

**EWC Board of Trustees Meeting Work Session**Eastern Wyoming College
Board Room
Feb 13, 2024 4:00 PM - Feb 13, 2024 5:00 PM MST

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#### **EWC Board of Trustees Meeting Work Session**

#### Minutes

Eastern Wyoming College Jan 9, 2024 at 4:00 PM MST

#### Attendance

#### Present:

Members: Randy Adams, Bob Baumgartner, Doug Mercer, Katherine Patrick, Kurt Sittner, Jackie VanMark, Rick Vonburg

#### Absent:

Members: Jim Willox

- I. Chairman Van Mark called the meeting to order.
- II. Approval of the January 9, 2024 Work Session Agenda

#### Motion to approve the January 9, 2024 Work Session Agenda:

Motion moved by Bob Baumgartner and motion seconded by Rick Vonburg. Motion passed.

III. Approval of the December 12, 2023 Work Session Minutes

#### Motion to approve the December 12, 2023 Work Session Minutes:

Motion moved by Randy Adams and motion seconded by Katherine Patrick. Motion passed.

- IV. Presentation on Scholarship Award Process Ms. Tami Afdahl, Executive Dean of Student Services and Ms. Becky McAllister, Director of Financial Aid
  - Ms. Afdahl and Ms. McAllister presented information and a PowerPoint on the scholarship award process.
- V. Report on Transferability of EWC Courses Ms. Anne DeMersseman, Consultant
  - Ms. DeMersseman presented information on the transferability of EWC Courses from community colleges to four year institutions.
- VI. Adjournment

Work session adjourned at 5:00pm.

# Eastern Wyoming College Nursing Program Update

Dr. Monica Teichert, DNP, FNP-C Director of Nursing

# Final ACEN Accreditation Findings

# Final ACEN Accreditation Findings

1 Area of <u>Strength</u> in Criterion 1.8

No areas of Non-Compliance Areas of Suggested Improvement in 5.1, 5.2, and 5.4

# Final ACEN Accreditation Findings

The Board of Commissioners granted continuing accreditation to the associate nursing program

Affirmed continuing
accreditation as a
result of the combined
focused visit following
a decline in licensure
examination pass rates
and a change in status
with the state
regulatory agency

