



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

Tuesday, October 14, 2025
EWC Dolores Kaufman Board Room

Attendance

Present:

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

Absent:

Members:

Page

1. Call Meeting to Order

Vice Chairman Vonburg called the meeting to order at 5:44 pm

Moved by: Bob Baumgartner

Seconded by: Katherine Patrick

Motion Carried

2. Approval of the Agenda

Vice Chairman Vonburg called for approval of the Agenda as presented

Moved by: Randy Adams

Seconded by: Katherine Patrick

Motion Carried

3. Approval of the Minutes

[Board of Trustees Meeting - Sep 09 2025 - Minutes - Pdf.pdf](#) 

Vice Chairman Vonburg called for approval of the minutes

Moved by: Randy Adams

Seconded by: Bob Baumgartner

Motion Carried

4. Introductions

5. Public Comment

6. Administrative Reports

6.1 President's Report: Dr Jeffrey Hawes

President Hawes discussed the HLC Accreditation report

- The Higher Learning Commission (HLC) assurance report was positive; EWC will remain on the *open pathway* rather than moving to a more intrusive standard pathway.
- One finding related to assessment will be addressed by VP Hansen, Dean Ochsner, and Dean Spitzer.
- Dr. Margaret Farley serves as the college's Accreditation Liaison Officer to HLC.

Conclusion:

- Full HLC report to be submitted to the Board within a week.
- Academic leadership team will formulate compliance plans.
- "Black Jeans and Gold Buckles" Rodeo Fundraiser – November 21, 2025.
- Governor's Business Forum – Laramie, Gateway Center.
- Trustees interested in attending either should contact Lynda Dean.

6.2 Report on Douglas Campus Expansion for Construction Trades Project: Advisor Jim Willox

Advisor Willox provided an update on the Converse County, Douglas Campus Construction Trades Project.

- Two bids were received, less than 2% apart.
- Recommended award to Richardson Construction for

\$4,774,469, including all value-added alternatives.

- Groundbreaking timing questioned; contractor plans partial fall work before winter.

Conclusion:

- Converse County Commissioners approved the notice of award.
- Contract execution expected on October 21.
- Board will ratify notice of award.

6.3 **Overview of Eastern Wyoming College Insurance Selection Process: VP Patrick Korell**

- Overseen by outside agency contracted to solicit and evaluate submissions
- Bids solicited from multiple agents; coverage options and deductibles considered.
- Option with \$60,000 savings rejected due to \$25,000 vehicle deductible, hail damage risk is anticipated.

Conclusion:

- Local agents selected with stable pricing despite 18% industry-wide increases.
- Options will be reevaluated next year, including vehicle coverage solutions.

6.4 **Physical Plant Update: VP Patrick Korell and Director Tom Popilek**

- In-house maintenance saving \$300,000–\$400,000 vs. contractors.
- Vet Tech remodel stalled due to contractor availability.
- Fine Arts building requires critical gear replacement (To be done in December).
- Eastern Hall and Lancer Hall HVAC units parts must be custom ordered.
- Custodial staff reduced to four full-time, two part-time.
- CTEC building roof design issues causing leaks. Issue is being pursued.

Conclusion:

- Major maintenance list complete except for Cat5/Cat6 at Douglas Campus.
- Strategic plan for maintenance priorities needed by December.

- Critical issues: parking lot, air handlers, HVAC controls.

6.5 **Administrative Services Update: VP Patrick Korell**

- Human Resources- Catherine Conard has been offered the position of Human Resources Director and has accepted the position. Start Date of October 21, 2025.
- Transportation- Updates on the mechanical issues on two volleyball team trips. Discussed solutions currently being utilized and discussed possible future alternatives including using smaller buses that other colleges are going to.

6.6 **Student and Academic Services Update: VP John Hansen**

12 - 18

[Student Services, Board of Trustees Report, October.pdf](#) 

Counselor Robin Boyd providing expanded mental health support.

- 142 students participated in workshops focused on mental health.
- Gear Up program serving 208 students, on track to break records.
- Sergio overseeing multiple areas including testing center, food pantry, and veterans services.
- Student Senate implementing partnership requirement for activities.
- Student services successfully implementing strategic plan.

