



## Eastern Wyoming College Board of Trustees Meeting Minutes January 11, 2022

The Board of Trustees met in a work session at 4:00 pm. Trustees present: Bob Baumgartner, Judith Bartmann, Kurt Sittner, Tom John McCreery, and John Patrick. Absent were Randy Adams and Mike Varney.

### **Student Services / College Relations Update**

Ms. Tami Afdahl updated the Board on Student Services & College Relations. Student Services is working on the Covid protocols. In December, the State GEARUP director from the University of Wyoming was on campus and met with our GEARUP office and discussed some target areas they will be working on. She is working on the Sagebrush n Roses event getting that underway.

### **WCCC 2020-2021 Enrollment Report summary**

Mr. Roger Humphrey presented information from the WCCC 2020-2021 Enrollment Report Summary, which included, A5-A22 WCCC Aggregate headcount for 2020-2021, headcount history full time, part-time, FTE's, headcount by residency service area, in state, border states, all other states, and international, FTE headcount by residency, market share residency headcount, headcount and FTE by program of study, other data points for review, implications/strategies areas of emphasis and strategies to increase enrollment (measurable indicators). Roger stated that the College needs to prioritize our energies short term and long term, and look at expansion to our programs.

### **Discussion on Proposals for General Legal Counsel for Eastern Wyoming College**

Dr. Travers stated two proposals for legal counsel were submitted; Crowley Fleck and Hickey & Evans. Each proposal varied in price. One of the firms did not include some required documents in their proposals. The lower bidder had a complete proposal. The Board stated they would approve Hickey & Evans in the Action items to follow.

### **Discussion on 3.9 Faculty Resignations**

Dr. Travers stated that changes were made to this policy and the administrative rule section. This policy was examined at the Policy Review Committee meeting on Monday. This is a good start and possible discussion about withholding money if the guidelines are not followed.

The Board decided to approve the policy tonight, with the understanding that it will be worked on again and brought back with more detail and contractual changes.

The Board proceeded to dinner at 5:00 pm.

### **OPEN MEETING**

The Open meeting began at 5:45 pm in the open forum. Ms. Holly Lara informed the Board that she will introduce all three new faculty at the February Meeting. She also welcomed Ms. Suzey Delger back as the Director of Nursing.

**ACTION:** Trustee McCreery moved to approve the January 11, 2022, Agenda with Addendum. Trustee Patrick seconded the motion. Motion passed unanimously.

## **PRESIDENT'S UPDATE**

Dr. Travers informed the Board about the upcoming In-Service activity, scheduled for January 12<sup>th</sup> to January 14<sup>th</sup>, and invited them to lunch on Wednesday at noon. There will be an ACCT training on March 23<sup>rd</sup>-25<sup>th</sup> in Philadelphia if anyone is interested in attending.

Mr. Hansen spoke about the proposed walking path that the Rotary club is working to provide walkability in Torrington. Benchmark Surveying Company stated that the plan involves EWC property and the College needs to examine where the path would be best suited on EWC property and provide ideas and suggestions.

Dr. Travers spoke to the Board regarding the WAACT training slide show that Erin Taylor has available for viewing. WAACT and community colleges are looking at improving employee compensation, the Wyoming Works program, investing in adult financial aid, Hathaway scholarship, Wyoming Community College investment bill, and the Wyoming's Tomorrow Adult Grant.

Dr. Travers spoke about the vaccine mandates that are still uncertain at this time. She does have a vaccine policy drafted in case it needs to be integrated to our college.

## **CONSENT AGENDA**

**ACTION:** Trustee Patrick moved to approve the January 11, 2022, Consent Agenda, which included the minutes from the December 14, 2021 Board Meeting, and the resignation of Rick Harold, Cook, effective January 3, 2022. Trustee McCreery seconded the motion. Motion passed unanimously.

## **ACTION ITEMS**

Mr. Kwin Wilkes informed the Board regarding Cares money distribution and awards. The bulk of the funds were used for lost revenue tied to fiscal year 2021. Mr. Wilkes also updated the Board on Cares III and Heerf money.