Next evaluation visit: **Spring** 2031

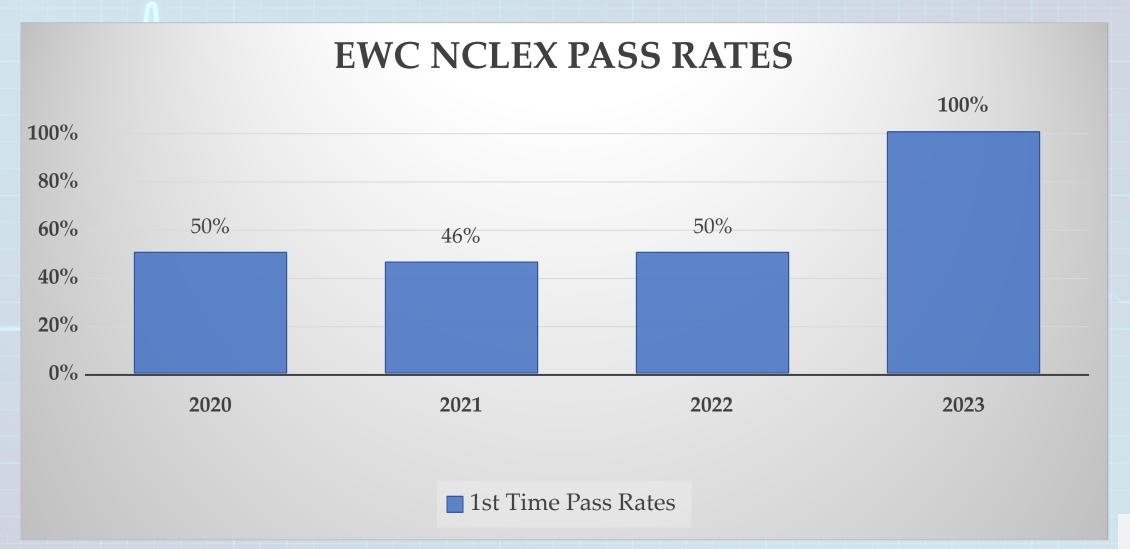
# Nursing Program 2023 Data Update

Full Wyoming State Board of Nursing Approval

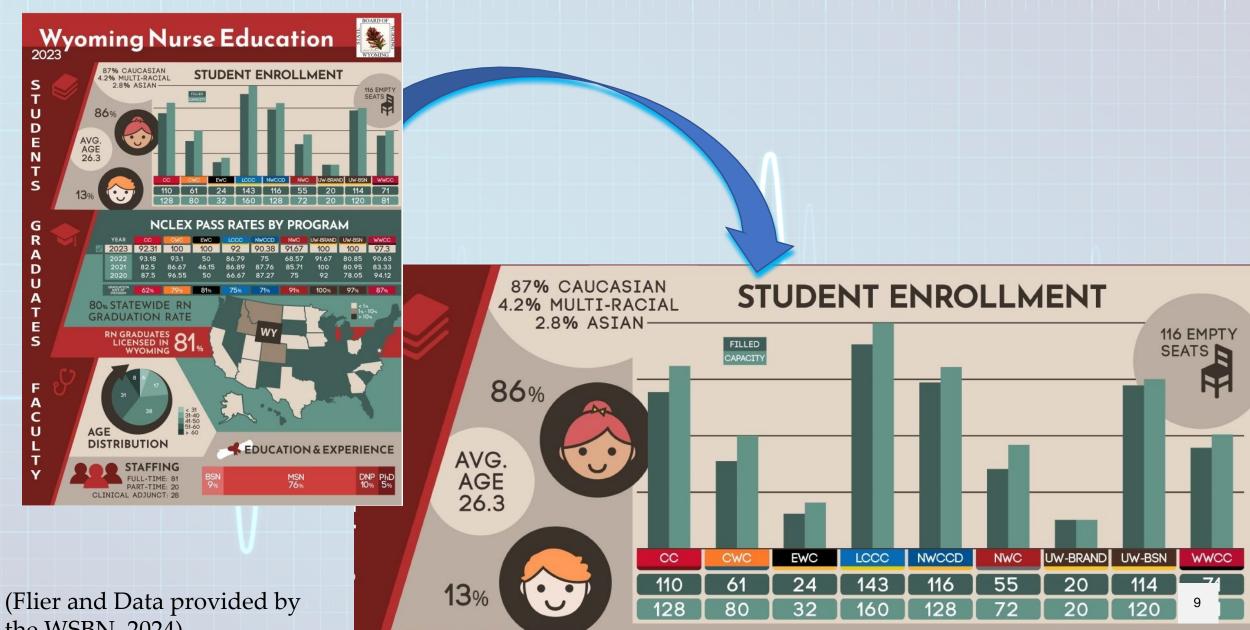
- Cautionary Status Removed
- Multiple Factors
  - → Mainly NCLEX Pass Rates
    - Implementation of Simulation Policy and Procedure
    - Stability of faculty and leadership



