

Eastern Wyoming College
General Staff Meeting
September 15, 2020 Meeting Agenda
VIA ZOOM

Departments Represented

Academic Services: None

Business Office: None

College and Career Readiness Center: Callie Allred

College Relations: Kim Jones

Community Ed/Workforce: Donna White

Computer Services: None

Douglas Campus: Jaimie Sullivan

Financial Aid: Shanna Vargas & Holly West

Food Services: None

Human Resources: None

Instructional Technology: Aaron Bahmer

Information Center: None

Library: Jessica Anders

Office of Development: John Hansen

Outreach: Kim Russell

Physical Plant: None

President's Office: None

Residence Halls: Jim Rorabaugh

Student Services: Sue Schmidt

Student Success Center: None

Testing and Career Services: JoEllen Keigley

- I. Call to Order – Called to order at 2:38 p.m. by President JoEllen Keigley
- II. Approve Minutes – Motion seconded and carried to approve August 2020 minutes.
- III. Treasurers Report – We have a \$1000.00 budget, with one expense for Staff Alliance poster. Motion seconded and carried to approve treasurer's report. No discussion was held.
- IV. Items of Business
 - a. Board Report: JoEllen reviewed the minutes that were sent out.
 - b. Staff Spotlight: There have been a lot of changes in the different departments; that concept could be revisited, starting with food service and maintenance. Motion seconded and carried to spotlight departments.
 - c. Strategic Planning Initiative: Sally sent out four goals and asked for input. Please send questions to the executive committee; those questions and comments would be compiled and shared with Dr. Travers at the October meeting.
 - d. Wellness Activity: a group activity is likely out of the question; therefore, a ZOOM cribbage tournament or a counting steps program could be implemented.

Jamie shared her ideas for a cribbage tournament. A survey was suggested since there are not many present at the staff meeting. A survey will be circulated.

- e. Motion seconded and carried to implement the recognition plan as presented. A few boxes will be placed around the Torrington and Douglas campuses with a slot in the side for a pad of paper that will read, "I recognize...who, why, and when." These papers can be written on, torn off the pad, and slipped into the box. These papers will be periodically collected, and recognition will be given through a few different means, including emails.

V. Committee reports: We need to strengthen our knowledge of who is on these committees for Staff Alliance. All reports could be written or verbal and could be sent to JoEllen before the meeting.

- a. Leadership: Commission approved separation of Gillette and Sheridan college. There may be another 10% in budget cuts. Students are having some trouble with their ID cards, so this is being fixed. The budget should be uploaded soon, as Kwin has been busy with the audit. CARES money will have to be spent by a certain date. Requests are being prioritized as to what the CARES money will cover. David Currie nominated for Associate Degree Nursing Committee. Golf tournament was a success. A tour of the hemp field was given; the plants are 14' high.
- b. Personnel: Board policy for fitness center was approved but has not gone into effect.
- c. CLC items: No Report
- d. Safety: Kim Jones. It was all about Covid-19. There were many questions. A plan is being devised.
- e. Advisory Council for Student Services: Callie Allred. No Report
- f. Professional Development Committee: Aaron Bahmer & Karen Posten as recorder. No report.
- g. Technology Advisory: Aaron Bahmer and several others. No Report. Need to identify the staff Alliance person, which is a two-year term.

VI. New Business

- a. The Staff Alliance webpage will be updated prior to HLC.
- b. WWC board met and decided to eliminate some programs and positions, which is drastic; Northwest may fair better. Discussion was held about cuts at other colleges.

VII. Adjournment – Motion seconded and approved to adjourn at 3:27 p.m.

Direct Line to Board Room: 307-534-2971