

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 8, 2010**

MEMBERS PRESENT: Board President JIM VOGT; Vice President/Secretary MARK WESTERHOLD; Trustees MARTY COE, CAROLYN DANKO, JOHN HOUSEL, and JIM SESSIONS.

MEMBERS ABSENT: Trustee GLORIA HEDDERMAN.

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; MS. HEATHER KOBBE; DR. ELISE KIMBLE; MR. SCOTT HORTON; MR. DEAN BRUCE; MR. CLAY CUMMINS; MR. RON FEEMSTER; DR. DUANE FISH; MS. KAISIA HARVEY; MS. JO ANN HEIMER; MS. LACI KENNEDY; MS. JAN KRAFT; MR. SCOTT LEWIS; MS. CHARLOTTE PATRICK; MS. RONDA PEER; MS. JESSICA REINHARDT; MS. STACY SCHELL; MR. GARY STURMER; MR. MORGAN TYREE; MR. STEVE WALKER; MR. JIM ZEIGLER; MS. ILENE OLSON, the *Powell Tribune*; MR. MARK KEIERLEBER, the *Trail*; MR. SEAN RYAN, the *Trail*; MR. RUFFIN PREVOST, the *Billings Gazette*; 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, March 8, 2010, at 3 p.m. at the Cody Center.

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

STUDY SESSION: CODY CENTER: Trustees were treated to coffee and dessert in the Biblio Bistro located in the Park County Library in the lower level of the Park County Complex. Manager Dave Koch and each of the employees introduced themselves after which Dean of Extended Campus and Workforce Ronda Peer gave a brief report on the Hospitality Program. The study session continued with Ms. Peer's presentation about the Cody Center. She introduced the primary staff members and distributed a report including data on Cody Center usage. Ms. Peer reported they have been going through a transition but that usage is increasing, and she reported on new programs recently implemented. After a brief question/answer session, the Board thanked Ms. Peer for the very informative and enjoyable presentations on the Hospitality Program and the Cody Center.

A APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 1, 2010: **A motion was made by Trustee Housel and seconded by Trustee Coe to approve the minutes of the regular meeting of February 1, 2010 as presented. Motion carried.**

A APPROVE MINUTES OF EXECUTIVE SESSION OF FEBRUARY 1, 2010: **A motion was made by Trustee Housel and seconded by Trustee Sessions to approve the minutes of the February 1, 2010 executive session as presented. Motion carried with Trustee Westerhold abstaining.**

CONSTITUENT GROUP REPORTS: Administrative Staff Organization (ASO) had no report.

Faculty Organization (FO) president Elise Kimble reported on its February 18th meeting at which faculty members discussed legislative issues and two employment policy revision proposals. The FO voted in favor of moving up the date of the Board of Trustees discussion with constituent group representatives in light of the recent anonymous “climate” email. The FO Executive Committee also met and is in favor of Vice President Hruska’s suggestion of the College hiring a professional mediator. The FO will discuss filing a grievance regarding the anonymous email. Board President Vogt responded that none of the other constituent groups have requested to move up the date of the open discussion with the Board.

Professional Staff Organization (PSO) president Scott Horton reported that a spring PSO luncheon meeting is scheduled for March 25th at 11:30 a.m.

Classified Staff Organization (CSO) president Terri Ward submitted a written report read by Board President Vogt in which it was reported that the Nominating Committee will soon be electing classified staff for representation on various committees as well as a new President-elect with new Executive Committee membership. The Training and Development Committee is working to create learning seminars for all classified staff to attend. The Scholarship Committee is working on organizing fundraising efforts for the CSO “We Care” Scholarship. The Social Committee started planning the “We are LUCKY to have you” staff recognition event which is scheduled for March 16th.

With no Student Senate (SS) members present, Vice President Young reported that they are working on getting the Oasis open and looking into online voting for spring elections. Trustee Coe asked about the prioritized list of proposed projects the SS developed which included taking over the Formal Meeting Room. She added that Board meetings have been moved to the Trapper Room in order to accommodate their request, yet SS members complain they’re not being heard.

A CHECK REGISTER:

After a brief question/answer session, **a motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the check register as presented. Motion carried.**

A QUARTERLY BUDGET ADJUSTMENTS:

Having nothing to add to his report, Finance Director Flom offered to respond to questions regarding the third quarter budget adjustments for fiscal year 2010. After a brief discussion regarding the Incheon Program and the Glacier Bay Training expense, **a motion was made by Trustee Danko and seconded by Trustee Westerhold to approve the third quarter budget adjustments for fiscal year 2010. Motion carried.**

INVESTMENT POLICY DISCLOSURE FORM COMPLETION:

It was noted that completed Disclosure of Interest forms have been collected from Board members and college officers as required by law. The forms will remain on file in the President’s Office.

