

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
April 12, 2010**

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

OTHERS PRESENT: DR. PAUL PRESTWICH, President; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. SHELBY WETZEL, Foundation Executive Director; MR. SHELDON FLOM; MS. HEATHER KOBBE; DR. ELISE KIMBLE; MS. JO ANN HEIMER; MS. TERRI WARD; MS. CHRISTINA REID; MR. WEST HERNANDEZ; MS. VIRGINIA FISH; MR. BOB KRENZ; MS. ILENE OLSON, the *Powell Tribune*; MR. MARK KEIERLEBER, MR. SEAN RYAN AND MR. RON FEEMSTER, 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, April 12, 2010, at 3:30 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

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

STUDY SESSION: BUDGET Finance Director Sheldon Flom presented a preview of FY11 budget information. The State Fiscal Stabilization Funds (SFSF) are included in the estimated revenue which must be used by September 30, 2011. The College is expecting a decrease in local revenue due to a 30% decrease in mineral wealth in Park County, but tuition and fees revenue is up considerably over what was anticipated earlier.

Mr. Flom also reviewed a list of expected savings in payroll due to retirements, resignations and restructuring. Additional savings will come from the Glacier Bay Training Incheon Program and a return to the previous level of scholarship funding by the NWC Foundation, thanks to a rebound in investment revenue. The savings will be used for cost increases, new programs such as Soccer, and the Action Resource Plans approved by PAC.

Mr. Flom also reviewed information related to the funding model with regard to the budget percentage allocated to fixed and variable costs. He and Vice President Mills attended a meeting at which the colleges determined what sources expenses would be paid from so that all of the colleges report the same way. Mr. Flom reviewed the accounting changes needed in order to get NWC's costs in alignment.

A preliminary FY11 budget presentation is scheduled for next month's Board meeting, with a second reading of the budget at the June meeting before the Board takes action on it at the Budget Hearing scheduled for the third Wednesday in July.

INTRODUCTION OF INTERNATIONAL CLUB: Harriet Bloom-Wilson, Deepthi Amarasuriya and Amanda Enriquez, sponsors/advisors of the International Club, accompanied members of the International Club to the Board meeting where each of them introduced themselves. Through its members and activities, the

International Club builds cultural awareness on campus and in the community. American students are encouraged to participate in the club in order to build relationships and to learn about different cultures. The club also serves the international students by providing a variety of outings since none of them have transportation. The Friendship Family program provides an opportunity for international students to learn more about American life. Board members applauded the students and thanked them for attending.

**A APPROVE MINUTES OF
THE REGULAR MEETING
OF MARCH 8, 2010:**

A motion was made by Trustee Danko and seconded by Trustee Westerhold to approve the minutes of the regular meeting of March 8, 2010 as presented. Motion carried with Trustee Hedderman abstaining.

**A APPROVE MINUTES OF
EXECUTIVE SESSION OF
MARCH 8, 2010:**

A motion was made by Trustee Westerhold and seconded by Trustee Sessions to approve the minutes of the March 8, 2010 executive session as presented. Motion carried with Trustee Hedderman abstaining.

**A APPROVE MINUTES OF
SPECIAL MEETING OF
MARCH 16, 2010:**

A motion was made by Trustee Hedderman and seconded by Trustee Coe to approve the minutes of the March 16, 2010 special meeting as presented. Motion carried.

**CONSTITUENT GROUP
REPORTS:**

The Administrative Staff Organization (ASO) had no report.

Faculty Organization (FO) president Elise Kimble reported that at its March meeting, the FO voted to file a grievance regarding the anonymous email survey. However, the College's grievance policy allows for grievances by individuals only, so she and FO member Dean Bruce met with President Prestwich to discuss other ways to address their issues. The FO will hold elections at the end of April.

Professional Staff Organization (PSO) president JoAnn Heimer reported on the recent well-attended PSO luncheon meeting at which President Prestwich spoke.

