



# Board of Trustees Meeting Minutes

Eastern Wyoming College  
Dec 12, 2023 at 5:45 PM MST  
@ EWC Dolores Kaufman Board Room

## **Attendance**

### **Present:**

Members: Randy Adams, Bob Baumgartner, Doug Mercer, Kurt Sittner, Jackie VanMark, Rick Vonburg, Jim Willox

Guests: Ms. Dami Metzler, Attorney (remote)

### **Absent:**

Members: Katherine Patrick

I. Chairman Baumgartner called the meeting to order.

II. Approval of the December 12, 2023 Meeting Agenda.

#### **Motion to approve the December 12, 2023 meeting agenda:**

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

III. Introductions

Chairman Baumgartner introduced the new Chairperson, Jackie Van Mark and the new Vice Chair, Rick Vonburg.

IV. Public Comment

None

V. President's Report - Dr. Jeffry Hawes

Dr. Sandy Caldwell is retiring from the Wyoming Community College Commission. Dr. Hawes informed the Board about the 3 candidates that applied for the Commission position.

VI. Staff Reports

A. Financial Reports - Mr. Kwin Wilkes

The October and November monthly financial reports were presented and reviewed by Mr. Wilkes. These reports provide an unaudited update regarding revenues and expenditures for the operational and auxiliary funds; October 1, 2023 to October 31, 2023 and November 1, 2023 to November 30, 2023.

VII. Consent Agenda Approval for the following items.

#### **Motion to approve the Consent Agenda :**

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

- A. November 16, 2023, Meeting Minutes.
- B. The appointment of Mr. Jim Willox to the EWC Board of Trustees as the Converse County Advisory Member to a term ending December 1, 2024.

Approval at the Converse County Meeting:

Mr. Short moved to appoint Mr. Jim Willox as the County appointee to the Eastern Wyoming College Board of Trustees as an advisory board member for a one-year term from December 2023 to December 2024; Mr. Grant seconded; motion carried.

- C. The appointment of Mr. Kwin Wilkes, Chief Financial Officer, as the Assistant to the Treasurer of the Board of Trustees, pursuant to Board Policy 1.3.

#### VIII. Consideration of New Business

##### A. Action Items

###### 1. Approval of the 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 the College funds throughout the year and the related account signatories.

**Motion to approve the Designation of Depositories:**

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

###### 2. Approval of the November 2023 expenditure report.

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

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

###### 3. Approval of the designation of the Torrington Telegram as the College District's Official Newspaper.

**Motion to approve the designation of the Torrington Telegram as the College District's Official Newspaper:**

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

###### 4. Approval of the appointment of Ms. Sherrie Peif to the position of GEARUP Coordinator - Mr. Darryl Spitzer

**Motion to approve the appointment of Ms. Sherrie Peif to the position of GEARUP Coordinator:**

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

5. Approval of the Final Reading for Board Policy 7.0 Information Security (P006)

**Motion to approve the Final Reading for Board Policy 7.0 Information Security (P006):**

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

6. Approval of the Final Reading for Board Policy 7.1 GLBA (P003)

**Motion to approve the Final Reading for Board Policy 7.1 GLBA (P003):**

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

7. Approval of the Final Reading for Board Policy 7.2 Accessibility (P002) - Revise and replace 7.15

**Motion to approve the Final Reading for Board Policy 7.2 Accessibility (P002) - Revise and replace 7.15:**

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

8. Approval of the Final Reading for Board Policy 7.3 Acceptable Use (P001) - Revise and replace 7.14

**Motion to approve the Final Reading for Board Policy 7.3 Acceptable Use (P001) - Revise and replace 7.14:**

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

9. Approval of the Final Reading for Board Policy 7.4 Visitor - Use of Institutional Resources (P005) - Revise and replace 7.21

**Motion to approve the Final Reading for Board Policy 7.4 Visitor - Use of Institutional Resources (P005) - Revise and replace 7.21:**

Motion moved by Randy Adams and motion seconded by Doug Mercer.  
Motion passed.

10. Approval of the Final Reading for Board Policy 7.5 Security Awareness Training (P004)

**Motion to approve the Final Reading for Board Policy 7.5 Security Awareness Training (P004):**

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

11. Approval of the renumbering of current Board Policies BP 7.16 Electronic Communications (new 7.6) , BP 7.17 Emergency Notification (new 7.7), BP 7.19 Enforcement (new 7.8)

Trustee VanMark requested more information on the Electronic Communication section of visual and audio communication that is an ADA requirement.

**Motion to approve the renumbering of current Board Policies BP 7.16 Electronic Communications (new 7.6) , BP 7.17 Emergency Notification (new 7.7), BP 7.19 Enforcement (new 7.8):**

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

IX. Trustee Topics

Trustee Adams wanted an update on the Sodexo progression. Dr. Hawes met with Sodexo and confirmed the Food Service contract is on track, the Facilities-Grounds contract had some revisions, and confirmed the Douglas Campus is considered in the contract negotiations. Dr. Hawes will notify the Board of changes and the schedule of implementation moving forward.

Trustee Sittner requested changes in the format of numbering in the expenditure reports from Mr. Wilkes.


Attorney Dami Metzler confirmed that minor grammatical changes to policies are acceptable without taking it to a 45 day review.

X. Adjournment

Meeting adjourned at 7:06pm.

  
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Jackie Van Mark  
Chairperson

  
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Sally Watson  
Executive Asssistant

  
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Randy Adams  
Secretary