A 2008-2011 STRATEGIC PLAN:

As a result of the one-year extension of the current strategic plan since many first-year targets were exceeded, the Institutional Effectiveness Committee (IEC) reviewed the Implementation and Tracking Plan and proposed amendments to several Strategic Goals. The recommendations are detailed in the *2008-2011 Strategic Plan*:

Implementation and Tracking Plan (dated March 10, 2010) which was included in the Board materials. The IEC also set proposed third-year targets and revised many second-year targets. The amended Strategic Goals have been reviewed by the College Council, and at the Board's request, are being presented for approval. In response to Board President Vogt's inquiry about a professional development plan, President Prestwich explained that there are many professional development opportunities which happen in pockets but it has not been "institutionalized." There was a brief discussion regarding the targets for Strategic Goal #5.1 since enrollment figures were not included. **A motion was made by Trustee Westerhold and seconded by Trustee Coe to approve the amended Strategic Goals. Motion carried.**

**A FACULTY EMPLOYMENT
POLICIES:**

FO President Elise Kimble distributed the results of the faculty vote on two Faculty Employment Policy (FEP) proposals both of which were approved with a 50% turnout. The FEP proposal related to the Nursing program was very lengthy but the language must comply with special requirements of the Wyoming State Board of Nursing and the National League for Nursing.

A motion was made by Trustee Westerhold and seconded by Trustee Coe to approve the Northwest College Teaching Load Procedure amendment process in the Faculty Employment Policies. In response to Trustee Danko's inquiry about the load procedure considering the extra number of students, President Prestwich explained that it hadn't changed since adjuncts and overloads were used. Facility usage has been more of a challenge this year with the increased class size, but it's more of a management issue and doesn't show up in the load policy. **Motion carried.**

Trustee Westerhold made a motion which was seconded by Trustee Sessions to table the policy amendment regarding the Director of Nursing after such time the College's attorney has reviewed it to make sure there are no conflicts with faculty employment policies. Motion carried.

REPORTS:

Board President:

Board President Vogt reported that the Legislative Summit in Washington D.C. was cancelled due to a historic snow storm. He distributed and summarized a newspaper article regarding proposed revisions to the student loan program. Board President Vogt reported on two Wyoming Association of Community College Trustees (WACCT) meetings held prior to and after the Wyoming Community College Conference which he attended on February 16th. He distributed a draft of an organizational plan for the WACCT which he reviewed with the Board, and asked Trustees to recommend educational programs in which they may be interested. Board members were requested to review the materials and comment at next month's Board meeting. The next WACCT meeting is scheduled in conjunction with the upcoming Wyoming Community College Commission (WCCC) meeting on April 27th in Rock Springs. Lastly, Board President Vogt highlighted a few topics from the legislative wrap-up teleconference in which he participated.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m.

Dr. Duane Fish, Professor of Speech Communication/Division Chair read a prepared statement in which he acknowledged that the College is experiencing troubled times. He apologized to his students for reports and innuendo that he misguided them by telling them what to say, and also to his colleagues who may have endured misdirected criticism, accusations and anger.

NWC Foundation Board and Alumni Board member Clay Cummins from Billings, MT expressed his support for the College and President Prestwich in response to what he's read in the media.

NWC Assistant Professor of Graphic Arts/Printing Morgan Tyree questioned the involvement of three administrators in the anonymous "climate" email and survey.

NWC Foundation Executive Director Shelby Wetzel explained the purpose of the "climate" email and the reason for its anonymity. After distributing copies of the survey results and comments, she acknowledged her part in facilitating the email but will no longer be in a spokesperson position.

NWC SS representative Laci Kennedy expressed concerns about repercussions of the LDS letter, recent firings, and the addition of the new Soccer program. She added that SS members feel like they're not being heard and have formed a new committee.

NWC student Kasia Harvey said that she and other students are still concerned over the firing of Student Activities Coordinator Mike Taylor and the future of intramurals on campus. She met with President Prestwich regarding her concerns, adding that he has not taken any action and that she would like to further discuss her concerns with the Board.

On behalf of the Board, Trustee Coe assured speakers that their concerns will be addressed. Board President Vogt added that Trustees will discuss whether or not the concerns can be addressed in a regular meeting or if a special meeting is needed.

Citizen's Open Forum adjourned at 5:19 p.m.

Board Committees:

There were no Board committee reports.