Classified Staff Organization (CSO) president Terri Ward reported the results of the CSO recent election. Holly Berryman will begin her term as President beginning May 1st.

Student Senate (SS) vice president Christina Reid reported the SS is preparing for elections and the results will be reported at next month's Board meeting. An election for non-traditional student and freshmen representatives will be held in the fall. SS members are working with community members on an Arbor Day project. The Oasis and recycling projects are ongoing.

A CHECK REGISTER:

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

**ENROLLMENT
MANAGEMENT PLAN
REPORT OF DATA:**

The Enrollment Advisory Committee (EAC) developed a multi-year Enrollment Management Plan for recruitment and retention at Northwest College to better align goals with the College's Strategic Plan. The EAC broke into two sub-committees: Recruitment and Retention. Original reports from both sub-committees were presented to the Board of Trustees in June 2006. The reports included in the Board materials were updated to reflect the successes and

shortcomings of the Enrollment Management Plan's efforts.

Admissions Manager West Hernandez reviewed a summary of the 2008-2009 Recruitment Plan Report. He reported it was a good recruiting year and highlighted the goals and objectives that were accomplished. He also discussed areas in which goals were not met but progress was made.

Dean of Student Learning and Academic Support Virginia Fish reviewed a summary of the 2006-2010 Retention Plan Report, noting that Wyoming has one of the best retention rates in the nation and that Northwest College has always had the highest retention rate in the state. The report included a history of the Retention Plan which was created in 2002 as a result of the 2000 accreditation visit. The Retention Plan is on track thanks, in part, to the Title III Grant funds over the past five years which have contributed immensely to fund programs and to help NWC achieve some goals that it otherwise would not have been able to.

**A FACULTY EMPLOYMENT
POLICIES REVISIONS:**

At the request of the Board at last month's meeting, the College's legal counsel has completed its review of the proposed revisions to the Faculty Employment Policies related to the Nursing Program. **Trustee Housel made a motion which was seconded by Trustee Hedderman to accept all the changes made in red and all the deletions on pages 79-90 of the Board materials. Motion carried.**

**A APPROVAL OF EMPLOYEE
COMPENSATION PLAN:**

Vice President Mills reported that due to funding for the College at both the state and local level, no dollars have been allocated in the FY11 budget for employee salary increases. President Prestwich and the PAC recommend no raises for faculty, administrative staff, professional staff or classified staff. However, there will be dollars available in the faculty box due to resignations and retirements, so the FO will vote on the use of those funds and the results will be presented to the Board at a later date. Also, the Wyoming Legislature approved an increase of 2.87% in the contribution rate to each employee's retirement account with the intention that all State employees pay 1.43% of the increase. While the community colleges have the option of covering their employees' share, President Prestwich and the PAC recommend the College not pay the employees' share of the increase. **A motion was made by Trustee Danko and seconded by Trustee Sessions to approve the compensation plan as presented. Motion carried.**

**A APPROVAL OF NEW
SURVEYING TECHNICIAN
CERTIFICATE PROGRAM:**

Faculty Employment Policies Review Committee Facilitator Bob Krenz gave a brief history regarding the lack of survey technicians reported to the Workforce Department. The new program request has been approved by the College's internal curriculum review process. **A motion was made by Trustee Coe and seconded by Trustee Westerhold to approve the new Surveying Technician Certificate. Motion carried.**

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:00 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 volunteered to serve on the Wyoming Association of Community College Trustees (WACCT)

Advocacy Committee which will hold its first meeting on April 26th in Rock Springs in conjunction with the Wyoming Community College Commission (WCCC). Trustees were encouraged to recommend suggestions for educational programs of interest. Board President Vogt also reported that after the PAC submits its recommendation to him regarding a potential facilitator, a special Board meeting will be scheduled to approve or reject PAC's recommendation and to set a not-to-exceed amount so that meetings can begin this semester.

