

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 1, 2010**

MEMBERS PRESENT: Board President JIM VOGT; Trustees MARTY COE, CAROLYN DANKO, GLORIA HEDDERMAN, JOHN HOUSEL, and JIM SESSIONS.

MEMBERS ABSENT: Trustee MARK WESTERHOLD.

OTHERS PRESENT: DR. PAUL PRESTWICH, President; DR. SHER HRUSKA, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. DANA YOUNG, Vice President for Student Affairs; MS. SHELBY WETZEL, Foundation Executive Director; MR. SHELDON FLOM; DR. ELISE KIMBLE; MR. DEE HAVIG; MR. SCOTT HORTON; MS. TERRI WARD; MS. ILENE OLSON, the *Powell Tribune*; MR. MARK KEIERLEBER, the *Trail*; and MS. CYNTHIA CICCI, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: The regular meeting of the Northwest College Board of Trustees was held on Monday, February 1, 2010, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: **A motion was made by Trustee Danko and seconded by Trustee Hedderman to approve the agenda as presented. Motion carried.**

STUDY SESSION: SOCIAL SCIENCE AND EDUCATION: Trustees were welcomed by the Social Science and Education Division faculty members who introduced themselves and listed the classes they taught. Trustees enjoyed several presentations highlighting programs in their area. Board President Vogt thanked the Social Science and Education Division faculty members for their time and for the very interesting and informative study session, adding that the Board is very appreciative of everything they do for the College.

INTRODUCTION OF BLOCK AND BRIDLE & LIVESTOCK JUDGING TEAM: Members of the Block and Bridle Club and the Livestock Judging Team were on hand along with Agriculture Department faculty members to introduce themselves to the Board. Trustees congratulated them on their accomplishments and extended best wishes in their future endeavors.

A APPROVE MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2010: **A motion was made by Trustee Coe and seconded by Trustee Sessions to approve the minutes of the regular meeting of January 11, 2010 as presented. Motion carried.**

A APPROVE MINUTES OF EXECUTIVE SESSIONS OF JANUARY 11, 2010: **A motion was made by Trustee Danko and seconded by Trustee Coe to approve the minutes of the two executive sessions of January 11, 2010 as presented. Motion carried.**

CONSTITUENT GROUP REPORTS: Administrative Staff Organization (ASO) president Dee Havig reported that a representative will be participating in the February 11th budget discussion with the President's Advisory Council (PAC).

Faculty Organization (FO) president Elise Kimble reported that the FO has not met yet this semester.

Professional Staff Organization (PSO) president Scott Horton reported that Kim Marman has asked to be released from the Employment Handbook Committee and that the names of two potential replacements have been submitted to PAC.

Classified Staff Organization (CSO) president Terri Ward reported that fundraising for the “We Care” Scholarship will begin soon. The newsletter subcommittee also met recently to discuss the next publication of the CSO newsletter.

Vice President Young reported that the Student Senate (SS) held its first meeting last Monday. A special election will be held to replace three representatives who won’t be serving spring semester. Discussions are underway regarding the possibility of combing the SS and NWC staff recycling efforts.

A CHECK REGISTER:

There were a few questions regarding items in the check register which Finance Director Flom and Vice President Hruska offered to research and report back to the Board. **A motion was made by Trustee Housel and seconded by Trustee Sessions to approve the check register as presented. Motion carried.**

QUARTERLY BUDGET AND CASH FLOW REPORT:

Finance Director Sheldon Flom offered to respond to questions on the Second Quarter Budget and Cash Flow Report which was included in the Board materials.

A DESIGNATION OF DEPOSITORIES:

Wyoming Statute 9-4-806 requires financial depositories to take certain action with their board of directors and then submit a corresponding application to the public entity in order to be designated as a depository for public funds. Finance Director Flom reported that six banks (Bank of Powell, Bank of the West-Powell, Big Horn Federal-Powell, First National Bank & Trust-Powell, Pinnacle Bank-Cody, and Wells Fargo Bank-Powell) have submitted the proper documentation required by statute. NWC has funds in all of the banks except Bank of Powell. **A motion was made by Trustee Hedderman and seconded by Trustee Coe to approve the applications of the six banks as depositories. Motion carried.**

DISCLOSURE OF INTEREST FORMS DISTRIBUTED:

Finance Director Flom reported that Wyoming Statute 6-5-118 “Investment Policy-Disclosure of Interest” requires forms be completed by all officers and employees with investment authority. Disclosure of Interest forms were distributed with a request to return completed forms by the March 8, 2010 Board meeting.

REVISED NORTHWEST COLLEGE LICENSING AGREEMENT:

Vice President Kitchen offered to respond to questions on the revised *Northwest College Licensing Agreement* which now includes NWC’s new athletic logos and was included in the Board materials. The original agreement, approved by the Board of Trustees in fall 2004, is provided to retailers who wish to use the College’s name and related graphic representations. Such formal agreements are common in higher education. The document was reviewed by the College attorney earlier.

