



**EASTERN WYOMING COLLEGE
BOARD OF TRUSTEES MEETING
September 8, 2020
Meeting Minutes**



The EWC Board of Trustees met on September 8, 2020, at 4:00 pm in the Delores Kaufman Boardroom in a work session. All members were present.

Board Policies Reviewed:

- BP 2.4 Serious Infectious Illness. The changes made were throughout the policy which added current wording of “Hepatitis A, SARS-CoV-2 (COVID 19)”, additions to new buildings added to the college, “CTEC and ATEC”, the wording “serious infectious illness” to keep with the current epidemic crisis.
- BP 2.6 Acceptance of Gifts by Eastern Wyoming College and EWC Foundation. This policy was up for review. At this time, no changes were made. Mr. John Hansen would like to take this policy to the Foundation and give them an opportunity to comment or make changes since it affects the Foundation. He will report at the next board meeting on First Reading.
- BP 2.7 Facility Naming. This policy was up for review. No changes were made and will proceed to First Reading in October.
- The Strategic Plan was reviewed. The Plan was sent to all Lancers today for their comments by September 28, 2020, at 5:00 pm. Dr. Travers stated that some of the headings were changed and sections with timelines and area of responsibility were added.

COMMENT: Trustee Patrick suggested the abbreviations should be spelled out, as CTE should be “Career and Technical Education. There needs to be additional abbreviation corrections throughout the document and in the KPIs (Key Performance Indicators).

The Board asked for clarification on what exactly is the “CFI” stated in the Key Performance Indicator section. Mr. Wilkes stated that it stands for Composite Financial Indicator. Mr. Wilkes presented a document with numbers from 2011 to the present year and explained how these numbers were computed. He stated that it has to do with debt to income ratios.

The Board proceeded to dinner at 5:00 pm.

OPEN MEETING

The open meeting started at 5:45 pm with the Open Forum. No comments were made from visitors or employees.

ACTION: Trustee McCreery made a motion to approve the agenda. Trustee Patrick seconded the motion. Motion passed unanimously.

PRESIDENT’S UPDATE

Dr. Travers updated the board on the recent MOCK Quality Assurance Evaluation Visit, on September 1st and 2nd. The areas that need better clarification are Criterion 4 and 5. Dr. Travers stated that we need to communicate the findings better in writing.

Mr. Humphrey has requested that corrections, changes and additions be finalized by Oct. 1st. Dr. Travers stated that this needs to be ready to download and sent to HLC by Oct. 15th.

CONSENT AGENDA

ACTION: Trustee Varney made a motion to approve the consent agenda. Trustee Bartmann seconded the motion. Motion passed unanimously. The consent agenda included minutes from the August 11, 2020 Board meeting and the resignation of Ms. Kaitlyn Steben, Agriculture Instructor as of August 20, 2020

ACTION ITEMS

ACTION: Trustee McCreery made a motion to approve the September Financial Report. Trustee Varney seconded the motion. Motion passed unanimously.

Dr. Travers spoke about CARES money. Some of this CARES money would be spent on computers and internet for students and faculty that are unable to utilize on-line services. Dr. Travers asked the Vice Presidents to meet with their departments and prioritize purchases that need to be made college wide. A priority list was prepared and sent to Mr. Tyler Vasko, Computer Services. This money must be spent by December 30, 2020. If the money is not spent, the remainder left will be given back. Currently \$2.1 million dollars has been received and is in the bank.

INFORMATION ITEMS

1. Dr. Colleen Mitchell updated the Board on the Faculty Senate. The Faculty Senate met by Zoom in August to discuss the proposed changes to Board Policy 3.2. They will have a draft and comments at the October Board meeting with their suggestions. They are working on getting a committee together to promote EWC to Goshen County with articles in the Newspaper about the college and the employees.

Comment: Trustee Patrick agreed with Dr. Mitchell and stated that working with the newspaper was a great idea. Trustee Patrick also stated that Board Policy 3.2 is better suited to stay a policy, and not an administrative rule, as it actually protects the faculty because the Board could make changes if necessary if kept as a policy.

Dr. Mitchell stated that there has been a difference of opinion on some of the wording, like putting the word "demote" in. Faculty would like some assurances that someone cannot be demoted even if it was an emergency.

