



Board of Trustees Meeting Agenda December 14, 2021 5:45 pm, Dolores Kaufman Board Room

3:30 pm WORK SESSION

- Update on IT - Mr. Tyler Vasko
- **Election of new officers to the Board:**
Current Positions Held:
 - ❖ Mr. Bob Baumgartner, Chair
 - ❖ Dr. Judith Bartmann, Vice Chair
 - ❖ Mr. Tom John McCreery, Treasurer
 - ❖ Mr. Randy Adams, Secretary
- Election of new representatives to the EWC Foundation Board. The Board of Trustees may have up to three representatives serve on the Foundation Board of Directors, which are appointed annually at the December organizational meeting. (Approval in Action Items)
- Review New proposed Board Policy 6.14 - Course Fees - **Appendix A**, Mr. Roger Humphrey
- Review Institutional Development Administrative Assistant Position - **Appendix B**
Ms. Holly Lara
- Review Cook salaries - **Appendix C** - Mr. Kwin Wilkes / Ms. Holly Lara
- Cares Money Discussion - Mr. Kwin Wilkes/Dr. Lesley Travers
- Legislative Call List - **Appendix D** - Dr. Lesley Travers

Disclosure Statements Due - Appendix E

Disclosure Statements for the Board, Administration and Staff Pursuant to W.S. 6-5-118, all public servants or officers must disclose the banks or other institutions in which they have an account where the institution transacts business with Eastern Wyoming College. Sally Watson will distribute copies to the Board and those must be returned to the President's office.

5:00 pm Dinner

5:45 pm OPEN MEETING

OPEN FORUM

Visitors and employees may provide comments to the Board at this time.

1. Introduction of Mr. Sergio Mendez, Student Success/Testing Center Director. *Presented by Ms. Holly Lara, HR Director*
2. Discussion on WACCT and BOCES Representation.
3. The appointment of two Wyoming Association of Community College Trustees Board representatives is held annually at the December organizational meeting. Representatives to the WACCT will be expected to attend Wyoming Community College Commission meetings and WACCT meetings held every other month or as needed. Dr. Judith Bartmann and Mr. Tom John McCreery are the current representatives. The WACCT Executive Committee is requesting appointments be made for a two year term.
4. Discussion regarding the appointment of BOCES Representative to serve as the Board representative to the Board of Cooperative Educational Services (BOCES).

APPROVE: The December 14, 2021, Agenda

RECOMMENDED ACTION: Motion to approve the December 14, 2021, agenda, as presented.

PRESIDENT'S UPDATE

CONSENT AGENDA

APPROVE: The December 14, 2021, Consent Agenda, which includes:

- Minutes from the November 9, 2021, Board Meeting - **Appendix F**
- Designation of Depositories: Points West Bank, Pinnacle Bank, First State Bank, Platte Valley Bank, Converse County Bank, and related signatories. Annually, the College must designate the institutions, which may be used as depositories for college funds throughout the year and the related account signatories - **Appendix G**
Prepared by Mr. Kwin Wilkes VP for Admin. Services
- Designation of the Torrington Telegram as the College District's Official Newspaper: From time to time, the Board must publish legal notices and/or consider resolutions that make reference to "...official newspaper of the district...." The Torrington Telegram is a newspaper of general circulation within Goshen County, and Eastern Wyoming Community College District is coterminous with Goshen County. Approval of this designation will facilitate EWC giving notice when legally required to do so.
- The resignation of Mr. David Currie, Nursing Program Director. Mr. Currie submitted his resignation effective January 1, 2022. *Prepared by Holly Lara, Director of Human Resources*

- The resignation of Catherine Steinbock, Early Childhood Education Instructor & Department Head, Arts, Humanities, Social and Behavioral Sciences. Dr. Steinbock submitted her resignation effective January 4, 2022. *Prepared by Holly Lara, Director of Human Resources*

RECOMMENDED ACTION: Motion to approve the December 14, 2021, Consent Agenda, as presented.

ACTION ITEMS

APPROVE: The December Fiscal Report - *Mr. Kwin Wilkes, VP for Administrative Services*

RECOMMENDED ACTION: Motion to approve the December Fiscal Report, as presented.

APPROVE: The appointment of Vice President of Administrative Services as the Assistant to the Treasurer of the Board of Trustees. From time to time, it is necessary for the VP of Administrative Services to sign financial documents under this title as required by banking institutions. This is also pursuant to Board Policy 1.3

RECOMMENDED ACTION: Motion to approve the appointment of Vice President of Administrative Services as the Assistant to the Treasurer of the Board of Trustees, as presented.

