ACTION: Trustee Varney made a motion to approve the August Financial Report presented by Mr. Kwin Wiles. Trustee Bartmann seconded the motion. Motion passed unanimously.

ACTION: Trustee McCreery made a motion to approve CARES Act. Funding and Purchases by the President. Trustee Patrick seconded the motion. Motion passed unanimously.

ACTION: Trustee Bartmann made a motion to approve the Template for Concurrent and Dual Enrollment Memorandum of Understanding for FY 2020-2021. Trustee Ochsner seconded the motion. Motion passed unanimously.

ACTION: Trustee McCreery made a motion to approve the MOU for Dual Enrollment between Eastern Wyoming College and Morrill High School for FY 2020-2021. Trustee Bartmann seconded the motion. Motion passed unanimously.

Comment: Dr. Farley stated that Morrill High School's Principal, Tom Peacock, contacted EWC to request approximately 15 students take classes at EWC. Dr. Farley presented this to the President's Cabinet in July and the recommendation was to create an MOU that could be utilized. Morrill High School only requested dual enrollment. The agreement has been reviewed and approved by Attorney Evans.

ACTION: Trustee McCreery made a motion to approve the Leithead's Appliance Coin Laundry Agreement, which was on the addendum to agenda. Trustee Patrick seconded the motion. Motion passed unanimously.

Discussion: Leithead would install coin laundry machines, maintain and provide vending machines for 5 years. Trustee Patrick had the following suggestions on changes to some of the wording in the agreement:

Page 1, under the first "WHEREAS", second line.

Page 2, under Para 4, last sentence is not a sentence and would be better with a comma instead of a period.

Page 3, para 11 talks about Maintenance of Contract. Attorney Evans recommended a separate clause.

Para 11, concerns about the default consequences of either party.

The Board gave permission to amend the motion to allow Counsel to consider incorporating changes.

PERSONNEL

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

ACTION: Trustee Adams made a motion to approve the appointment of Mr. Steve Sinks, to the position of CDL Program Coordinator/CDL Road Test Examiner funded by the Wyoming Works Program Grant for a period of 2 years. Trustee Varney seconded the motion. Motion passed unanimously.

FIRST READING BOARD POLICIES

ACTION Trustee McCreery made a motion to approve the First Reading of Board Policy 1.1 College Board Purpose and Operations. Trustee Adams seconded the motion. Motion passed unanimously.

ACTION: Trustee Bartmann made a motion to approve the First Reading of Board Policy 1.3 Election and Duties of Board. Trustee Varney seconded the motion. Motion passed unanimously.

ACTION: Trustee McCreery made a motion to approve the First Reading of Board Policy 3.2 Appointment of Faculty and Staff. Trustee Varney seconded the motion. Motion passed unanimously.

Comment: Discussion about adding the word “demotion” in the new paragraph presented along with “promotion”. Jim Willox stated that if we change this to promotion, and demotion, it might need more clarification to the wording.

Comment: Trustee Patrick stated that Dr. Steinbock would like this policy to go before the Personnel Advisory Committee. This policy will go out for public comment for 45 days and by then we should have it back for discussion with their recommendations.

FINAL READING

APPROVE: Trustee Varney made a motion to approve the Final Reading for the Eastern Wyoming College Student Association / Student Senate Constitution. Trustee Bartmann seconded the motion. Motion passed unanimously.

INFORMATION ITEMS

Ms. Holly Lara updated the Board on Human Resources stating that the College/Career Readiness Coordinator/Instructor/Workforce Development Coordinator in Douglas is being advertised and will be funded by BOCES. Currently, three positions have been filled and were introduced and approved earlier, Mr. Jim Rorabaugh, Mr. Johnny Brunsvold, and Mr. Steve Sinks.

