



# EWC Board of Trustees Meeting Minutes

Eastern Wyoming College  
Feb 14, 2023 at 5:45 PM MST

## **Attendance**

### **Present:**

Members: Bob Baumgartner, Tim Bush (remote), Jeff Hawes, Doug Mercer, Katherine Patrick, Kurt Sittner, Jackie VanMark, Rick Vonburg, Sally Watson, Jim Willox (remote)

### **Absent:**

Members: Randy Adams

- I. Chairman Baumgartner called the meeting to order.
- II. Approval of the February 14, 2023, Meeting Agenda.

### **Motion to approve the February 14, 2023, Meeting Agenda:**

Motion moved by Katherine Patrick and motion seconded by Rick Vonburg. Motion passed.

- III. Introductions

None

- IV. Public Comment

None

- V. President's Report - Dr. Jeffry Hawes

February 1st was the due date for the HLC interim report. In 2025, HLC will return to EWC for a site visit. Six staff members will be attending the National HLC Conference in Chicago.

HCM2 Status update: The College is waiting on the final result from the second submission for fall 2022. Financial Aid will be ready to submit the third submission. Once the third submission is successful, the College will be at a current status.

WIP2 Grant is a government project designed to connect colleges with industry stake holders. There are three phases of WIP. Currently, we are in the WIP 2 phase and proposals are due February 28th. Mr. Humphrey is working on the Healthcare component and Mr. Hansen is working on the Precision Ag component. These are one year dollars to support positions and equipment. We are partnering with the University of Wyoming - SAREC to facilitate equipment. Banner Health's \$375,000 contribution will aid in scholarships for Healthcare.

WACCT and WCCC are meeting this Thursday and Friday in Cheyenne. EWC will host the WCCC meeting on April 20-21, 2023.

- VI. Staff Reports

- A. Enrollment Report Day 10 - Mr. Roger Humphrey

Mr. Humphrey presented information on the Comparison Summary from 2021 to 2023, (2020 was not included due to the cyber attack).

 [Spring 2023 Day 10 Report.xlsx](#)

B. Financial Report - Mr. Kwin Wilkes

Mr. Wilkes presented a PowerPoint presentation on the February monthly financial report, which provides an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from July 1, 2022 through December 31, 2022.

 [Financial Report February 2023.pdf](#)

C. Report on major maintenance repairs to EWC boilers - Mr. Kwin Wilkes

Mr. Wilkes informed the Board regarding the boiler quote for repairs in the fine arts area and activity center. These costs are tied to heat those boilers; one is leaking and the other one is likely to start doing that as well. McCoy Sales presented an invoice for \$31,500 and needs to be approved by the Board tonight. This will be funded through major maintenance funds.

D. The Campus Master Plan Request for Proposals process - Mr. Patrick Korell

The campus master plan went through a formal bidding. There were six organizations that inquired, but only two submitted plans. There was \$150,000 allocated for this process. The MC2 Company's bid was \$88,000 and the Plan One Company's bid was \$240,000. The recommendations to the Board tonight will be to approve the MC2 bid of \$88,000. The deadline for the project is June, 2023.

VII. Consent Agenda

A. Approval of January 10, 2023, Meeting Minutes.

 [Meeting Minutes 1-10-23.pdf](#)

**Motion to approve the January 10, 2023, meeting minutes:**

Motion moved by Rick Vonburg and motion seconded by Jackie VanMark.

Motion passed.

VIII. Consideration of Unfinished Business

None

IX. Consideration of New Business

A. Action Items

1. Approval of bid award to MC2 Engineering and Construction, P.C. who will provide professional services to Eastern Wyoming College for the assessment and development of a Campus Master Plan.

The award is contingent upon formalizing a mutually agreed upon written contract, subject to review by legal counsel.

**Motion to approve the bid award to MC2 Engineering and Construction, P.C. for the assessment and development of a Campus Master Plan:**

Motion moved by Jackie VanMark and motion seconded by Rick Vonburg.

