



## EASTERN WYOMING COLLEGE BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 14, 2025

EWC Dolores Kaufman Board Room

### Attendance

#### Present:

Members: Randy Adams, Bob Baumgartner, Jeffry Hawes, Doug Mercer, Katherine Patrick, Kurt Sittner, Jackie VanMark, Rick Vonburg, and Jim Willox

1. **Chairman VanMark called the meeting to order.**
2. **Approval of Meeting agenda. Chairman VanMark stated one change to take Chelsea Ballard off of the consent agenda.**

Recommended Motion: To approve the meeting agenda.

*Moved by:* Bob Baumgartner

*Seconded by:* Rick Vonburg

**Carried**

3. **Approval of Minutes**

Recommended Motion: To approve the December 10, 2024 meeting minutes.

*Moved by:* Rick Vonburg

*Seconded by:* Doug Mercer

**Carried**

4. **Introductions - None**

5. **Public Comment - None**

6. **Administrative Reports**

#### **President's Report: Dr. Jeffry Hawes**

Dr. Hawes informed the Trustees that he will be attending the legislative session in February. Ms. Erin Taylor is our representative from WACCT who represents on behalf of all the colleges. In February, there will be a student recognition reception at LCCC. Dr. Hawes will send an email to the Trustees if any of them would like to attend the reception in Cheyenne.

Dr. Farley will provide an update with the HLC status, assurance review and the critical steps of accreditation during the February or March meeting.

Ms. Susan Kannenwischer from Ferrilli presented information on Improving the HCM2 Process and Compliance. She discussed the process of preparing for HCM2 submissions and the need to improve the organization's process. Susan highlighted the importance of data flow and the need for perfect reporting to the government. She also discussed the challenges faced with the HCM2 process, including the need for a new system and the need to regain trust with the Federal Government. Susan also mentioned the creation of a handbook and checklist for the process.

Mr. Hansen discussed the importance of Federal compliance and the need for transparency in student information. He also introduced a new software update, Lightcast, which provides information on degree programs, earning potential, and job opportunities.

Mr. Auke Daane from the IT Department presented information on the improvements in operations and exploring partnerships. Mr. Daane presents reports showing a decrease in incidents and an increase in predictability. Most user feedback is positive, but more feedback is desired to identify areas for improvement. He also discusses ongoing projects to enhance security, standardization, and compliance across various systems.

Additionally, the organization is exploring opportunities to share its IT infrastructure and expertise with other entities, which could provide cost savings through economies of scale while improving overall IT maturity in the region. The Board is supportive of researching these potential partnerships further.

#### **Facilities Report: Mr. Patrick Korell and Mr. Tom Popilek**

##### **Building Heating and Cooling Issues**

Mr. Popilek and Mr. Korell discussed several issues with the building's heating and cooling systems. Mr. Popilek highlighted the poor condition of the boiler system, which was causing carbon monoxide emissions and had been improperly installed. He also pointed out the age of the equipment, with some units dating back to 1982, and the need for replacement. There were issues with the pneumatic system in the Fine Arts building, which lacked control and was causing inconsistent temperatures. He suggested a need for a new control board for the IT room and mentioned a compressor failure in the Fine Arts building.

##### **College Facilities Maintenance and Upgrades**

Mr. Popilek discussed the ongoing maintenance and upgrades needed for the College's facilities. He highlighted the need for future upgrades, particularly in the heating system, due to the presence of living bacteria and the lack of proper maintenance.

Additional maintenance projects included the replacement of 250 interior lights with LEDs, and the certification of bleachers and backboards. He also mentioned the need to address the glycol situation, which he believes is causing leaks and boiler failures. The college is now equipped to document maintenance for the future.

#### **Financial Report: Mr. Kwin Wilkes**

Mr. Wilkes presented the financial report for the end of December. He also discussed the fund balance report and information on expenditures.

## 7. Board Consent Agenda

- 7.1 Ratification of the December 2024 Expenditure Report
- 7.2 Ratification of Ms. Kasey Powell's transition from the interim Director of Nursing to Director of Nursing.
- 7.3 Ratification of Ms. Chanel Barr as the Medical Assistant Instructor / Coordinator, with a start date of January 6, 2025.
- 7.4 Ratification of the appointment of Mr. Ryan Harris to the position of Certified Nursing Assistant (CNA) Instructor for the Douglas Campus.
- 7.5 Ratification of the Amendment to the Management Agreement with Sodexo. Amendment to the management agreement with Sodexo, dated 12-20-23, subject to legal review. The amendment would be effective as of 12-1-2024.  
Recommended Motion: To approve the Consent agenda for January 14, 2025.  
*Moved by:* Rick Vonburg  
*Seconded by:* Doug Mercer  
**Carried**

## 8. Board Approval of Action Items

- 8.1 Approval to purchase practice livestock: Mr. Whit Peterson.  
Recommended Motion: To approve the purchase of practice livestock from the Rodeo Club Fund, not to exceed \$50,000.  
*Moved by:* Bob Baumgartner  
*Seconded by:* Rick Vonburg  
**Carried**
- 8.2 Approve the deletion of Rangeland Ecology and Watershed Management Program: Dr. Debra Ochsner  
Recommended Approval: To delete the Rangeland Ecology and Watershed Management Program  
*Moved by:* Rick Vonburg  
*Seconded by:* Katherine Patrick  
**Carried**
- 8.3 Approval of Final Reading for Board Policy 2.3 Communicable Disease.  
Recommended Motion: To approve the Final Reading of Board Policy 2.3 Communicable Disease  
*Moved by:* Randy Adams  
*Seconded by:* Rick Vonburg  
**Carried**
- 8.4 Approval of Final Reading of Board Policy 5.1 Financial Aid and Scholarships.

Recommended Motion: To approve the Final Reading of Board Policy 5.1  
Financial Aid and Scholarships

*Moved by:* Katherine Patrick

*Seconded by:* Rick Vonburg

**Carried**

8.5 Approval of the Tower Site Lease Agreement.

Recommended Motion: To approve the Tower Site Lease Agreement between Eastern Wyoming College and the Trustees of the University of Wyoming. This is a 10-year renewable lease and is used for Wyoming Public Radio, subject to legal review.

*Moved by:* Doug Mercer

*Seconded by:* Rick Vonburg

**Carried**

9. Department Reports - None

10. Trustee Topics

- Trustee Adams asked what the benefit package consisted of. Mr. Korell providing a detailed explanation of the retirement, healthcare, and sick leave packages. The conversation ended with a discussion on the care of foreign students during break periods, with Patrick explaining they offer transportation and food services to those who stay on campus.
- Trustee Willox updated the Board on the progress of the site plan with the City of Douglas and the architects for the Douglas Campus expansion.
- Trustee Vonburg reminded the team about the upcoming Sagebrush and Roses event.
- Trustee Sittner asked if the Diligent tool had a mobile feature. Dr. Hawes will look into that.
- Trustee Patrick informed the Board about the ACCT webinar she viewed and felt it was very beneficial. She has it recorded if anyone would like to review it as well

11. Adjournment

Recommended Motion: To adjourn the meeting

*Moved by:* Katherine Patrick

*Seconded by:* Rick Vonburg

**Carried**

Jackie Van Mark, Chairman

Randy Adams, Secretary

Sally Watson, Executive Assistant