Trustee Patrick asked if the faculty would feel better if it was time limited. If the board changed that policy for this fiscal year to give the President some flexibility to do things and then put an ending date on it. Dr. Mitchell stated that if it was time sensitive, reversible and would end this fiscal year. It would alleviate some worries from faculty. She will take that suggestion back to Faculty Senate for further discussion.

2. Dr. Heidi Edmunds updated the Board on Academic Services. Heidi presented a PowerPoint presentation on the Day 1 and Day 10 enrollment numbers, which will also be in an annual report. These numbers excludes dual and concurrent high school students. The numbers have declined slightly from the previous fall.

Dr. Edmunds wanted to congratulate the Veterinary Technology Department for passing the recent USDA inspection with "no non-compliance items identified during this inspection". In addition, Dr. Edmunds and the Vet Tech Department wanted give a special thank you to Ms. Kerry Weaver, the animal caretaker, for keeping all the animals and animal facilities in great condition over the spring and summer.

Comment: Chairman Baumgartner asked Dr. Edmunds what the reasoning behind the decrease in enrollment this semester. Dr. Edmunds stated that there were students that chose not to return and some students decided not to come this semester at all.

3. Ms. Susan Stephenson presented on behalf of Mr. Roger Humphrey on Student Services. Ms. Stephenson informed the Board on the CARES grants and the process of distribution to students will be.
4. Ms. Holly Lara updated the Board on Human Resources. Holly introduced Mr. Steve Sinks as the new CDL Program Coordinator/CDL Road Test Examiner. He will be a valuable resource, as he was a bus driver for Goshen County School Distr. #2.

Ms. Lara also stated that the Personnel Advisory Committee (PAC) looked at the Board Policy 3.2 and stated that they would like to see this policy perhaps be a stand-alone policy and make it with a terminal date in a year. Some of the wording such as "voluntary and involuntary" needs to be examined. She will have a statement at the next Board meeting on their thoughts, comments and suggestions. There is an opening in Douglas for a College/Career Readiness Coordinator / Instructor/Workforce Development Coordinator, which is paid for by Grant and BOCES money. It may be one position or two part time positions. They will interview next week.

5. Mr. John Hansen updated the Board on Institutional Development and the Foundation. The EWC Golf tournament was a tremendous success and had the highest funds raised at \$13,411. John wanted to thank Ms. Holly Lara and Dr. Travers for all their hard work at the tournament. He also wanted to thank Mr. Zach Smith and family as they put together some items for the auction. The community were able to see and visit with our EWC golfers. Trustee Patrick commended John for all his efforts to get 50 corporate sponsors for the Tournament.

John stated that he and Trustee Ochsner attended the HEMP field day. The Hemp is currently 14 feet tall now and looks like bamboo.

6. Dr. Margaret Farley updated the Board on the Douglas Campus. Dr. Farley stated that she and Ms. Blanca Jaime are cosponsoring the Student Senate at the Douglas Campus.
7. Ms. JoEllen Keigley updated the Board on Staff Alliance. They held a meeting in August during in-service. Dr. Travers spoke about CARES money and the strategic plan. Ms. Keigley stated that the Staff Alliance will be reviewing that plan and will give an overview next week at their meeting. They would like to schedule some activities such as Step Up program with CIGNA and possibly virtual cribbage tournaments. The September spotlight will be the Executive Committee.
8. Mr. Keith Jarvis updated the Board on the Construction Projects and Major Maintenance. ATEC building is almost done, and we are currently working through minor issues. The Campus access control (badge system) is progressing and the Vet Tech lab 104 is complete. In the Tebbet building, we are continuing to install the fire alarm system.

TRUSTEE TOPICS:

No topics

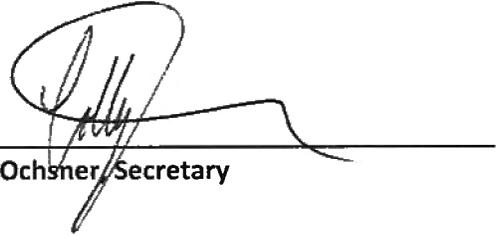
No Executive Session needed.

ACTION: Trustee Varney made a motion to adjourn. Trustee Ochsner seconded the motion. Motion passed unanimously. The meeting adjourned at 6:55 pm.

Submitted by



Robert Baumgartner, Chair



Colby Ochsner, Secretary



Sally Watson, Executive Assistant