Dr. Heidi Edmunds updated the Board on Academic Services. Dr. Edmunds stated that the Perkins V grant was approved. They are currently transitioning from Perkins IV with a new application process for \$93,556.97. Heidi wanted to congratulate Ms. Kim Russell, the faculty and Advisory Board on a job well done. A Consortium Grant has been approved for Platte County 2, Niobrara County 1, and Weston 7 School Districts, which EWC will be the host grant.

Mr. Roger Humphrey updated the Board on Student Services. Roger stated that the onboarding system of Radius was launched and went live on August 3rd. This creates the ability for students to apply on line and interfaces with Colleague. It is also a tool for perspective students and recruiting efforts.

Roger wanted to congratulate EWC’s Athletic programs and the awards across the country for their outstanding GPA standings. GEARUP is coordinating the responsibilities of the Student Success Center and getting those plans finalized.

Mr. Kwin Wilkes presented a PowerPoint on the Construction & Major Maintenance update. Kwin stated that small projects were being finalized in ATEC. The access control for campus, phase II card reader, and the Vet Tech 104 are progressing. The fire alarm updates and installation are taking place.

Mr. John Hansen updated the Board on the Foundation and Institutional Development. John stated that the capital campaign for the ATEC has been the most successful fundraising endeavor in the history of the Foundation, raising \$2.17 million. The EWC Golf Tournament will be August 22nd with the Calcutta the night before.

Dr. Colleen Mitchell updated the Board on Faculty Senate. On July 15th, Dr. Edmunds and Dr. Ochsner met with the Faculty Senate members to go over the COVID plans and concerns and communicate with divisions. Dr. Mitchell is looking forward to new technology with cameras that are being distributed. Dr. Mitchell stated that she is compiling all the Faculty Senate minutes and will get them organized and ready for Chair Baumgartner per his request.

Ms. Tami Afdahl updated the Board on College Relations. Tami informed the Board about the marketing dollars that colleges have been allocated in early August for a \$20,000 grant through WICHE in which it gave each college \$2,500.00. Tami also spoke about the Adult Grant, and the CARES Wyoming College Grant, which need to be used or expended by Dec. 31st.

Dr. Margaret Farley updated the Board on the Douglas Campus. Dr. Farley stated David and Suzey are working on the new testing software Exam Soft. Glen is working with Weatherby to have the students work on and repair some guns with defects as part of the Gunsmithing program.

TRUSTEE TOPICS

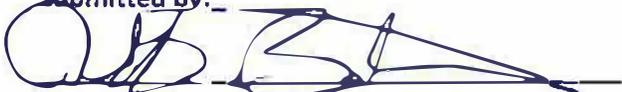
Trustee Patrick stated that he would like the college to investigate and look into adding more sports to EWC Athletics. Dr. Travers stated that Roger Humphrey and Tom Andersen are putting together a presentation to be presented at the next Board meeting. They are interested in looking at expanding into a women's team.

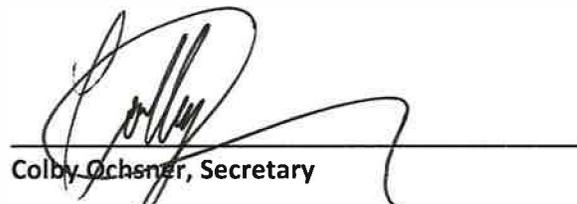
Dr. Travers would like to go over the questions that Janna Oakes presented today. She would like to have a Board training very soon to be better prepared for the Mock visit on September 1st and 2nd. The On-Site official visit will be November 16th and 17th with the bulk of that visit to be virtual, not face-to-face. Dr. Travers will have Sally find a day that works and contact the Board.

ACTION: Trustee McCreery made a motion to adjourn to Executive Session for Confidentiality reasons. Trustee Patrick seconded the motion. Motion passed unanimously and concurred that no action would take place after Executive Session. Motion passed unanimously.

Meeting was adjourned at 8:00 pm.

Submitted by:


Robert Baumgartner, Chair


Colby Ochsner, Secretary


Sally Watson, Executive Assistant