# Nursing Program 2023 Data Update NCLEX Pass Rates

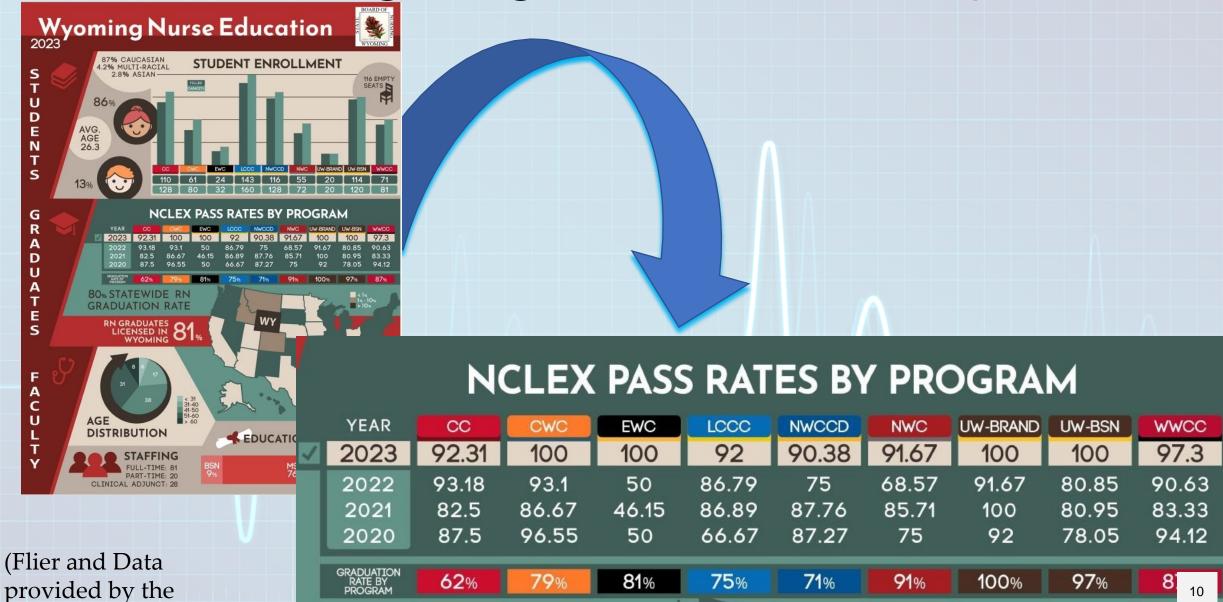


# Nursing Program 2023 Data Update



the WSBN, 2024)

Nursing Program 2023 Data Update



WSBN, 2024)



Select Timeframe: Semi-Annual

Period	Wyoming	ADN	USA
2023-Fall	1 out of 9	1 out of 1076	1 out of 2035
2022-Fall	8 out of 8	1028 out of 1092	1961 out of 2051
2021-Fall	8 out of 8	1042 out of 1093	1963 out of 2034
2020-Fall	8 out of 8	1039 out of 1064	1941 out of 1977
2018-Fall	8 out of 9	834 out of 1037	1585 out of 1874





Measurements Inc., 2024)

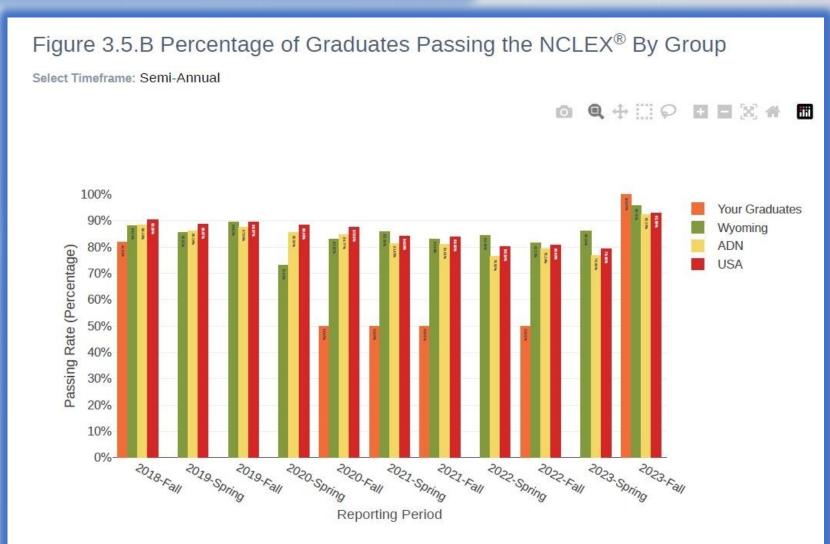


Table 6.2 Percentage of Candidates Taking Minimum Number of Questions

Select Report Period: 2023-Fall

	Your Graduates	Wyoming	ADN	USA
Passers	79%	77%	75%	73%
Failers	N/A	0%	17%	14%
All Candidates	79%	74%	71%	63%

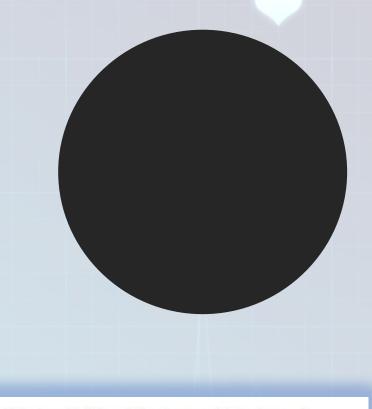


Table 6.3 Percentage of Candidates Taking Maximum Number of Questions

Select Report Period: 2023-Fall

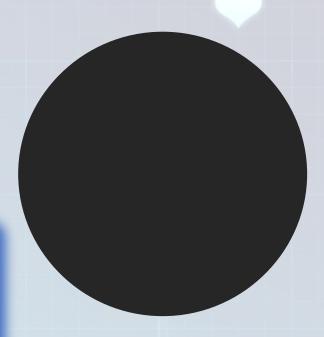
	Your Graduates	Wyoming	ADN	USA
Passers	7%	9%	9%	4%
Failers	N/A	73%	59%	57%
All Candidates	7%	11%	13%	13 %

(Mountain Measurements Inc., 2024)

