



EWC Board of Trustees Meeting Minutes

Eastern Wyoming College

Tuesday, September 10, 2024 at 5:45 PM MDT

@ EWC Dolores Kaufman Board Room

Attendance

Present:

Members: Randy Adams, Bob Baumgartner, Jeff Hawes, Jackie Van Mark, Doug Mercer, Katherine Patrick, Kurt Sittner, Rick Vonburg, Sally Watson, Jim Willox

- I. Chairman Van Mark called the meeting to order.
- II. Approval of the September 10, 2024 Meeting Agenda.

Motion to approve the September 10, 2024 Meeting Agenda:

Motion moved by Bob Baumgartner and motion seconded by Katherine Patrick. Motion passed.

III. Introductions

Foundation Director, Ms. Lisa Johnson, introduced Ms. Kristin Sampson. Ms. Sampson is the new Alumni and Communication Coordinator for the College.

A. EWC Volleyball Team with Coach George Hamilton

Coach George Hamilton presented a plaque from the American Volleyball Coaches Association (AVCA) honoring the EWC Volleyball team for their academic excellence. Each player introduced themselves and stated where they were from.

B. National Skills USA Presentation: Mr. Stan Nicolls and Mr. Matt Scott, and Ms. Kim Russell

Ms. Kim Russell and Mr. Stan Nicolls congratulated the participants from EWC that attended and placed at the National Skills USA competition in Atlanta, GA.

Dayton Tillman - 31st in Individual Welding

Cannon Cook - 6th in Customer Service

Kadey Krenzer & Drew Fraass - 7th in SUAS Drone

Inari Johnson - 11th in Related Technical Math

Riley Arnold - 7th in Extemporaneous Speaking

Postsecondary Representative for the State of Wyoming - Braxton Green

****Two State Officers have chosen to come to EWC 24/FA** - Marcus Zuver - Welding Student and Victoria Beaudry - Veterinary Technician Student

Eastern Wyoming College will host the State SkillsUSA Fall Conference on November 21st.

IV. Public Comment

None

V. Institutional Reports

A. President's Report: Dr. Jeffrey Hawes

1. Dr. Hawes discussed the ongoing process of upgrading the sound system in the auditorium. A grant from the Foundation will allow for the installation of new cabinetry for the audio control and some auxiliary equipment. Dr. Hawes also acknowledged the work of Aaron Bahmer, who initiated the process and is currently working with the contractor to finalize equipment orders and prepare a new schematic drawing.
2. Dr. Hawes mentioned the institution's enrollment trends and strategies for growth, including a survey to gather ideas for increasing enrollment and retention, and the potential for offering high school-level courses in associate of applied science. The next meeting will provide a more detailed enrollment report and discuss the strategic enrollment management plan.
3. There is a grant development project from the Governor's office for an EDA grant. This will be a consortium grant. Mr. Darryl Spitzer and Ms. Amber Holen will bring updates at a later meeting.
4. The College is conducting a review process for the 5 year strategic plan developed and will be finished by the end of this academic year. The Envisioning Committee is evaluating the mission and vision statements.
5. The 10-day enrollment report will be presented at the next Board meeting. Mr. Hansen stated there is a goal to raise enrollment by 5% and look at other creative ways to increase enrollment.

B. Financial Report: CFO, Mr. Kwin Wilkes

CFO Wilkes presented the August monthly financial report which provided an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from August 1, 2024 to August 31, 2024.

Discussion: Trustee Sittner questioned the offsetting credit and debit entry for bond interest and principal payments. Mr. Wilkes stated it is an accounting process and more information on this will be explained in the October meeting.

VI. Consent Agenda approval for the following items

- August 13, 2024 Board Meeting Minutes
- August 13, 2024 Work Session Minutes
- August 2024 Expenditure Report
- Mr. Darryl Spitzer to the position of Dean of Workforce & Career & Technical Education

Motion to approve the Consent Agenda:

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

VII. Consideration of New Business - Action Items

A. Final Approval for Board Policy 4.7 Basic Skills Assessment

Motion to approve the final reading for Board Policy 4.7 Basic Skills Assessment:

Motion moved by Katherine Patrick and motion seconded by Bob Baumgartner.
Motion passed.