6.7 **Financial Report: CFO Kwin Wilkes**

19 - 25

[August 2025 Board Report.pdf](#) 

[Fund balance.pdf](#) 

- Fund 10 Revenues: \$4,446,199 (slightly down from prior year).
- Fund 10 Expenses: \$1,970,128 (14% reduction).
- Fund 12 (Auxiliary) Revenue: \$909,000 + \$303,000 transfers.
- Fund 12 Expenses: \$508,749 (higher than prior year).
- Fund 10 balance: \$3.7 million.

Conclusion:

- Slight revenue decline due to state funding drop.
- Expenses reduced overall.

- 6.8 **Update on Transfer of Funds: CFO Kwin Wilkes** 26 - 27
[Unencumbered, Unexpended Appropriations.pdf](#)

CFO Wilkes presented an update on the unencumbered and unexpended funds from FY 2025 for approval from the board.

7. **Approval of the Consent Agenda**

- 7.1 **Ratification for award of Contract by Converse County for Douglas Campus Expansion Project for Construction Trades Project** 28
[BR#57.pdf](#)

- 7.2 **Ratification of Insurance Coverage for Eastern Wyoming College for October 1, 2025 to September 30, 2026.** 29
[BR#56.pdf](#)

- 7.3 **Ratification of Human Resources Appointments** 30 - 34
[BR#60.pdf](#)
[BR#61.pdf](#)
[BR#62.pdf](#)
[BR#63.pdf](#)
[BR#65.pdf](#)

- 7.4 **Ratification of Expenditure Report** 35 - 46
[BR#55.pdf](#)
[Check register.pdf](#)

Vice Chairman Vonburg called for approval of the consent agenda 35 - 46

Moved by: Randy Adams


Seconded by: Bob Baumgartner

Motion Carried

8. **Board Approval of Action Items**

- 8.1 **Approval of Transfer of Unencumbered and Unexpended** 47

Funds

[BR#59.pdf](#) 


Vice Chairman Vonburg Called for approval of the Action Item 47
Transfer of Unencumbered and unexpended funds

Moved by: Bob Baumgartner

Seconded by: Doug Mercer

Motion Carried

8.2 **Approval of Catherine Conard as Human Resources Director** 48

[BR#64.pdf](#) 

Vice Chairman Vonburg Called for approval of the Action Item 48
Approval of Catherine Conard as Human Resources Director

Moved by: Katherine Patrick

Seconded by: Doug Mercer

Motion Carried

9. Department Reports

10. Trustee Topics

11. Executive Session

Recommended To: Move into Executive Session:

1. On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. See:(Wyo stat §16-4-405 (a)(iii)).
2. To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price. See:(Wyo stat §16-4-405 (a)(vii)).
3. To consider or receive any information classified as confidential by law. See:(Wyo stat §16-4-405 (a)(ix)).

[BR#58.pdf](#) 

Recommended to move into Executive Session

Vice Chairman Vonburg called for move into Executive Session at 7:14 pm

Moved by: Katherine Patrick

Seconded by: Bob Baumgartner

Motion Carried

Recommended to move out of Executive Session

Vice Chairman Vonburg called for move out of Executive Session at 7:53 pm

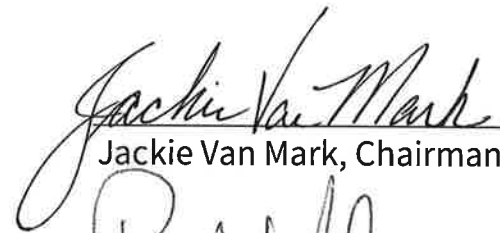
Moved by: Bob Baumgartner

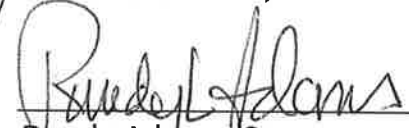
Seconded by: Katherine Patrick


Motion Carried

12. Adjournment

Meeting Adjourned at 7:56 pm


Jackie Van Mark, Chairman


Randy Adams, Secretary


Lynda Dean, Executive Assistant