Board of Trustees Work Session

Date: September 8, 2026 **Start Time:** 4:00 PM MDT **End Time:** 5:00 PM MDT

Attendance

Name	Present
Jim Willox	X
Jackie VanMark	X
Kathryn Patrick	X
Rick Vonburg	X
Bob Baumgartner	X
Kurt Sittner	X
Doug Mercer	X
Julie Newman	X

1. Call to Order

Chair VanMark confirmed a quorum was present and called the work session to order.

2. Boardable Training

Lynda Dean provided an initial overview of the Boardable platform while waiting for Stephanie Lander (Boardable Senior Account Manager) to join. Stephanie experienced a login issue resolved by clearing browser cookies and joined partway through.

Stephanie Lander then led the formal platform walkthrough, covering the following areas:

Accepting Your Invitation & Logging In

- A **mobile app** is available for Apple and Android. Best suited for quick tasks, notifications, and reviewing materials. Admin-level work should be done from a desktop browser.

Home Page Navigation

- Support is accessible via a chat icon in the bottom-left corner. An AI bot handles simple questions first; typing **"transfer"** connects users to a live support agent. Support is also reachable at **support@boardable.com**, available Monday–Friday, 9 AM–8 PM Eastern Time.

Accessibility Settings

- Found in the top-right corner after login.

User Profile & Notification Settings

- Users can update their display name, board/committee role, and contact information in settings.

- Meeting reminders and task reminders can be customized to suit individual preferences.

Preparing for a Meeting

- Board members will receive calendar invites with a Boardable Video link for each meeting.
- The **full board packet** (agenda plus all attachments compiled in order) can be viewed by clicking "View." A document outline / table of contents allows easy navigation through lengthy packets.
- Members can annotate documents ahead of time: **Public annotations** are visible to all meeting invitees; **Private annotations** are visible only to the individual who made them; Annotations persist and remain accessible when the user returns to those materials during the live meeting.

Legal Note on Annotations: *A board member raised the important question of whether private annotations could be subpoenaed. As a public elected board, meeting records — including personal notes — may be subject to public records requests or legal discovery. Stephanie Lander acknowledged this requires further investigation. Dr. Hawes and Lynda Dean will conduct an internal legal review.*

Board members are advised to be thoughtful about what they record in annotations*, public or private, until this question is fully resolved.*

Joining & Participating in a Live Meeting

- Members join via the calendar invite link or the "Join Meeting" button on the meeting member page.

Tasks

- Tasks can be assigned to individuals before or after meetings. Assigned users receive an email notification.
- All tasks — active, overdue, and completed — are viewable under "View My Tasks."

Polls, Goals, and Additional Features

- Polls can be sent to any subset of users (e.g., scheduling, preference gathering).
- Goals can be set for individuals or groups registered in the system.

Past Meetings & Record Keeping

- Completed meetings move to a "Past Meetings" tab, where agendas, minutes, and attachments remain accessible.
- Meeting records are searchable and serve as institutional artifacts for accreditation purposes (e.g., HLC review).

Public-Facing Portal

- Boardable includes a public portal displaying EWC's mission, vision, and published board agendas and minutes.

ADA Compliance

- ADA compliance was a primary driver for switching to Boardable. The previous platform (Diligent Community) was compliant for its own agenda structure but not for attached documents.
- Boardable is fully ADA compliant, including for attached documents uploaded through the platform.

Institutional Use of Boardable

- Over a dozen internal committees are now using Boardable, including the President's Executive Team, President's Cabinet, President's Leadership Team, Curriculum Committee, Advisory Committee, Board Policy Review Committee, and standing Eastern committees.
- All committees are required to maintain their meeting evidence and artifacts within Boardable going forward.
- When HLC conducts its next accreditation review (approximately two years out), EWC will be able to present all required artifacts — minutes, votes, attendance, decisions — directly from Boardable.