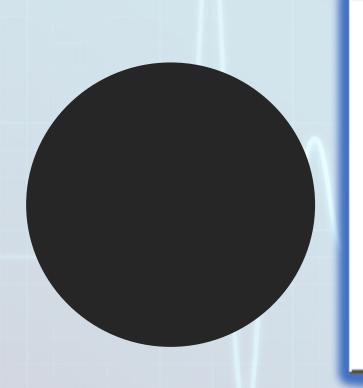
Table 6.4 Average Total Test Time in Minutes

Select Report Period: 2023-Fall

	Your Graduates	Wyoming	ADN	USA
Passers	114 minutes and	113 minutes and	127 minutes and	124 minutes and
	4 seconds	7 seconds	50 seconds	14 seconds
Failers	N/A	141 minutes and 11 seconds	181 minutes and 14 seconds	177 minutes and 8 seconds
All	114 minutes and	114 minutes and	131 minutes and	127 minutes and
Candidates	4 seconds	20 seconds	55 seconds	55 seconds



(Mountain Measurements Inc., 2 14 !)



#### Table 3.3 Where Your Graduates Applied for Licensure

Select Timeframe: Annual

Period	WY
2022-2023 Annual	14
2021-2022 Annual	13
2020-2021 Annual	16
2019-2020 Annual	1
2018-2019 Annual	11

(Mountain Measurements Inc., 2024)



Thank You For Your Support!

## FEBRUARY – SPONSORED AWARDS REPORT

EASTERN WYOMING COLLEGE - BOARD OF TRUSTEES WORK SESSION - FEBRUARY 13, 2024

#### **CURRENT POST-AWARD GRANTS**

# Wyoming Innovation Partnership (WIP) Precision Agriculture

Expenses	Amount
Salary	\$175,000.00
Equipment	\$326,800.00
Consultant/Vendor	\$95,000.00
Meeting/Travel	\$500.00
Marketing	\$24,500.00
Indirect	\$155,450.00
TOTAL	\$777,250.00

# Wyoming Innovation Partnership (WIP) Tourism

Expenses	Amount
Salary	\$150,000.00
Equipment	\$75,000.00
Course Supplies	\$35,000.00
Consultant/Vendor	\$30,000.00
Meeting/Travel	\$2,500.00
Marketing	\$25,000.00
Vehicle Purchase	\$250,000.00
Facility Rental	\$60,000.00
Event Costs	\$35,000.00
Indirect	\$78,400.00
TOTAL	\$892,000.00

# Wyoming Innovation Partnership (WIP) Healthcare

Expenses	Amount
Salary	\$185,000.00
Curriculum Dev.	\$10,000.00
Equipment	\$225,900.00
Facility Planning	\$13,500.00
Meeting/Travel	\$10,000.00
Indirect	\$111,100.00
TOTAL	\$555,500.00

### CURRENT POST-AWARD GRANTS (continued)

# Wyoming Innovation Partnership (WIP) Makerspace

Expenses	Amount
Facility Improvements and Equipment	\$50,000
TOTAL	\$50,000

# Wyoming Innovation Partnership (WIP) VR/AR

Expenses	Amount
Equipment	\$100,000
TOTAL	\$100,000

## CURRENT POST-AWARD GRANTS (continued)

#### **US** Economic Development Administration

U of Wyoming / IMPACT 307

Expenses	Amount
Entrepreneurism Curriculum Dev.	\$10,000
Interns	\$10,000
Goshen County Startup Challenge	\$9,000
NAACCE Membership	\$900
gALPHA Stipend	\$6,000
Marketing	\$15,100
TOTAL	\$51,000

## CURRENT POST-AWARD GRANTS (continued)

#### TOTAL POST-AWARD GRANTS UNDER MANAGEMENT AT EWC

GRANT	AWARD	INDIRECT
WIP Precision Agriculture	\$777,250	\$155,450
WIP Tourism	\$892,000	\$78,400
WIP Healthcare	\$555,500	\$111,100
WIP Makerspace	\$50,000	\$0
WIPVR/AR	\$1,000,000	\$0
EDA/UW Impact 307	\$51,000	\$0
TOTAL	\$3,325,750	\$344,950

# NEH Landmarks of History K-12 Educator Workshops

Expenses	Amount
Salary & Fringe	\$49,600
Equipment	\$15,000
Residence Hall & Travel Stipends	\$20,000
Subsistence	\$2,500
Materials & Supplies	\$5,000
Consulting/Advisory	\$12,500
Subawards (Historic Sites)	\$45,000
Other	\$10,000
Indirect	\$10,000
TOTAL	\$190,000

Project Co-Leads:

Dr. Steven Howard & Ellen Creagar

K-12 Specialist:

Dr. LeAnn Smith

Advisory Committee:TBD

Term:

September 2024 – December 2025

Synopsis:

EWC will host three workshops in Summer 2025 with 30-36 K-12 educators from the US, Canada, and Mexico with programming to demonstrate how the use of historic landmarks can enhance learning objectives.