A EXECUTIVE SESSION:

A motion was made by Trustee Hedderman and seconded by Trustee Sessions to move into executive session to discuss a personnel matter. Motion carried.

The executive session was adjourned and the regular meeting reconvened at 5:20 p.m.

A NWC PRESIDENT’S CONTRACT:

A motion was made by Trustee Sessions and seconded by Trustee Danko to extend the NWC President’s contract two years (2010-2011 and 2011-2012) and at approximately the same time next

year to consider a one-year extension. Motion carried.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:25 p.m. There were no citizens present to address the Board, so Citizens' Open Forum adjourned.

REPORTS:

Board President:

Board President Vogt reported that he attended the presentation unveiling the banner in honor of Jim Zeigler's induction into the Wrestling Coaches Hall of Fame. He also reported on the exciting wrestling matches and Tim Schoessler's piano concert. Trustee Vogt will be traveling to Washington D.C. to attend the 2010 ACCT National Legislative Summit and to Cheyenne for the upcoming Wyoming Community College (WCC) Conference and Wyoming Community College Commission (WCCC) meeting.

Board Committees:

Trustee Hedderman reported on the semi-annual meetings she attended for both the Powell and Lovell Boards of Cooperative Education Services (BOCES).

College President:

President Prestwich reported that Board President Vogt was selected to receive the Wyoming Association of Community College Trustees (WACCT) 2009-2010 Trustee Leadership Award. He will be recognized at the WCC Conference on February 16th in a special presentation during the Awards Luncheon and introduced at the Legislative Reception/Dinner that evening.

The President updated the Board on the federal stimulus funds NWC expects to receive. The College is moving forward with budget planning and no longer anticipates the need for a reduction in force (RIF). The College continues to look for ways to save money in order to support areas of growth as well as recruitment and retention needs. A second budget discussion with constituent group representatives is scheduled for February 11th.

A soccer coach has been hired and implementation of the two teams is moving forward rapidly, as games start August 15. The President gave an athletic update and reminded Trustees of the Rodeo Gala fundraising event this Saturday.

President Prestwich and Vice President Kitchen will be in Cheyenne the week of February 15 for legislative coverage duties.

Vice Presidents:

In addition to her written report which was included in the Board materials, Vice President Young told Trustees that they will receive information regarding the College's recruitment and retention plans at next month's Board meeting. She also gave an update on the soccer program recruiting efforts.

Work on existing projects is moving forward and there were no additions to the Bid and Contract Issuance Report. Vice President Mills added that of the \$1.55 million total construction cost for the library addition, 82% of the work is being done by Park County contractors and 88% are Wyoming companies.

Reporting for the Human Resources Director, Vice President Mills stated that the search to replace Elise Kimble's position is underway as well as the process of permanent residency for the volleyball coach and instructor in physics and mathematics.

Vice President Mills offered to respond to questions on his written report which was included in the Board materials.

Vice President Kitchen offered to respond to questions on his written report in the Board materials. In response to an inquiry by Board President Vogt, Vice President Kitchen stated there was no discussion at a recent meeting of statewide community college PR/marketing colleagues regarding future centralized promotional activities for the system of community colleges; such ad campaigns are organized and funded by the WCCC.

In addition to her written report in the Board materials, Vice President Hruska reported that academic computing policies/procedures are in the process of being updated. In response to Board President Vogt's inquiry regarding adjunct faculty, Vice President Hruska explained that the number varies each semester but is usually about 70-80, roughly the same number as regular faculty. In response to a question from Trustee Danko about the STARS online scholarship program, Vice President Hruska deferred to Vice President Young who responded that a meeting of the concerned faculty members and Financial Aid Office staff is scheduled to discuss problems, ideas and to share an update on improvements being made on the software.

Adding to President Prestwich's earlier announcement, Foundation Executive Director Wetzel reported that NWC nominees received two of the five statewide WACCT awards. Foundation Board President Dick Nelson was selected to receive the 2009-2010 Foundation Volunteer of the Year Award for his overall leadership of *Toward New Vistas* campaign. Upcoming Booster Club events include tailgate parties for the February 19th women's basketball game and the February 27th men's basketball game.

**MEETING WITH
CONSTITUENT GROUP
REPRESENTATIVES:**

The Board's semi-annual meeting with constituent group representatives (three from each constituency) was scheduled for noon on Monday, April 12th, in the DSC Trapper Room.

OTHER BUSINESS:

Board President Vogt thanked the Trustees for nominating him for this year's WACCT Award and those who were involved in the process.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, March 8, 2010, at the Cody Center.

A ADJOURNMENT:

On a motion by Trustee Danko which was seconded by Trustee Hedderman, the meeting adjourned at 5:56 p.m.