



# EWC Board of Trustees Meeting Minutes

Eastern Wyoming College

Oct 17, 2023 at 5:45 PM MDT

@ EWC Dolores Kaufman Board Room

## **Attendance**

### **Present:**

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

- I. Chairman Baumgartner called the meeting to order.
- II. Approval of the October 17, 2023 Meeting Agenda with Addendum

### **Motion to approve the October 17, 2023 meeting agenda with the addendum.:**

Motion moved by Randy Adams and motion seconded by Rick Vonburg. Motion passed.

- III. Introductions

Dr. Farley introduced the Outreach Coordinators from Platte County, Crook County, Upton, and Newcastle service areas. The Coordinators will be on campus today and tomorrow for meetings.

- IV. Public Comment

None

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

Dr. Hawes informed the Board about the conferences he attended last week. The College is continuing to work in areas such as transportation drug testing, improved onboarding of international students, and the new IT policies that are up for approval tonight. The College is negotiating a CRM module with SLATE and negotiating a contract. The Helio product is being finalized and the Campus Beautification committee is starting the process to improve student seating around the College and additional spaces for furniture. Dr. Hawes expressed the urgency to address areas in the College for ADA compliance, such as lowering counters in reception areas. The College will be sending a large number of staff to the upcoming HLC Training in Chicago, IL.

- VI. Mr. Patrick Korell, VP for Administrative Services

Mr. Korell updated the Board on the concrete work at CTEC. The approximate final totals for the project were \$206,000 for construction and \$41,000 in consulting and testing fees. Ms. Metzler, attorney, and Mr. Korell will be working on the litigation process within 30 days.

The College is working on the Employee Retention Credit (ERC) project and negotiating a contract with Sheridan Wealth Advisors. We will have 30 days to review the contract. The \$1.9 M will be placed in a savings account to draw interest. This money is not required to be placed in Fund 10. This can be used to assist in wages and salaries for staff.

- A. Website Update and Marketing Campaign

Dr. Hawes reported the new website is up and running. There will be additional internal updates and changes for a while until every page is accurate. The website company, PHOS, will move forward with a Drip Marketing proposal for the College.

**B. Financial Report**

Mr. Wilkes reported on the September monthly financial report which provides an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from September 1, 2023 to September 30, 2023. Mr. Wilkes has been working on applications for the renewal of our insurance.

**VII. Consent Agenda Approval for the following items**

**A. Approval of the September 12, 2023, Meeting Minutes and Work Session Minutes**

**Motion to approve the September 12, 2023, Meeting Minutes and Work Session Minutes.:**

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

**VIII. Consideration of New Business**

**A. Action Items**

**1. Approval of the September 2023 expenditure report**

**Motion to approve the September 2023 expenditure report:**

Trustee Sittner requested the expenditure report have descriptions of what the expenses are for. Dr. Hawes stated the College is getting ready to engage in new features of Colleague to reflect this request. Trustee Adams expressed it was impossible to understand what the bills are about without descriptions.

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

**2. Approval of the Fiscal Year 2023 Requested Budget Authority Increases**

Pursuant to W.S. 16-4-113, a public hearing was held on September 29, 2023 to consider and take comments on the proposed fiscal year 2023 budget authority increases as outlined in the Public Hearing Notice. No comments from the public were offered during the hearing. In the Unrestricted Operating Fund, it was necessary to increase the budget authority for Transfers in the amount of \$251,991. In the Restricted Grants & Contracts/BOCES Fund, it was necessary to increase the budget authority in the Institutional Support Function by \$470,000. These increases relate to previously awarded Title IV Student Aid that was shifted from federal to institutional sources and USDOE permission given in August 2023 to expend HEERF Funds for additional student aid relief and institutional lost revenue.

**Motion to approve the Fiscal Year 2023 Requested Budget Authority Increases:**

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

3. Approval to invest \$1M of EWC funds in a 90 day Certificate of

**Motion to approve the investment of \$1M of EWC funds in a 90 day Certificate of Deposit:**

The College will request bids from the four local banks in Torrington, Wyoming. Mr. Wilkes will then break this up into two \$500,000 increments. He is looking at a possible 5% rate and is comfortable with a 90 day period.

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

4. Approval to increase the public relations budget for purposes of marketing not to exceed \$80,000.

This commitment will be considered as one time spending in FY24 only.

**Motion to approve increasing the public relations budget for purposes of marketing not to exceed \$80,000. :**

This commitment will be considered as one time spending in FY24 only. This package will include a number of campaigns, with direct negotiations. We will use tools and resources to bring a higher level of communication to help support the marketing and the 75th Anniversary celebrations.

Motion moved by Rick Vonburg and motion seconded by Randy Adams. Motion passed.

**IX. Addendum approvals for the Informational Technology Policies**

The IT Policies - Acceptable Use Policy, Accessibility Policy, GLBA Policy, Information Security Policy, Security Awareness Training Policy and Visitor-Use of Institutional Resources Policy approved tonight will go through a 45-day review process, based on legal review. The policies will be renumbered to reflect the numbering in our policy book. The Policy Committee will meet again in about 30 days for more discussion. These policies are imperative to the IT Policy and to this year's audit in the Financial Aid area.

**Motion to approve the First Reading of the Informational Technology Policies in the Addendum to the Agenda:**

Motion moved by Randy Adams and motion seconded by Jackie VanMark. Motion passed.

X. Trustee Topics

Trustee Adams reported the "Women in Trucking" was on the news and mentioned EWC as one of the honored establishments.

Trustee Sittner attended the CDL Advisory Board meeting and appreciated the program was doing very well with up to 20 graduates so far.

Chairman Baumgartner wanted an update on the Sodexo transactions. Dr. Hawes stated Sodexo will be presenting at the November meeting. The College is looking at both food service and facility management, possibly as one package in their proposal. The time frame may be Fall 2024 to mid semester.

Trustee Willox is in the process of the administrative contract for services for EDA grant.

Dr. Hawes informed the Board the Policy 1.1 College Board Purposes and Operations that failed at the last meeting will be examined for alternative language with greater latitude.

Attorney Metzler will be working on the EDA grant.

Chairman Baumgartner would like to better understand the scholarship process and how scholarships are dispersed. Dr. Hawes stated he could bring a presentation in November at the work session to illustrate the process to the Board.

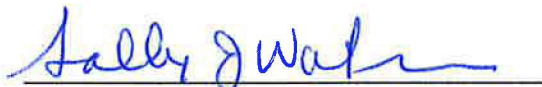
XI. Meeting was adjourned at 7:53pm.



Bob Baumgartner, Board Chair



Randy Adams, Secretary



Sally Watson, Executive Assistant