# DOL Pathways to Infrastructure (Consortium) Construction Program Capacity Growth

Expenses	Amount
Salary & Fringe	\$
Equipment	\$
Residence Hall & Travel Stipends	\$
Materials & Supplies	\$
Consulting/Advisory	\$
Subawards (Historic Sites)	\$
Other	\$
Indirect	\$
TOTAL	\$750K - \$2.5M

Consortium Lead: TBD

Project Co-Leads:

Dr. Margaret Farley\*

Advisory Committee:TBD

Term:

September 2024 – December 2025

#### Synopsis:

Sector project designed to get more students through construction training and into the workforce, particularly on road & bridge projects or other infrastructure-related projects (partnerships with national industry leaders a must).

# USDA-NIFA K-12 Challenge Grant EWC Farm & Ranch Camp

Expenses	Amount
Salary & Fringe	\$40,000
Equipment	\$10,000
Course Materials	\$14,000
Marketing	\$18,000
Consulting/Advisory	\$20,000
Other	\$19,5000
Indirect	\$10,500
TOTAL	\$132,000

Project Lead:

BJ McCullum

Advisory Committee: TBD

Term:

Summer 2025

Synopsis:

EWC will host a week-long farm & ranch camp for 5<sup>th</sup> grade students. Campers will stay in the residence halls and engage in activities at regional farms and ranches, as well as on the EWC campus.

# **USDA-NIFA Veterinary Services Grant**

Expenses	Amount
Salary & Fringe	\$120,000
Equipment	\$25,000
Workshops, Clinics, & Camp Expenses	\$75,000
Facility Modifications	\$12,000
Indirect	\$18,000
TOTAL	\$250,000

Project Lead/Co-Leads: TBD

Advisory Committee: TBD

Term:

August 2024 – July 2027

#### Synopsis:

EWC will employ a local DVM as an adjunct or contract instructor to teach two large food animal science classes & labs a semester. EWC will also host two large food animal-related workshops, clinics, or camps each year for Vet Tech students, Ag students, and members of the greater Goshen County community.

# USDA-NIFA Women in STEM Ag Educaiton Leadership Academy

Expenses	Amount
Salary & Fringe	\$154,000
Curriculum	\$19,000
Course Supplies & Fees	\$17,000
Indirect	\$10,000
TOTAL	\$200,000

Project Co-Leads:

Paige Miller & TBD

Advisory Committee: TBD

Term:

August 2024 – December 2026

Synopsis:

EWC and THS will partner to form a Leadership Academy for a cohort of 11<sup>th</sup> grade girls that will last two years. The Academy will complement their regular course curriculum with additional activities and two substitute courses a semester geared toward STEM education as used in Agricultural careers.

# Eastern Wyoming College Spring 2024 Day 1 Headcount/Credit Count



Office of Research, Planning, and Institutional Effectiveness January 17, 2024

Spring 2024
1 Day Enrollment Comparison Summary

	24/SP		23/SP		22/SP		20/SP	
	1/16	6/2024	1/17	7/2023	1/18	3/2022	1/14	4/2020
Loc Desc	hdct	%hdct	hdct	%hdct	hdct	%hdct	hdct	%hdct
Torrington	324	100%	337	104%	329	102%	395	122%
Douglas	63	100%	70	111%	66	105%	92	146%
Outreach	20	100%	27	135%	34	170%	34	170%
Other	2	100%	1	50%	10	500%	3	150%
Grand Total	409	100%	435	106%	439	107%	524	128%

	24	4/SP	23/SP		22/SP		20/SP	
	1/16	6/2024	1/17/2023		1/18/2022		1/14/2020	
Loc Desc	Credit	%Credit	Credit	%Credit	Credit	%Credit	Credit	%Credit
Torrington	4,646	100%	4,923	106%	4,627	100%	5,539	119%
Douglas	676	100%	722	107%	734	109%	832	123%
Outreach	152	100%	166	109%	238	157%	326	214%
Other	21	100%	9	43%	53	252%	25	119%
Grand Total	5,495	100%	5,820	106%	5,652	103%	6,722	122%

<sup>\*</sup>Headcount & Credit are based on Degree-Seeking Students

#### **Headcount Summary:**

The Day One 2024 Spring Semester Headcount (1/16/2024) for degree-seeking students at Eastern Wyoming College was 409 students for all locations. This was 6% lower as compared to the Spring 2023 Day One Headcount (435), 7% lower as compared to the Spring 2022 Day One Headcount (439), and 28% lower as compared to the Spring 2020 Day One Headcount (524).