**Comment:** Trustee Sittner requested a breakdown of the funds on where the money was spent.

1. Trustee Patrick moved to approve the January Fiscal Report. Trustee McCreery seconded the motion. Motion passed unanimously.
2. Trustee McCreery moved to approve the reappointment of Administrators per Board Policies 3.2 and 3.22 and the result of completed annual performance evaluations for Dr. Margaret Farley, Vice President for the Douglas Campus, Mr. Roger Humphrey, Vice President for Academic Services, and Mr. Kwin Wilkes, Vice President for Administrative Services for FY 2023. Trustee Patrick seconded the motion. Motion passed unanimously.
3. Trustee McCreery moved to approve the appointment of Gary "Matt" Scott to the position of Precision Ag Instructor, with a starting date of January 12, 2021. Trustee Sittner seconded the motion. Motion passed unanimously.
4. Trustee Patrick moved to approve Hickey & Evans as general legal counsel for Eastern Wyoming College for the 2022-2023 School Year. Trustee Sittner seconded the motion. Motion passed unanimously.

- Trustee Sittner moved to approve the A12 Custodian Salary Schedule. Trustee McCreery seconded the motion. Motion passed unanimously.

**Discussion on A12 Decision Band Method:** Trustee Patrick suggested adding levels for future employees affected by this and not just this one time for one person. After discussion, the Board decided to add two additional levels to the A12 level, which will result in Level 4 and Level 5. This will be recalculated using the formula to create levels and will accommodate employees that are affected by inequities.

- Trustee McCreery moved to amend the motion and add two additional levels to the A12 Decision Band Method to accommodate employees affected by inequities. Trustee Patrick seconded the motion. Motion passed unanimously.
- Trustee Patrick moved to approve the appointment of Mr. Jim Willox from Converse County as an ex-officio member of the EWC Board of Trustees for a one year term, ending December 1, 2022. Trustee McCreery seconded the motion. Motion passed unanimously.
- Trustee McCreery moved to approve the final reading of 3.9 Faculty Resignation. Trustee Bartmann seconded the motion. Motion passed unanimously.

**Discussion on BP 3.9:** Dr. Travers suggested taking this back to the Policy Review Committee for more review to address how it would impact faculty contractual changes. She would like to have a member of Faculty Senate be part of this review at the next meeting.

- Trustee Patrick made a second motion and moved to have the President reconvene the Policy Review Committee, with the addition of a Faculty Senate representative, to discuss Board Policy 3.9 Faculty Resignations and continue to work on this policy and report back to the Board no later than the April 2022 Board Meeting. Trustee McCreery seconded the additional motion. Motion passed unanimously.

#### **INFORMATION ITEMS**

- Dr. Margaret Farley's report in the agenda gave an outline of activities at the Douglas Campus.
- Mr. John Hansen updated the Board on Institutional Development and Foundation news. This has been a great year for the stock market for equities. The Foundation will be looking at their spending policy on January 19<sup>th</sup>. Sagebrush n Roses Event is scheduled for January 29<sup>th</sup>.
- Mr. Keith Jarvis updated the Board on construction and major maintenance. The digital wallpaper is being installed in ATEC. He also reported on the access control and video surveillance, the fire alarm system, activity center chiller, work orders, and his labor shortage in his department. The emergency backup generator for Eastern Hall will arrive next week.
- Ms. Holly Lara updated the Board on Human Resources. She will post new salaries for custodians at job service.
- Mr. Roger Humphrey updated the Board on Academic Services. They were approved for the Pre-hire grant that Donna White has been working on for CDL students. This scholarship of

\$5,000 is used for the course fee. The final report for the consortium with the other community colleges is due in February.

**TRUSTEE TOPICS**

Dr. Travers will create a committee to address the walking path options. Trustee McCreery volunteered to help work on the committee.

**ACTION:** Trustee Patrick moved to adjourn the regular meeting and move into Executive Session to address personnel. Trustee Sittner seconded the motion. Motion passed unanimously. Dr. Travers stated that there would be action taken after the Executive Session.

The Executive Session adjourned and the regular meeting reconvened.

**ACTION:** The Board of Trustees appointed Ms. Tami Afdahl to the position of Vice President for Student Services.

Meeting adjourned at 8:15 pm

---

Bob Baumgartner, Board Chair

---

Randy Adams, Secretary

---

Sally Watson, Executive Assistant