Trustee Danko reported on the Association of Community College Trustees (ACCT) Legislative Summit she attended in Washington, D.C. where she met with Senator John Barrasso, Representative Cynthia Lummis, and two of Senator Mike Enzi's aides.

Board Committees:

There were no committee reports

College President:

President Prestwich reported on the development of the FY11 budget. The College has a good plan in place and has been able to invest in some key areas. President Prestwich updated the Board on the facilitator selection process. The pool of candidates has been narrowed to two and he hopes to have a name to share with the Board and the campus community by the middle of next week. The goal is to begin discussions this semester which will continue in the fall.

Vice Presidents:

Vice President Mills reported that all projects are on schedule and within budget. In response to an inquiry by Board President Vogt, Vice President Mills said that work on the Digital Control Project is not yet complete and that he may close out the project and pay for it with SFSF funds. When asked about the athletic field, Vice President Mills said that he is still working with the engineer and that the cost is estimated at approximately \$400,000. Since the field will not be usable the first year, fields at Trapper Village West and the Powell High School are being considered. Vice President Mills requested Board approval for a not-to-exceed price of \$419,423 for the Orendorff Building Entry project and a not-to-exceed price of \$726,469 for the Nelson Performing Arts (NPA) recording studio. **A motion was made by Trustee Hedderman and seconded by Trustee Danko to offer contracts in the amounts presented. Motion carried.**

Human Resources Director Heather Kobbe gave a Personnel Status Report update and responded to several questions.

Vice President Mills responded to several questions on his written report regarding the transition to Windows 7, the cost of textbooks, and the locker room remodel for the Volleyball and Women's Basketball teams.

Vice President Kitchen offered to respond to questions on his written report in the Board materials.

Vice Presidents Hruska and Young were out of town and President Prestwich offered to respond to questions on their written reports in the Board materials. In response to an inquiry by Trustee Vogt, President Prestwich explained that the PA system in the Cabre Gym is very old and during the sports season it was cutting out. Assistant

Professor of Music Rob Rumbolz was able to make a temporary system for sports events which will also be used for Commencement Exercises. A consultant has looked at the system and will provide a proposal to replace the old system.

Foundation Executive Director Shelby Wetzel distributed brochures for the NWC Trapper Bonanza Golf Tournament which is scheduled for Saturday, May 8th, at the Olive-Glenn Golf Course in Cody. The golf tournament switches back and forth between Cody and Powell each year in order to get more Cody people involved.

OTHER BUSINESS:

Board President Vogt reminded Trustees that earlier they had suggested that NWC give a presentation at the Association of Community College Trustees (ACCT) conference. The deadline for presentation proposals for the 2010 ACCT Conference is April 30. Trustee Coe recommended Director of International Academic Programs Harriet Bloom-Wilson do a presentation on international programs since NWC has such a successful program. President Prestwich offered to facilitate a meeting among Trustees Coe and Danko and Ms. Bloom-Wilson. Other suggestions for presentations included NWC's exceptional online programs and NWC's partnership with a four-year college in another state. Trustee Danko will bring information on Appreciative Inquiry to next month's Board meeting.

A EXECUTIVE SESSION:

At 5:44 p.m., a motion was made by Trustee Westerhold and seconded by Trustee Hedderman to move into executive session. Motion carried.

The executive session was adjourned and the regular meeting reconvened at 6:28 p.m.

A PRESIDENT'S CONTRACT:

A motion was made by Trustee Westerhold and seconded by Trustee Hedderman to approve College President Prestwich's employment contract for 2010-2011 and 2011-2012 as negotiated by the Board. Motion carried with Trustee Housel opposing.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, May 10, 2010, in the Trapper Room of the DeWitt Student Center.

A ADJOURNMENT:

On a motion by Trustee Westerhold which was seconded by Trustee Hedderman, the meeting adjourned at 6:30 p.m.