Technology Access for Board Members

- Board members who need access to devices (e.g., tablets, laptops) to participate in Boardable meetings should contact **Lynda Dean**.
- The CIO has assembled a pool of refurbished resources available for students, faculty, and board members as needed.

3. Reports

3a. Legislative Updates — Dr. Jeffry Hawes

Dr. Hawes provided a review of new statutory requirements effective for the 2026 academic year. Some provisions took effect immediately upon the Governor's signature; others took effect July 1, 2026. The full slide deck will be distributed to the board via email.

Key Legislative Highlights

Area	Summary
Dual Enrollment Access	Prohibits institutional caps on high school dual enrollment. Opens access to all grade levels (including freshmen). $20M statewide appropriation ($10M per year of biennium). BOCES funding must be accessed first where available; the $20M covers gaps where BOCES does not apply.
CTE Program Funding	$7.5M statewide for Career and Technical Education. EWC has significant CTE programming and is expected to benefit directly.

Employee Compensation	$14M statewide for cost-of-living adjustments. Disbursement to EWC employees administered by July 1, in coordination with HR Director Kennard, VP Lauren Moore, and Chief Lair.
Operational Directives	Prohibition on use of state funds for elective abortion/transition procedures. Applicable policies and procedures are being updated.
12 Credit Accessibility Benchmark (HB 7)	Mandates that every high school student in Wyoming have access to at least 12 postsecondary credits before graduation — regardless of district or BOCES membership. EWC must ensure coverage across all schools in its service area, including smaller districts like Upton and Hulett.
Hathaway / Graduate Tracking (HB 57)	Expands Hathaway tracking and reporting requirements for college graduates.
Tuition Adjustment	Wyoming Community College Commission implemented a $7/credit hour in-state tuition adjustment alongside statutory funding changes.
Homeschooler Access (Separate Appropriation)	Homeschooled students do not fall under the $20M dual enrollment fund or BOCES, as they are not part of a school district. A separate appropriation (amount still being confirmed — VP Hanson believes it may be larger than the $750K currently identified) exists specifically for this population. No college has yet published a full implementation plan; EWC anticipates marketing outreach before spring semester.

Concurrent Enrollment — Faculty Qualification Standards

- The Higher Learning Commission (HLC) previously required high school teachers delivering concurrent enrollment courses to hold a master's degree with 18 transcripted credit hours in the discipline they teach. This standard, implemented around 2014–2015, resulted in some high school teachers losing eligibility.
- In 2025, HLC relaxed this requirement — though EWC is not abandoning its academic standards as a result.
- EWC now also accepts documented professional experience in the field (years of industry work, certifications, trainings on file) as supplemental evidence of qualification in certain cases — particularly relevant for CTE disciplines where terminal credentials differ from traditional academic pathways.
- Dr. Hawes noted an upcoming meeting with a UW representative in Casper to continue discussions on expanding access.
- Dr. Farley (Accreditation Liaison Officer) will be invited to present a future update to the board on HLC standards and concurrent enrollment qualifications.

Looking Ahead

- The legislature is expected to re-up several of these initiatives in future sessions — these are not one-time funding scenarios.
- Dual credit and concurrent enrollment have been designated a top institutional priority.
- Director Sampson and the marketing team are finalizing a promotion plan. Marketing campaigns targeting families, students, and homeschoolers are planned before spring semester.
- A comprehensive update on BOCES participation by district — including which districts in EWC's service area have BOCES coverage and which do not — will be presented at a

future board meeting by Dr. Farley.

4. Adjourn Meeting

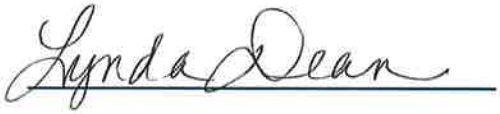
Chair VanMark asked for a motion to adjourn the work session. The motion was made and the work session was adjourned. The full Board of Trustees meeting was scheduled to begin at 5:45 PM.



Jackie VanMark, Chairman



Robert Baumgartner, Secretary



Lynda Dean, Executive Assistant