

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
August 13, 2012**

**MEMBERS PRESENT:** Trustees GLORIA HEDDERMAN, JOHN HOUSEL, RICK LAPLANTE and JIM SESSIONS.

**MEMBERS ABSENT:** President MARK WESTERHOLD, Vice President/Secretary MARTY COE, and Trustee CAROLYN DANKO.

**OTHERS PRESENT:** DR. PAUL PRESTWICH, President; DR. SEAN FOX, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. SHELBY WETZEL; MR. SHELDON FLOM; MS. JILL ANDERSON; MS. RONDA PEER; MR. DAVE PLUTE; MR. DENNIS QUILLEN; MR. REX MYERS; MS. LORILYN BECK; MS. ILENE OLSON, the *Powell Tribune*; 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, August 13, 2012, at 3 p.m. at the Meeteetse School cafeteria.

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

**STUDY SESSION:** The study session was a continuation of the presidential search discussion. Human Resources (HR) Director Anderson distributed a Task, Timelines & Responsibilities document and gave an update on the presidential search thus far. Trustees also received a list of preliminary key competencies “soft skills” which they distilled from a larger list at the July 2<sup>nd</sup> Board meeting. Using the 2007-2008 Presidential Search brochure, Board members provided feedback on minimum qualifications, preferred qualifications and characteristics, and challenges and opportunities identified for the new president. At next month’s study session, the Board will select search committee members from a list of nominees submitted by each constituent group, discuss a salary range for the President, and review feedback from the constituent groups on competencies, qualifications and characteristics, opportunities and challenges.

**A APPROVE MINUTES: OF SPECIAL MEETING OF JUNE 26, 2012:** Approval of the minutes from the following meetings was deferred due to lack of a quorum of Trustees present at those meetings: the Special Meeting of June 26, 2012, the Executive Session of June 26, 2012, the Regular Meeting of July 2, 2012, and the Budget Hearing of July 2, 2012.

**CONSTITUENT GROUP REPORTS:** There were no reports from the Faculty Organization (FO) and the Classified Staff Organization (CSO).

Professional Staff Organization (PSO) member Dave Plute reported that the group has been filling vacant committee positions. There will be a ballot vote to select names from a list of eight volunteers for the Presidential Search Committee. A PSO meeting is scheduled for members to provide input on the qualifications and characteristics, and the opportunities and challenges for the presidential search.

**A CHECK REGISTER:**

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

**A FOURTH QUARTER BUDGET AND CASH FLOW REPORT:**

Finance Director Flom presented the fourth quarter budget and cash flow report for Board approval. In response to an inquiry by Trustee Housel, Mr. Flom explained that the Bookstore will now rent textbooks which won't generate as much revenue as book sales but, hopefully, will guard against the loss of all revenue to Internet sales.

Mr. Flom described two large expenditures Trustees will see on next month's check register, both of which will be reimbursed by the Wyoming Community College Commission (WCCC). In response to the Board's request at last month's budget hearing for additional salary information, Mr. Flom distributed and reviewed with Trustees a Schedule of Employee Salaries – Budgeted to Actual and a Schedule of Actual Earnings by Wage Type.

**A motion was made by Trustee Sessions and seconded by Trustee LaPlante to approve the fourth quarter budget and cash flow report as presented. Motion carried.**

**A DISPUTE RESOLUTION POLICY AND DISCIPLINARY ACTION POLICY:**

HR Director Anderson requested Board approval of the Dispute Resolution Policy and the non-faculty Employee Conduct and Disciplinary Action Policy which has been reviewed by the College Council and the President's Advisory Council (PAC). Ms. Anderson summarized the Employment Policies Review Committee (EPRC) process and highlighted some of the major changes that were incorporated. EPRC member Sheldon Flom added that committee members and constituent groups put considerable thought and input into revising the policies over the past year.

Trustee LaPlante remarked that he feels the committee covered the areas requested by the Board and that it's greatly improved. **A motion was made by Trustee LaPlante and seconded by Trustee Hedderman to approve the Dispute Resolution Policy as presented. Motion carried.**

**A EXECUTIVE SESSION:**

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

The executive session was adjourned and the open meeting resumed at 4:52 p.m.