Motion passed.

2. Approval for the extension of the maintenance agreement for the college network.

The maintenance agreement for the existing network will not exceed \$45,000 with a start date of March 1, 2023 through June 30, 2023.

**Motion to approve the extension of the maintenance agreement for the college network:**

Motion moved by Rick Vonburg and motion seconded by Doug Mercer.  
Motion passed.

3. Approval of McCoy Sales to repair EWC boilers not to exceed \$35,000.

Repair has been budgeted through the Major Maintenance budget through the State of Wyoming.

**Motion to approve McCoy Sales to repair EWC boilers, not to exceed \$35,000:**

Motion moved by Kurt Sittner and motion seconded by Katherine Patrick.  
Motion passed.

4. Approval for the repeal of policy for 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12, 7.13, 7.18, 7.20, 7.22, 7.23, 7.24, 7.26, 7.27, 7.28, 7.29, 7.30 and 7.31

Repealed on first reading 2/14/23; Second reading 4/11/23.

**Motion to approve the repeal of policies for 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12, 7.13, 7.18, 7.20, 7.22, 7.23, 7.24, 7.26, 7.27, 7.28, 7.29, 7.30 and 7.31:**

Board Policy 7.0 is the entire IT policy for the College. This policy is being examined by legal counsel. It will be coming back as an internal manual for IT. It will then be aligned with statutory requirements for the Federal requirements.

Motion moved by Jackie VanMark and motion seconded by Rick Vonburg.  
Motion passed.

5. Appointment of Tamara Afdahl for a one year contract.

**Motion for the appointment of Tamara Afdahl for a one year contract:**

Motion moved by Jackie VanMark and motion seconded by Rick Vonburg.  
Motion passed.

6. Appointment of Roger Humphrey for a one year contract.

**Motion for the appointment of Roger Humphrey for a one year contract:**

Motion moved by Kurt Sittner and motion seconded by Rick Vonburg.  
Motion passed

7. Appointment of Kwin Wilkes for a one year contract.

**Motion for the appointment of Kwin Wilkes for a one year contract:**

Motion moved by Jackie VanMark and motion seconded by Doug Mercer.  
Motion passed.

8. Appointment of Margaret Farley for a one year contract.

**Motion for the appointment of Margaret Farley for a one year contract:**

Motion moved by Kurt Sittner and motion seconded by Jackie VanMark.  
Motion passed.

9. Appointment of Ed Kimes to the position of CDL Instructor.

This will be a one year contract and will finish up on June 30, 2023, and a renewal for the next year will be given.

**Motion for the appointment of Ed Kimes to the position of CDL Instructor:**

Motion moved by Doug Mercer and motion seconded by Katherine Patrick. Motion passed.

10. Appointment of Gail Bower to the position of Admissions Coordinator.

**Motion for the appointment of Gail Bower to the position of Admissions Coordinator:**

Motion moved by Katherine Patrick and motion seconded by Jackie VanMark. Motion passed.

X. Trustee Topics

Trustee Sittner wanted confirmation that the College is working with our international students to have accessibility to cash checks locally. Mr. Korell consulted with local banks to establish accounts, issue credit cards and designate local addresses for the students.

Website status: The College held several forums to provide feedback and ideas for the website page. A template will be sent out to the organization to review and see how well it navigates.

Trustee Willox expressed that every time the EWC Grant for the Douglas Campus was sent to Denver for review it was returned needing more detail. He felt this was a positive action, making sure it was done thoroughly and the detail was correct.

XI. Adjournment

**Motion to adjourn the meeting at 7:00pm:**

Motion moved by Katherine Patrick and motion seconded by Rick Vonburg. Motion passed.

Signatures for February 14, 2023

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Bob Baumgartner, Board Chair

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Randy Adams, Secretary

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Sally Watson, Executive Assistant