

**Eastern Wyoming College**  
**General Staff Meeting**  
August 17, 2020 Meeting Agenda  
VIA ZOOM

Departments Represented

**Academic Services:** None

**Business Office:** Karen Parriott & Lisa Briggs

**College and Career Readiness Center:** Callie Allred

**College Relations:** Kim Jones

**Community Ed/Workforce:** Donna White

**Computer Services:** Tyler vasko

**Douglas Campus:** Suzey Delger & Jaimie Sullivan

**Financial Aid:** Holly West & Shanna Vargas & Susan Stephensen

**Food Services:** None

**Housing:** None

**Human Resources:** Lori Moore & Holly Lara

**GEAR UP:** NONE

**Instructional Technology:** Aaron Bahmer

**Information Center:** Dixie Kroenlin

**Library:** Jessica Anders

**Office of Development:** John Hansen

**Outreach:** Karen Posten

**Physical Plant:** None

**President's Office:** Dr Travers

**Student Services:** Sue Schmidt

**Student Success Center:** None

**Testing and Career Services:** JoEllen Keigley

- I. Call to Order – Called to order at 1:34 p.m. by President JoEllen Keigley
- II. Approve Minutes – Motion seconded and carried to approve February 2020 minutes.
- III. Treasurers Report -- Motion seconded and carried to approve treasurer's report. No discussion was held.
- IV. Items of Business
  - a. Budget Report; No funds are currently in the budget, but our regular \$1000.00 should be allocated eventually. The last time there was a budget crunch, Staff Alliance gave back 25%. Do we want to do that again? We will wait until later to decide.
  - b. Board Report: JoEllen attended these meetings, spoke on behalf of the Staff Alliance regarding the budget reduction and shared the desire to keep early

retirement. The Early Retirement Program was not on the August BOT agenda and no action was taken.

- c. Staff Spotlight. There was a suggestion to highlight the Executive Committee for September. Motion seconded and carried to spotlight the Executive Committee for September.
- d. Dr. Travers – Budget reductions/Strategic Plan:
  - i. Cares funding ends Dec. 30.
  - ii. The college would like to provide contract care with Peak Wellness, etc. for mental health services.
  - iii. There is money for PPE, signage, computers for students. If a program needs to go to an online modality due to Covid-19, Cares money can be used to get students computers like Surface Pros, which Suzey requested because her students have certain requirement for the new nursing software.
  - iv. There has been \$20,000.00 made available for advertisement, but we cannot advertise for next semester – possibly October enrollment.
  - v. Utilizing these funds will be complicated due to some of the restrictions and requirements. It will help to reimburse spending that has already happened.
  - vi. Dr. Travers is not entirely sure about the 10% reductions to come. There continues to be changes and adjustments to the reduction requests. Positions that are not being filled: Student Success Director, Resident’s Life Assistant, Graphic Arts Person, Foundation Assistant, Business and Biology Instructors. As for the Student Success Director, GEAR UP has stepped up to manage the tutoring for this space. Not all the vacated positions can be satisfied – we will have to limp along.
  - vii. There are some grants coming up and those applications will be submitted.
  - viii. Dr. Travers stated that until we know what the legislature decides to do, it will be an interesting year. She can only guess at this point about what might be done. The best we can do is look at where we can save money and where cuts can be made. We need to prepare for changes.
  - ix. As for the strategic plan: Many notes were taken and they had great input from various service areas. They considered what people said. The strategic plan was ready to roll out the week Covid-19 broke loose. Obviously, there have been changes. The process was waylaid and will have to be revisited and started again.
  - x. Financial Aid will be sending out a TON of information this week. Don’t hesitate to contact their office.
- e. Strategic Planning Initiative – Tabled by Executive Committee until further notice
- f. Wellness Activity – Ideas for fall activity that meets EWC Covid-19 plan & social distancing rules: suggestions were made for a group workout/walking plan, using the Lose It App. A mental health option was also suggested, such as playing cribbage via Zoom and having a big cribbage tournament.
- a. Personnel Committee appointments
  - i. A Professional & Classified Rep is needed. Motion seconded and carried to elect Sue Schmidt and Blanca Jaime PCA Reps.

- V. New Business
  - a. Staff breakroom - tabled
  
- VI. Committee reports
  - a. Leadership items: Approved changes to some policies
  - b. CLC items: No Report
  - c. Safety: No Report
  - d. Personnel: No Report
  - e. Distance learning: No Report
  
- VII. Adjournment – Meeting was adjourned at 2:22 p.m.

Direct Line to Board Room: 307-534-2971