College President:

President Prestwich reported on legislative issues and the College's budget, adding that the Foundation will be a big help for scholarship support in this time of economic uncertainty. The second budget meeting with the President's Advisory Council (PAC) and constituent group representatives was held on February 11th and was very helpful. Budget decisions will be communicated to the campus community as they are made. President Prestwich gave an update on the facilities improvement projects. In response to the LDS letter controversy, he held an open forum on February 25th which was well attended. He is in the process of holding similar open forums in each of the residence halls which have also been well attended and productive.

Vice Presidents:

Vice President Mills had nothing to add to the Bid and Contract Issuance Report except to request approval and "not to exceed" amounts for the Orendorff Building Entry and NPA Recording Studio

projects which are in progress. The estimated cost of the Orendorff Building Entry project is \$420,000 and the estimated cost of the NPA Recording Studio project is \$730,000.

Human Resources Director Heather Kobbe reported there was nothing to add to the Personnel Status Report but stood for questions.

Vice President Kitchen offered to respond to questions on his written report which was included in the Board materials. In further analysis of the legislative bill, he commented on a footnote that became part of a legislative bill with regard to reporting publications, out-of-state travel contract for services expenses on a monthly basis. He explained that the footnote is not statute and is in effect for the next biennium; it was intended to help them learn more about expenditures, but that it may not be a continued reporting issue. In response to Board President Vogt's inquiry, Vice President Kitchen explained that he is unaware of any proposed studies regarding funding for the community colleges, but that he does know of one legislator who will bring forth such legislation in the next session.

In addition to her written report in the Board materials, Vice President Hruska reported that LPN students did an outstanding job on their board exams. Board President Vogt congratulated Duane and Virginia Fish for being inducted into the Wyoming Debate Hall of Fame.

Vice President Young had one correction in her report stating that the Wrestling Team finished 4th in the nation with Landon Harris winning the national championship. NWC is moving to direct loans to students in order to save them money and everything is in place for a smooth transition.

Vice President Mills reported that the College's motor coach has been retired because it had over two million miles on it and was no longer safe or economical. Park County Youth Activities Inc. in Cody ordered a new bus and is offering to sell their current bus (with 200,000 miles) to the College for \$18,000. A late model comparable vehicle with higher mileage would usually sell for around \$250,000. The bus has been checked over in Billings and it appears to be in excellent condition. Currently, the College leases motor coaches several times a year at \$1,700/day. He requested Board approval to purchase the bus. In response to an inquiry by Trustee Westerhold, Vice President Mills will find out how much the insurance will cost and report back to the Board. **Trustee Danko made a motion which was seconded by Trustee Coe to approve the purchase of the bus at a cost not to exceed \$18,000. Motion carried.** In response to Trustee Danko's inquiry about the new performance management system, Human Resources Director Kobbe explained that it's more of development model rather than the usual "evaluation" tool which gets signed and goes into the employee's personnel file. The model has been implemented with the President's direct reports and will now go to non-faculty groups.

Foundation Executive Director Shelby Wetzel reported on the Foundation Board's quarterly meeting at which two new board members were elected. The Phonathon is in its second week and \$7,500 has been raised. Student workers are having good conversations and creating positive public relations. In response to an inquiry by Board President Vogt, Ms. Wetzel said HB110 is good

because it allows the Foundation to retain a list of endowed donations should there be a time when the Legislature offers additional matching funds. However, the Foundation must inform donors that there are no guarantees of funding after it uses up the current appropriation.

A EXECUTIVE SESSION:

At 6:03 p.m., a motion was made by Trustee Sessions and seconded by Trustee Danko to move into executive session. Motion carried.

The executive session was adjourned and the regular meeting reconvened at 7:45 p.m.

Board President Vogt thanked those who commented at the Citizens' Open Forum and said the Board will continue to gather input on the issues raised all of which will be considered at a later time.

A motion was made by Trustee Danko and seconded by Trustee Coe that the Board hold an open discussion with constituent group representatives on March 16th at 3 p.m. Trustee Housel amended the motion which was seconded by Trustee Danko that in keeping with the original format of a shared governance approach, the College president not be present. Trustee Coe spoke against the motion. In a tie vote with Trustees Housel and Danko voting in favor of the amended motion and Trustees Coe and Sessions voting against, Board President Vogt cast the tie-breaker vote against the amended motion. The original motion was passed. Constituent groups will be notified of the location.

OTHER BUSINESS:

The next Wyoming Community College Commission meeting is scheduled for April 27, 2010 in Rock Springs.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, April 12, 2010, in the Trapper Room of the DeWitt Student Center.

A ADJOURNMENT:

On a motion by Trustee Housel which was seconded by Trustee Sessions, the meeting adjourned at 7:54 p.m.