

Eastern Wyoming College
General Staff Meeting
November 12, 2020 Meeting Minutes
VIA ZOOM

Departments Represented

Academic Services: None

Business Office: Michelle Goodman

College and Career Readiness Center: Callie Allred

College Relations: None

Community Ed/Workforce: Donna White

Computer Services: None

Douglas Campus: Jaimie Sullivan

Financial Aid: Shanna Vargas & Holly West

Food Services: None

Human Resources: Holly and Lori Moore

Instructional Technology: Aaron Bahmer

Information Center: Dixie Kroenlein

Library: Jessica Anders & Casey Debus

Office of Development: John Hansen

Outreach: Kim Russell

Physical Plant: None

President's Office: None

Residence Halls: None

Student Services: Sue Schmidt

Student Success Center: None

Testing and Career Services: JoEllen Keigley

- I. Call to Order – Called to order at 3:02 by President JoEllen Keigley.
- II. Approve Minutes – Motion seconded and carried to approve October 2020 minutes.
- III. Treasurers Report – Balance is \$995.50. Motions seconded and carried to approve.
- IV. Items of old business
 - a. Board Report: A “lively” budget cut discussion was held. It was stressed that the goal for the strategy presented was to avoid laying people off; although, future cuts are expected. The board moved on the proposed reductions. Items included in the proposal were reduction in faculty overload, tuition and housing fee increases effective Fall 2021, an early retirement incentive for employees 60 years old or older by December 30, 2020 and not eligible for the Early Retirement Program, and an increase in the employee contribution for Wyoming Retirement for a total contribution of 3.43%. Faculty expressed concern about the overload item. Additional considerations in the Budget Reduction document were discussed but not acted upon.

- b. Staff Spotlight: November is for Veterans and the plan was to return to spotlighting departments; however, since we will not be here very much, it was suggested that Veterans stay through Dec. and in Jan. the new executive committee be spotlighted, returning to the departments after that.
- c. Elections: nominations are needed for Secretary, VP and Classified Staff. Jamie and Aaron are up for reelection. Holly West agreed to the nomination for classified staff. Nominations were closed and unanimous ballots were cast for Holly West as classified staff, Jamie Sullivan as Treasurer, and Sue Schmidt as Secretary. A VP nomination is still needed.
- d. Wellness Challenge: John and JoEllen will co-lead a workshop featuring Brene Brown and how to live wholeheartedly. A plan will be sent out. The Cribbage Tournament has been postponed until Spring.
- e. Christmas Party: Kim Russell is the chair of a Christmas party. She shared her understanding that given the 50/50 work scheduled it may not be permitted that we congregate. It was suggested that we think outside the box and develop other ideas instead of coming together as a group. It was further suggested we have a gift or ornament exchange. These ideas were discussed. Kim volunteered to organize the Secret Santa gift exchange. The final gift at the end of the Secret Santa Week will be an ornament at the Secret Santa Reveal Party occurring over ZOOM. Donna White volunteered to help Kim with organizing the Secret Santa activity. Details and an Information Form will be sent out and Secret Santa's will be assigned before the Thanksgiving Break so everyone has time to shop. Casey offered to have the Christmas tree erected in the library rather than the auditorium foyer and each office or department add decorations to the tree. All agreed this would be a good idea.

V. Items of new business

- a. HLC visit – Jo Ellen reminded everyone to participate in the HLC visit by attending the ZOOM meeting for the Criterion sections that they worked on.

VI. Committee reports:

- a. Leadership: college effectiveness focus on assessment data across the college and inform processes. Also discussed budget advisory committee and making sure there is a good mix.
- b. Personnel: None
- c. CLC items: met today; several new courses were approved and several first readings were completed. A list of courses and program changes can be found in the minutes of the CLC meeting, as summarized by JoEllen. There was a conversation about when to change the semester start and/or end date, getting rid of Spring and winter break so that we don't send students home and then have them return infected. Those will be decided further.
- d. Safety: None
- e. Advisory Council for Student Services:
 - i. A mental health contract is being negotiated with PWC for staff and students.

- ii. The Starch Barn provided laundry service at no cost to the students while they were quarantined.
- iii. Preregistration has begun and we should remind students to register.
- iv. Were told to monitor spending and be frugal.
- v. We may have one person from HLC on campus.
- f. Professional Development Committee: none
- g. Technology Advisory: None
- h. Converse County Advisory: Dr. T met with the group and discussed HLC, the budget cuts and the Gillette campus update. Enrollment numbers were reviewed for Douglas programs and Kerry Steward, new CCRC Instructor, was introduced.

VII. Adjournment – Meeting adjourned at 4:00 p.m. with no motion.