**A NON-FACULTY CONDUCT AND DISCIPLINARY ACTION POLICY:**

HR Director Anderson requested Board approval of the Non-faculty Conduct and Disciplinary Action Policy. **A motion was made by Trustee LaPlante and seconded by Trustee Sessions to approve the policy. Motion carried.**

**A FINANCING THE YELLOWSTONE ACADEMIC/WORKFORCE TRAINING BUILDING:**

President Prestwich distributed copies of his memo to the Board of Trustees explaining the College's financing plan for the new Yellowstone Academic/Workforce Training Building. To pay for the \$5.2 million needed to supplement the funding NWC received from the State of Wyoming, three funding sources would be used: \$2 million from College reserves, \$1.2 million from a fundraising campaign conducted by the NWC Foundation, and \$2 million from a commercial loan. The commercial loan will be repaid in four years

utilizing two sources of revenue: revenue generated by a new \$5/credit hour Facilities Fee (approximately \$245,000 annually) and \$300,000 annually from the NWC Foundation (this is separate from the Foundation's \$1.2 million fundraising campaign). When the commercial loan is repaid, the College will repay the \$1.2 million (plus interest) it owes the NWC Foundation. This payment will come from revenue generated by the new Facilities Fee and will take an additional five years. The financing plan will not affect operating budgets long term and does not require the Board to seek a tax increase from Park County voters.

President Prestwich thanked the vice presidents, Finance Director Flom and Foundation Executive Director Wetzel for their collaborative work in finding a creative solution to finance the local portion of the building. He gave a special thanks to the NWC Foundation for its financial resources and willingness to help.

Ms. Wetzel added that the reason it's necessary to repay the Foundation is because they'll be using endowed funds that are earmarked for a specific purpose, and they need to honor the agreement with their donors.

President Prestwich went on to say that the process will begin soon and that arrangements will be made for a team of architects to meet with faculty and staff to get input. In response to an inquiry by Trustee LaPlante, President Prestwich confirmed that the College is responsible for any project over-runs but has had good success in the past. He offered to respond to questions related to the plan.

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:07 p.m. Meetetse resident and adjunct faculty member Linda Orrell spoke highly of the Adjunct Faculty Orientation she recently attended. According to research presented by History Professor Steve Thulin, 41% of NWC faculty is adjunct, and their pay is below the national average. She asked that in its next budget discussions, the Board consider a pay raise for adjunct faculty. The Board thanked her for speaking, and the Citizens' Open Forum adjourned at 5:13 p.m.

**A FINANCING THE  
YELLOWSTONE  
ACADEMIC/WORKFORCE  
TRAINING BUILDING  
continued:**

**A motion was made by Trustee Sessions and seconded by Trustee Hedderman to use \$2 million from College reserves to help pay for the Yellowstone Academic/Workforce Training Building. Trustee LaPlante acknowledged that the amount still leaves the College in a comfortable place, which is important. Motion carried.**

**A motion was made by Trustee LaPlante and seconded by Trustee Sessions to approve and implement a \$5/credit hour student fee to be earmarked for the development of College facilities. Motion carried.**

**A motion was made by Trustee Hedderman and seconded by Trustee LaPlante to approve submitting a request for proposal (RFP) to Park County financial institutions to provide a commercial loan up to \$3 million to the College. Trustee Sessions clarified that the financial institution be located in Park County. Motion carried.**

**A motion was made by Trustee Sessions and seconded by Trustee Hedderman to enter into an agreement with the NWC Foundation whereby the Foundation helps repay the commercial loan for four years, followed by the College repaying the Foundation over the next five years (approximately). Motion carried.**

**A RATIFY VOTE TO  
BECOME A COMPLETE  
COLLEGE AMERICA  
ALLIANCE STATE:**

In conjunction with the recent WCCC meeting, the Wyoming Association of Community College Trustees (WACCT) Board met on August 1, 2012. The WACCT Board voted to write a letter to Governor Mead on behalf of the WACCT encouraging him to accept an invitation for Wyoming to become one of *Complete College America's* Alliance States. Each college Board is asked to ratify the vote. President Prestwich described *Complete College America* (CCA) and distributed copies of a document with more information. The WCCC and the Presidents' Council have already agreed to the plan. Reporting for Trustee Danko who is a WACCT representative, the Board is asked to ratify the WACCT vote. In response to an inquiry by Trustee Housel, President Prestwich said he is unaware of the anticipated cost but thinks it's minimal. **Trustee LaPlante made a motion which was seconded by Trustee Hedderman to ratify WACCT's vote to participate in *Complete College America*. Motion carried.**

