



EWC Board of Trustees Meeting Minutes

Eastern Wyoming College
10/8/2024 5:45 PMMDT

Attendance

Present:

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

- I. Chairman Van Mark called the meeting to order.
- II. Approval of the October 8, 2024 Meeting Agenda.

Motion to approve the October 8, 2024 meeting agenda:

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

III. Introductions

There were no introductions, but Chairman Van Mark shared a thank you note from the Torrington Little League team, which had reached the regional level. The College provided their transportation to Casper.

IV. Public Comment / Student Reports or Presentations

None

V. Administrative Reports

A. President's Report: Dr. Jeffrey Hawes

- Mr. Caleb Spitzer was invited to provide an update on the Esports season, which had officially kicked off and was 2-2 wins deep. Mr. Spitzer discussed the upcoming esports season culminating on November 11th, a strategic partnership with the University of Wyoming to create a Wyoming esports coalition, and hosting a tournament on the 19th involving local teams. The competition is divided into west, central and east regions. EWC is playing in the western bracket. Caleb will be working on an Esports room at the Douglas Campus. Chairman Van Mark expressed she would like to tour the Esports room and have Caleb show everyone how it works.
- Dr. Hawes acknowledged EWC Volleyball Coach, Mr. George Hamilton's 400th win and the team's success.
- Dr. Hawes emphasized the need to update the college's strategic plan to focus on institutional outcomes and financial solvency, with faculty working on new KPIs to present at the next board meeting. He mentioned progress on the facility master plan, and the goal of having architectural designs completed by December to aid fundraising and planning efforts.

B. Chief Financial Officer Report: Mr. Kwin Wilkes

1. Financial Report for September 1, 2024 to September 30, 2024.

CFO Wilkes presented the September monthly financial report which provided an unaudited update regarding revenues and expenditures for the operational and auxiliary funds. He also explained the process for the Bond calculation.

VI. Board Consent Agenda:

Ratification is a process where the Board confirms an action of the Administration.

Motion to approve the Consent Agenda:

- Ratification of the September 10, 2024 Meeting Minutes.
- Ratification of the September 2024 Expenditure Report.
- Ratification of Ms. Kerry Carr to the position of Medical Assistant Program Director.
- Ratification of Ms. Stephanie Fletcher to the position of Healthcare Program Coach.
- Ratification of Ms. Candance Heinen to the position of CNA Program Director.
- Ratification of Ms. Andrea Hort to the position of Admissions Coordinator.
- Ratification of Mr. Sheldon Le to the position of Residence Life Coordinator / Assistant Men's and Women's Basketball Coach.
- Ratification of Ms. Kristin Sampson to the position of Alumni & Communications Coordinator for the EWC Foundation.
- Ratification of resignation from Ms. Jackie Smith, for the position of Registrar.

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

VII. Board Approval of Action Items

Approval is a process where the Board will review and authorize requests or documents.

A. Approval for the deletion of the Aquaculture Certificate Program: Dr. Debra Ochsner

The Board approved discontinuing the aquaculture certificate program at the Lusk facility. Mr. Hansen clarified the program would not be replaced with water quality testing program that Lusk is working on, but the aquaculture program could potentially return in the future. Mr. Hansen stated the numbers were down in the program and it was Lusk's recommendation to stop the program.

Motion to approve the deletion of the Aquaculture Certificate Program:

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

- B. Approval for the Academic Calendars for Fall 2025, Spring 2026, and Summer 2026.

Motion to approve the Academic Calendars for Fall 2025, Spring 2026, and Summer 2026:

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

- C. Approval of the Education Master Plan for FY25

Motion to approve the Education Master Plan for FY25:

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

- D. Approval of the Student Success Master Plan for FY25

Motion to approve the Student Success Master Plan for FY25:

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

- E. Approval of the President's recommendation for architectural design for the Facility Master Plan projects in FY25.

Motion to approve the President's recommendation for architectural design for the Facility Master Plan projects in FY25:

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

- F. Approval of first reading for Board Policy 5.1 Financial Aid and Scholarships.

Motion to approve the first reading for Board Policy 5.1 Financial Aid and Scholarships:

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

VIII. Addendum approvals

- A. Approval of the hiring of Mr. Tom Popilek as Facilities and Maintenance Director.

Motion to approve the hiring of Mr. Tom Popilek as Facilities and Maintenance Director:

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

- B. Approval of the litigation for damage to CTEC parking lot

This action item allows the College to pursue damages against businesses or entities stemming from the punctured water line during the installation of the fiber optic line on the west side of West C Street. This authorization will allow the President to instruct counsel for EWC to file a complaint on behalf of the College within a two (2) year window.

Motion to approve the litigation for damage to CTEC parking lot:

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

- C. Approval of Invoice from Inland Truck Parts and Service for repair of Passenger Bus CC3, in the amount of \$49, 125.07. Replacement of motor and related parts, and replacement of air compressor system.

Motion to approve invoice from Inland Truck Parts and Service for repair of Passenger Bus CC3, in the amount of \$49, 125.07. Replacement of motor and related parts, and replacement of air compressor system:

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

- D. Approval of the purchase of a spectrometer for Biology and Chemistry, not to exceed \$65,000, from Nanalysis.

This item is purchased through INBRE grant money.

Motion to approve the purchase of a spectrometer for Biology and Chemistry, not to exceed \$65,000, from Nanalysis:

Motion moved by Bob Baumgartner and motion seconded by Randy Adams.
Motion passed.

- E. Ratification of insurance coverage for the College from October 1, 2024 through September 30, 2025.

The total premium is \$403, 947.00, which is a 12.6% increase from the previous year. Insurance is for all aspects of the College including real and personal property, business papers, general liability, automobile, errors and omissions, cyber liability, and professional liability for healthcare. CFO Wilkes and Vice President Korell entered into a binder for coverage, which needed to be in affect October 1, 2024.

Motion for ratification of insurance coverage for college from October 1, 2024 through September 30, 2025:

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

IX. Departmental Reports

- Academic Services Department Report - Cosmetology and Barbering Report: Ms. Donna Charron

- Student Services Department Report: Ms. Tami Afdahl
- Welding Department Report: Mr. Lynn Bedient

X. Trustee Topics


- Trustee Willox discussed the design of the Construction Trades building with a unisex bathroom and spacious shop area that could house two halves of a modular home. The proposed expansion includes a classroom, office, and storage areas with potential use of radiant heat in the shop. Trustee Willox stated there may be a need to hold a "special meeting" if the project can't be completed by November. A schematic of the Construction Trades building with a square footage of 9,000 sq. ft. was provided.
- Trustee Adamas complimented the Volleyball team and stated it was a great match to watch.

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

Motion to adjourn into Executive Session - Wyo. Stat § 16-4-405 (a):

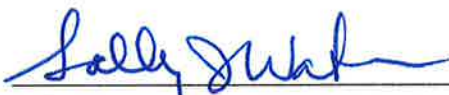
Motion moved by Rick Vonburg and motion seconded by Randy Adams. Motion passed.



Jackie Van Mark, Chairman



Randy Adams, Secretary



Sally Watson, Executive Assistant