



**EASTERN WYOMING COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES**

Tuesday, April 8, 2025  
EWC Dolores Kaufman Board Room

**Attendance**

**Present:**

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

**Absent:**

Members:

Page

**1. Call Meeting to Order**

**2. Approval of the Agenda**

Recommended To: Approve the agenda with the correction of the spelling of tenure.

*Moved by:* Bob Baumgartner

*Seconded by:* Randy Adams

**Carried**

**3. Approval of the Minutes**

Recommended To: Approve the March 11, 2025 meeting minutes.

*Moved by:* Rick Vonburg

*Seconded by:* Doug Mercer

**Carried**

#### **4. Introductions -**

Dr. Hawes introduced Sunny Edwards as the Executive Assistant to the President, as Sally Watson is retiring.

#### **5. Public Comment- None**

#### **6. Administrative Reports**

##### **6.1 Presidential Report: Dr. Jeffry Hawes**

##### **6.2 USDOE HCM1 Update: Dr. Jeffry Hawes**

Dr. Hawes discussed the differences in the HCM2 and the HCM1 processes.

Dr. Hawes spoke about the changes made in the college and the importance of maintaining these moving forward.

Dr. Hawes shared the HLC trends in education.

Dr. Hawes provided a brief legal review summary from Coal Creek & Parker & Poe law firms.

##### **6.3 Financial Report: CFO Kwin Wilkes**

Kwin presented the financial report for March 31st, indicating that the college is 75% through the fiscal year. Total revenues in Fund 10 are at 86.5% of the budgeted amount, with state appropriations received and local revenues at 76%. Tuition and fees are at 98% of the budgeted amount. On the expense side, the college has spent 70% of the budgeted amount, which is below the 75% target. The Auxiliary Fund (Fund 12) shows revenues at 104% of the budget, while expenses are at 81.8%, with food service expenses slightly over budget. Kwin addresses concerns about the Conference Center budget discrepancies and the overall Auxiliary Fund budget, stating that they are monitoring the situation closely.

*Moved by: Bob Baumgartner*

*Seconded by: Rick Vonburg*

**Carried**

##### **6.4 HLC Assurance Review Update: VP Dr. Margaret Farley**

Dr. Farley provides an update on the Assurance Review process, noting that Criteria 1 and 2 have been sent out for review and Criteria 3-5 will be sent soon. Dr. Farley thanked the Trustees for the feedback they have provided regarding the first two Criteria.

## **7. Approval of the Consent Agenda**

- 7.1 Ratification of March Expenditure Report  
Recommended To: Approve the Consent Agenda

## **8. Board Approval of Action Items**

- 8.1 Approval of the Final Reading for Board Policy 3.2  
Appointment of Faculty and Staff  
Recommended To: Approve Board Policy 3.2
- 8.2 Recognition of tenure for EWC faculty.  
A motion and second were made, after discussion it was decided a vote was not necessary as the President has the authority to award tenure. Motion pulled.  
Donna Charron, Glenna Zwiebel, Dr. LeAnn Smith, Todd Ascherl.

*Moved by:* Randy Adams

*Seconded by:* Rick Vonburg

**Carried**

- 8.3 Approval for the deletion of Accounting AS, and Economics AS degrees  
Recommended To: Approve the deletion of the Accounting AS and Economics AS Degrees


*Moved by:* Rick Vonburg

*Seconded by:* Katherine Patrick

**Carried**

8.4 Approval of the removal of the imposition of a \$4 credit hour charge for books 6

Recommended To: Remove the \$4 credit hour charge for books

[BR#27.pdf](#) 

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*Moved by:* Bob Baumgartner

*Seconded by:* Rick Vonburg

**Carried**


## **9. Department Reports-None**

## **10. Trustee Topics**

- Randy Adams inquired about the automatic flushing toilets and sinks.
- Jim Willox updated the board on the Douglas expansion project.
- Rick Vonburg asked if there would be a way for the Board of Trustees to get an email as needed with updates of activities happening at the college.

## **11. Approval to adjourn into executive session.**

To consider, discuss and conduct safety and security planning that, if disclosed, would pose a threat to the safety of life or property or persons of the College pursuant to WY Stat § 16-4-405 a(xii)

[BR #23.pdf](#) 

*Moved by:* Doug Mercer

*Seconded by:* Bob Baumgartner

**Carried**

## **12. Adjournment**

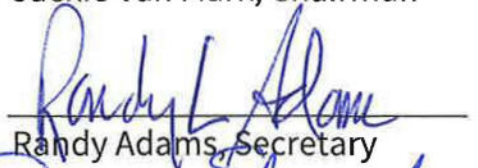
*Moved by:* Katherine Patrick

*Seconded by:* Rick Vonburg

**Carried**



Jackie Van Mark, Chairman



Randy Adams, Secretary



Sally Watson, Executive  
Assistant

## Eastern Wyoming College Board Report

**BOARD REPORT NUMBER: BR#** 27

**DATE:** April 8, 2025

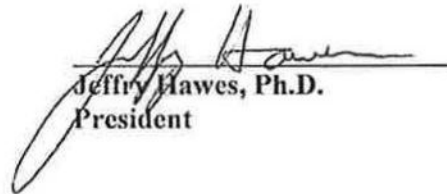
**APPROVAL OR RATIFICATION:** Motion to remove the imposition of a \$4 per credit hour charge for books under consideration for FY26 and affirming all other fees recommended and approved at the March 11, 2025 meeting of the Board of Trustees.

**REPORT:** At the prior meeting, the Board conditionally approved a \$4 per credit hour fee as a placeholder for an alternate delivery system of books and instruction materials to students. After review and consideration of book vendors by the executive team, the alternate system is not feasible at this time. Therefore the \$4 per credit hour should not be charged by the college for FY26.

**RECOMMENDATION:** Executive team recommends approval.

**REVIEWED AND PREPARED BY:**

  
Patrick W. Korell  
Vice President of  
Administrative Services

  
Jeffrey Hawes, Ph.D.  
President

**SUPPORTING DOCUMENTATION:** Not applicable

## Eastern Wyoming College Board Report

BOARD REPORT NUMBER: BR# 23

DATE: April 8, 2025

**APPROVAL OR RATIFICATION:** Request for Executive Session

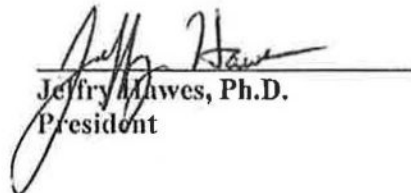
**REPORT:** Wyo. Stat. §16-4-405(a)(xii) allows the Board of Trustees to hold an executive discussion to consider, discuss and conduct safety and security planning that, if disclosed, would pose a threat to the safety of life or property. The CIO and VP for Administrative Services respectfully requests an executive session to discuss security planning for the IT infrastructure.

**RECOMMENDATION:** Executive Session during regular session of the Board of Trustees

**REVIEWED AND PREPARED BY:**



Patrick W. Korell  
Vice President of  
Administrative Services



Jeffrey Hawes, Ph.D.  
President

**SUPPORTING DOCUMENTATION:** Not applicable