The Torrington Campus Day One 2024 Spring Semester Headcount (1/16/2024) for degree-seeking students was 324 students. This was 4% lower as compared to the Spring 2023 Day One Headcount (337), 2% lower as compared to the Spring 2022 Day One Headcount (329), and 22% lower as compared to the Spring 2020 Day One Headcount (395).

The Douglas Campus Day One 2024 Spring Semester Headcount (1/16/2024) for degree-seeking students was 63 students. This was 11% lower as compared to the Spring 2023 Day One Headcount (70), 5% lower as compared to the Spring 2022 Day One Headcount (66), and 46% lower as compared to the Spring 2020 Day One Headcount (92).

<sup>\*\*</sup>Other: OUT, WYO, WMC

The Outreach Campuses Day One 2024 Spring Semester Headcount (1/16/2024) for degree-seeking students was 20 students. This was 35% lower as compared to the Spring 2023 Day One Headcount (27), 70% lower as compared to the Spring 2022 Day One Headcount (34), and 70% lower as compared to the Spring 2020 Day One Headcount (34).

Due to the small sample size of the Other Locations (Wyoming Medium Correctional Center, Out-of-state Distance Learners), headcount results were not disaggregated.

\*\*\*Please note 2021 Spring Day One Headcount results were not included as the result of the 2021 EWC data breach.

#### **Credit Count Summary:**

The Day One 2024 Spring Semester Credit Count (1/16/2024) for degree-seeking students at Eastern Wyoming College was 5,495 credits for all locations. This was 6% lower as compared to the Spring 2023 Day One Credit Count (5,820), 73% lower as compared to the Spring 2022 Day One Credit Count (5,652), and 22% lower as compared to the Spring 2020 Day One Credit Count (6,722).

The Torrington Campus Day One 2024 Spring Semester Credit Count (1/16/2024) for degree-seeking students was 4,646 credits. This was 6% lower as compared to the Spring 2023 Day One Credit Count (4,923), comparable to the Spring 2022 Day One Credit Count (4,627), and 19% lower as compared to the Spring 2020 Day One Credit Count (5,539).

The Douglas Campus Day One 2024 Spring Semester Credit Count (1/16/2024) for degree-seeking students was 676 credits. This was 7% lower as compared to the Spring 2023 Day One Credit Count (722), 9% lower as compared to the Spring 2022 Day One Credit Count (734), and 23% lower as compared to the Spring 2020 Day One Credit Count (832).

The Outreach Campuses Day One 2024 Spring Semester Credit Count (1/16/2024) for degree-seeking students was 152 credits. This was 9% lower as compared to the Spring 2023 Day One Credit Count (166), 57% lower as compared to the Spring 2022 Day One Credit Count (238), and 114% lower as compared to the Spring 2020 Day One Credit Count (326).

Due to the small sample size of the Other Locations (Wyoming Medium Correctional Center, Out-of-state Distance Learners), credit count results were not disaggregated.

\*\*\*Please note 2021 Spring Day One Credit Count results were not included as the result of the 2021 EWC data breach.