APPROVE: An additional Associate Degree in Nursing (ADN) faculty member for 2022-2023 academic year and approval of Fall 2022 expansion of Torrington ADN Day Cohort contingent upon the Wyoming State Board of Nursing approval (12/14/21).

RECOMMENDED ACTION: Motion to approve an additional Associate Degree in Nursing (ADN) faculty member for 2022-2023 academic year and approval of Fall 2022 expansion of Torrington ADN Day Cohort contingent upon the Wyoming State Board of Nursing approval (12/14/21), as presented.

APPROVE: The Welding Qualification Testing Fee increase for 2022-2023 - ***Appendix H***
Presented by Mr. Roger Humphrey

RECOMMENDED ACTION: Motion to approve the Welding Qualification Testing Fee increase for 2022-2023, as presented.

APPROVE: The reinstatement of the Administrative Assistant position for the Institutional Development Office. This position removed previously as part of the 2019 budget cuts.

RECOMMENDED ACTION: Motion to approve the reinstatement of the Administrative Assistant position for the Institutional Development office, as presented.

APPROVE: The appointment of Ms. Suzey Delger to the position of Nursing Program Director. This is a full time benefitted professional staff position. Start date is January 1, 2022 and ending on May 31, 2022.

RECOMMENDED ACTION: Motion to approve the appointment of Ms. Suzey Delger to the position of Nursing Program Director, as presented.

APPROVE: The appointment of Dr. Mathis Hodge to the position of Chemistry instructor. This is a benefitted academic faculty position. Start date is January 12, 2022.

RECOMMENDED ACTION: Motion to approve the appointment of Dr. Mathis Hodge to the position of Chemistry instructor, as presented.

APPROVE: The ratification of approval for the appointment of Mr. Sergio Mendez to the position of Student Success/Testing Center Director. This is a full-time, 12-month benefitted professional staff position. This was email approved on November 10, 2021, from the Board of Trustees, for a start date of November 15, 2021.

RECOMMENDED ACTION: Motion to approve the ratification of approval of Mr. Sergio Mendez to the position of Student Success/Testing Center Director, as presented.

APPROVE: The appointment of Ms. Beth Martin to the position of Art Instructor. This is a benefitted, academic faculty position. Start date January 12, 2022.

RECOMMENDED ACTION: Motion to approve the appointment of Ms. Beth Martin to the position of Art Instructor, as presented.

APPROVE: The appointment of Ms. Stephanie Ligon-Tucker to the position of Communication Instructor. This is a benefitted, academic faculty position. Start date is January 12, 2022.

RECOMMENDED ACTION: Motion to approve the appointment of Ms. Stephanie Ligon-Tucker to the position of Communication Instructor, as presented.

APPROVE: The appointment of Board representatives to the Foundation. The Board of Trustees may have up to three representatives serve on the Foundation Board of Directors.

RECOMMENDED ACTION: Motion to approve the Board representation to the Foundation, as presented

FIRST READING - Board Policy

APPROVE: **First reading of new proposed Board Policy 6.14 - Course Fees**

RECOMMENDED ACTION: Motion to approve first reading of new proposed Board Policy 6.14 Course Fees, as presented.

FINAL READING - Board Policy - Appendix I

APPROVE: Final reading of Board Policy 2.3 Serious Infectious Illness

RECOMMENDED ACTION: Motion to approve final reading of Board Policy 2.3 Serious Infectious Illness, as presented.

INFORMATION ITEMS

1. Ms. Callie Allred - Staff Alliance Update - ***Appendix J***
2. Mr. John Hansen - Institutional Development and Foundation Update - ***Appendix K***
3. Ms. Tami Afdahl - College Relations and Student Services Updates - ***Appendix L***
4. Mr. Keith Jarvis - Construction and Major Maintenance Update - ***Appendix M***
5. Ms. Holly Lara - Human Resources Update - ***Appendix N***
6. Mr. Roger Humphrey - Academic Services Update - ***Appendix O***
7. Dr. Margaret Farley - Douglas Campus Update - ***Appendix P***

TRUSTEE TOPICS

APPROVE: Motion to adjourn the meeting and move into Executive Session if needed.

RECOMMENDED ACTION: Motion to approve adjourning the meeting and moving into Executive Session if need.