B. **Final Approval to Repeal Board Policy 5.10 Club Sponsorship**

This policy will be deleted from the Policy 5.0 series. Ms. Afdahl stated this policy is very old and dated and does not apply anymore.

Motion to approve the final reading to Repeal Board Policy 5.10 Club Sponsorship:

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

C. **Final Approval of Board Policy 7.9 Data Protection Privacy Notice for Students from the European Union and the European Economic Area**

The policy name was changed for more clarity.

Motion to approve the final reading of Board Policy 7.9 Data Protection Privacy Notice for Students from the European Union and the European Economic Area:

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

D. **Approve to ratify the EWC Rodeo Club to purchase/lease 50 head of calves originally approved not to exceed \$40,000; Current invoice came to \$44,250.00.**

The final bill for the cattle was \$44,250.00. Because this was originally approved for \$40,000 and the invoice was submitted for \$4,250 more, this is the approval to ratify this expense for the additional expense.

Discussion: Trustee Sittner had a concern about the overrun in the bill. Mr. Korell stated the College is changing from leasing to owning the animals. He also explained the negotiation, pricing, and quality fluctuations that led to purchasing some cattle and leasing others to balance costs and meet needs. The college aims to break even or make a small profit by reselling the purchased cattle.

Motion to approve the ratification of the EWC Rodeo Club to purchase/lease 50 head of calves originally approved not to exceed \$40,000; an additional \$4,250:

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

E. **Approve the Fiscal Year 2024 Requested Budget Authority Increases**

Pursuant to W.S. 16-4-113, a public hearing was held on August 22, 2024, to consider and take comments on the proposed fiscal year 2024 budget authority increases. No comments from the public were offered during the hearing. We propose to increase the Unrestricted Operating Fund budget by a total of \$260,000 to balance the revenues and expenses. It will be necessary to increase funding by \$135,000 for Institutional Support to cover outside contracted services for the fiscal year. Funding should also be increased in Operations & Maintenance of Plant by \$50,000 to cover services contracted to and billed by Sodexo. Additionally, it will be necessary to increase the budget in Scholarships by \$75,000 to cover late awards for summer school. Within the Restricted Fund budget, it will be necessary to transfer \$375,000 to the WIP grants to establish budgets for these new programs. Within the Unrestricted Auxiliary Fund, Food Service will need to be increased by \$300,000 for the Sodexo management contract.

Motion to approve the Fiscal Year 2024 Requested Budget Authority Increases:

Motion moved by Bob Baumgartner and motion seconded by Katherine Patrick. Motion passed.

F. Approval of the EWC Foundation Operating Agreement

Motion to approve the EWC Foundation Operating Agreement:

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

VIII. Departmental Informational Reports

Ms. Casey Debus provided the 2023-2024 Library Annual Report to view.

IX. Trustee Topics

Trustee Willox update the Board on the challenges with the EWC Grant for the Douglas expansion project. The grant has exceeded its budget due to architect's fees. The project's cost is now estimated to be between \$5.0 to \$5.5 million dollars, and the grant can only be used for the shell of the building. Trustee Willox proposed waiting until the next Board meeting to have a clearer picture of the costs and potential solutions. He also expressed concerns about the future of the construction trades program and suggested drafting a letter from the Board to provide assurance that the program would remain a Douglas Campus program. Trustee Willox also discussed the potential shortfall for the March bid and suggested that the Foundation could potentially use the the Counties' money to secure a million-dollar match from the State. Plans will be brought forward on the project at the October Board meeting for ratification and to commit funds for their development.

X. Approval to adjourn into Executive Session

Motion to adjourn to Executive Session:

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

XI. Executive Session - Wyo. Stat § 16-4-405 (a)

- Wyo. Stat. § 16-4-405 (a)(iii) -- Potential Litigation
- Wyo. Stat. § 16-4-405 (a)(ii)(x) -- Personnel
- Wyo. Stat. § 16-4-405 (a)(vii) -- Real Estate

No action took place after Executive Session.


Jackie Van Mark, Chairman


Sally Watson, Executive Assistant


Randy Adams, Secretary