#### **Day One Degree Headcount Summary:**

Academic Programs	24/SP
Accounting. ACCT.AS	5
Agriculture – Business Option AGBO.AS	6
Agriculture – Beef Production Certificate AGBP.CD	1
Agriculture – Agriculture Business and Sciences AGBSS.AS	9
Agriculture – Communication Option AGCO.AS	1
Agriculture – Precision Ag Certificate AGPC.CD	2
Agriculture – Animal Science Option AGSO.AS	14
Business Administration BADM.AS	23
Barbering Technician Certificate BARB.CD	1
Barbering Stylist Certificate BARS.CD	3
Biology BIOL.AS	2
Business Administration BSAD.AAS	10
Business Administration Distance Learning BSDL.AAS	5
Biology – Wildlife and BWFO.AS	2
Criminal Justice CJCR.AA	3
Criminal Justice Distance Learning CJRDL.AA	3
Communication COMM.AA	3
Cosmetology CSMO.AAS	22
Cosmetology – Esthetic Certificate CSST.C	4
Economics ECON.AS	1
Education – Early Childhood EDEC.AA	2
Education – Early Childhood Distance Learning EDL.AA	1
Education – Elementary Education Distance Learning EEDL.AA	1
Education – Elementary Education ELED.AA	19
Agriculture – Farm and Ranch Management FRCH.AAS	10
Gunsmithing GUNS.AAS	13
Human Services HMSV.AA	3
Interdisciplinary Studies Distance Learning AA. INDL.AA	3
Interdisciplinary Studies AS. Distance Learning INDL.AS	1
Interdisciplinary Studies AA. INST.AA	26
Interdisciplinary Studies AS. INST.AS	32
Mathematics MATH.AS	3
Nursing ADN NURS.ADN	21
Pre-Health Sciences PHSC.AS	25
Pre-Veterinary Sciences PVET.AS	4
Agriculture – Rangeland and Watershed Management REWM.AS	1
Education – Secondary Agriculture SCAO.AA	2
Education - Secondary Education SCED.AA	6
Education – Secondary Physical Education SCPO.AA	4

Social Sciences SOSC.AA	19
Veterinarian Aide Certificate VTAD.CD	4
Veterinarian Technician VTTK.AAS	48
Welding – One-Year Welding Specialist Certificate WJSP.CD	1
Welding and Joining WJTK.AAS	35
Welding One-Year Certificate WJTK.CD	5
Grand Total	409

# Eastern Wyoming College Spring 2024 Day 10 Headcount/Credit Count



Office of Research, Planning, and Institutional Effectiveness

January 25, 2024

			S	pring 2024				
		10 Da	y Enrollme	ent Compar	ison Sumn	nary		
	24/SP		23/	SP	22/	SP	20/	SP
	1/25/2	2024	1/26/2	2023	1/27/2	2022	1/23/2020	
Loc Desc	hdct	%hdct	hdct	%hdct	hdct	%hdct	hdct	%hdct
Torrington	331	100%	343	104%	336	102%	397	120%
Douglas	61	100%	70	115%	69	113%	92	151%
Outreach	20	100%	27	135%	31	155%	29	145%
Other	2	100%	2	100%	9	450%	3	150%
Grand Total	414	100%	442	107%	445	107%	521	126%
	24/	SP	23/	SP	22/	SP	20/	SP
	1/25/2	+	1/26/2	_	1/27/2		1/23/2020	
Loc Desc	Credit	%Credit	Credit	%Credit	Credit	%Credit	Credit	%Credit
Torrington	4,751	100%	5,044	106%	4,736	100%	5,576	117%
Douglas	645	100%	787	122%	767	119%	831	129%
Outreach	161	100%	166	103%	218	135%	258	160%
Other	25	100%	12	48%	45	180%	25	100%
Grand Total	5,582	100%	6,009	108%	5,766	103%	6,690	120%
*Headcount &	& Credit are	based on D	egree-Seel	king Student	S			
**Other: OUT	,WYO,WMC	,						

#### **Headcount Summary:**

The Day 10 2024 Spring Semester Headcount (1/24/2024) for degree-seeking students at Eastern Wyoming College was 414 students for all locations. This was 7% lower as compared to the Spring 2023 Day 10 Headcount (442), 7% lower as compared to the Spring 2022 Day 10 Headcount (445), and 26% lower as compared to the Spring 2020 Day10 Headcount (521).

The Torrington Campus Day 10 2024 Spring Semester Headcount (1/24/2024) for degree-seeking students was 331 students. This was 4% lower as compared to the Spring 2023 Day 10 Headcount (343), 2% lower as compared to the Spring 2022 Day 10 Headcount (336), and 20% lower as compared to the Spring 2020 Day10 Headcount (397).

The Douglas Campus Day 10 2024 Spring Semester Headcount (1/24/2024) for degree-seeking students was 61 students. This was 15% lower as compared to the Spring 2023 Day 10 Headcount (70), 13% lower as compared to the Spring 2022 Day 10 Headcount (69), and 51% lower as compared to the Spring 2020 Day10 Headcount (92).

The Outreach Campuses Day 10 2024 Spring Semester Headcount (1/24/2024) for degree-seeking students was 20 students. This was 35% lower as compared to the Spring 2023 Day 10

Headcount (27), 55% lower as compared to the Spring 2022 Day 10 Headcount (31), and 45% lower as compared to the Spring 2020 Day One Headcount (29).

Due to the small sample size of the Other Locations (Wyoming Medium Correctional Center, Out-of-state Distance Learners), headcount results were not disaggregated.

\*\*\*Please note 2021 Spring Day One Headcount results were not included as the result of the 2021 EWC data breach.

#### **Credit Count Summary:**

The Day 10 2024 Spring Semester Credit Count (1/24/2024) for degree-seeking students at Eastern Wyoming College was 5,582 credits for all locations. This was 8% lower as compared to the Spring 2023 Day 10 Credit Count (6,009), 3% lower as compared to the Spring 2022 Day 10 Credit Count (5,766), and 20% lower as compared to the Spring 2020 Day10 Credit Count (6,690).

The Torrington Campus Day 10 2024 Spring Semester Credit Count (1/24/2024) for degree-seeking students was 4,751 credits. This was 6% lower as compared to the Spring 2023 Day 10 Credit Count (5,004), comparable to the Spring 2022 Day10 Credit Count (4,736), and 17% lower as compared to the Spring 2020 Day 10 Credit Count (5,576).

The Douglas Campus Day 10 2024 Spring Semester Credit Count (1/12/2024) for degree-seeking students was 645 credits. This was 22% lower as compared to the Spring 2023 Day 10 Credit Count (787), 19% lower as compared to the Spring 2022 Day 10 Credit Count (767), and 29% lower as compared to the Spring 2020 Day 10 Credit Count (831).

The Outreach Campuses Day 10 2024 Spring Semester Credit Count (1/124/2024) for degree-seeking students was 161 credits. This was 3% lower as compared to the Spring 2023 Day 10 Credit Count (166), 35% lower as compared to the Spring 2022 Day 10 Credit Count (218), and 60% lower as compared to the Spring 2020 Day10 Credit Count (258).

Due to the small sample size of the Other Locations (Wyoming Medium Correctional Center, Out-of-state Distance Learners), credit count results were not disaggregated.

\*\*\*Please note 2021 Spring Day One Credit Count results were not included as the result of the 2021 EWC data breach.

#### 10 Day Degree Headcount Summary:

24/SP
5
6
1
8
1
2
15
22
1
3
3
10
4
3
3
3
3
23
4
1
1
2
1
1
19
9
13
3
3
1
28
34
3
22
24
4
1
3
5

Education – Secondary Education – Math Ed Option -SCMO.AA	1
Education – Secondary PE Ed. Option. SCPO.AA	3
Social Science. SOSC.AA	19
Veterinary Technology - Veterinary Aide Certificate. VTAD.CD	4
Veterinary Technology - Veterinary Technician. VTTK.AAS	48
Welding and Joining Technology- Welding Specialist.WJSP.CD	1
Welding and Joining Technology. WJTK.AAS	35
Welding and Joining Technology – 1-Year Certificate.WJTK.CD	5
Grand Total	414

#### Memorandum

**TO:** EWC Board of Trustees

**FROM:** Dr. Jeffry Hawes, President

**DATE:** February 13, 2024

**RE:** Strategic Planning for 2025-2030

Eastern Wyoming College is preparing to embark on a one-year journey to evaluate and establish a strategic plan that will guide the work of the College from 2026 through 2030. Eastern Wyoming College is a member of the American Association of Community Colleges (AACC), the primary advocacy organization representing over 1,000 community colleges throughout the United States. EWC has contracted with AACC to provide the talent that will guide College through the development of our next strategic plan.

Dr. Bruce Leslie has been secured by AACC to serve as the facilitator to lead this process at EWC. The following committees will be developed to provide input into the next strategic plan.

- 1. The Envisioning Committee (February-March 2024)
- 2. The Evaluation Committee (TBD)
- 3. The Empowering Committee (TBD)
- 4. The Execution Committee (TBD)
- 5. The Energize Committee (TBD)

The first committee to begin their work will be the Envisioning Committee that is designed to evaluate the current Vision, Mission and Value statements for EWC. The Envisioning Committee will provide two identical opportunities to participate, one on the Douglas campus and one on the Torrington campus. The committee is open to everyone at the College, and I encourage everyone to work with your supervisor if you would like to be a part of the process.

You may attend either meeting, but you will need to commit to the entire time-frame listed below. (Mileage reimbursement will be available for employees who report to one campus, but attend the training at the other campus.)

Location	Date	Time	Meal
Douglas Campus	Monday, February 12 <sup>th</sup> , 2024	12:00 pm to 4:00 pm	Snacks & Lunch Provided
Torrington Campus	Tuesday, February 13 <sup>th</sup> , 2024	9:00 am to 1:00 pm	Snacks & Lunch Provided