**REPORTS:**

**College President:**

President Prestwich reported that CTA is the architect selected by the State for the Yellowstone Academic/Workforce Training Building. Work continues on the next Strategic Plan, and the Strategic Plan Development Work Group will meet again during the In-service. He invited Trustees to the In-service meetings and the NWC Family Picnic on August 22.

**Vice Presidents:**

Rather than forming a building committee, Vice President Mills explained that the College and CTA will meet with building stakeholders. Agendas will be published, and anybody is welcome to attend meetings and submit input. While they will be reaching out to the campus community as a whole, most of the decisions will fall under Academic Affairs. The design work will be done in November; bidding will take place in March/April; and construction will begin in June with an expected completion date of fall semester 2014.

Vice President Mills reported that during the second week of June, the College received a proposal from a vendor to upgrade the wireless Internet and increase the number of access points on campus for a cost of \$96,000. Since it was the company's fiscal year-end, it offered to drop the price \$18,000 if the College would enter into a contract within two weeks. Considering the time constraint, the President's Advisory Council (PAC) agreed to initiate a purchase order for the upgrade. Vice President Mills asked for Board approval to continue with the purchase, citing an upgrade of the wireless network as the number one request from students. Since the upgrade is 95% for the benefit of students, most of the cost will come from auxiliary depreciation funds with the use of some major maintenance funds where applicable.

In response to several questions from Trustees, Vice President Mills explained there are 88 wireless access points, and 50% of them are in the residence halls. Cisco is the only company the State is doing business with, and the company has a proprietary license so the project did not go out for bid.

Trustee LaPlante said that this is a payment on the College's promise to improve the facilities because it is the number one request from students. **A motion was made by Trustee LaPlante and seconded by Trustee Hedderman to approve the \$96,000 expenditure to upgrade the wireless Internet.** Trustee LaPlante remarked that in the future, he prefers Board approval is gained before a contract is signed. **Motion carried.**

At last month's meeting, the Board tabled action on Vice President Mills' request for permission to begin looking for a used 55-passenger motor coach costing less than \$100,000 to replace one of the people movers in the College's motor pool. Vice President Mills was asked to provide Board members with a cost analysis to charter a bus and a utilization report of the College's vehicle fleet.

Vice President Mills sent the information to Board members electronically and explained that the proposed 55-passenger bus would save the College \$15,000-\$17,000/year. The vehicle fleet can meet the current transportation need but if usage goes up (with the two new Soccer Teams), the larger vehicle will save on drivers by having the Men's and Women's Basketball Teams travel together more safely and comfortably. Physical Plant Director Dave Plute commented that when multiple vehicles are used to transport students, it increases the College's exposure to risk. President Prestwich added that it's not just an athletic team issue and that the music groups are also large.

In response to several questions by Trustees, Vice President Mills explained the vehicle request policy. According to Mr. Plute, the advantage in the Board making a decision today is that transportation requests are up 15%, and the sooner a bus is found, the more time there will be to check it out. The cost of the bus would come from the 1 mil fund in which \$135,000/year is budgeted to upgrade the vehicle fleet. The bus purchase would not result in a budget increase request. **Trustee Hedderman made a motion which was seconded by Trustee Sessions to approve the purchase of a used 55-passenger motor coach at a cost not to exceed \$100,000. Motion carried.**

**REPORTS (CONTINUED):**

HR Director Anderson offered to respond to questions on the Personnel Status Report.

Vice President Mills offered to respond to questions on his written report in the Board materials. In response to Trustee LaPlante's inquiry about the Bookstore selling electronic books, Vice President Mills said that textbook rental seems the best way to go at this point but they will revisit the issue in the near future.

Vice President Kitchen offered to respond to questions on his written report in the Board materials. He distributed a copy of the 2012 Institutional Fact Card, which also includes information about the NWC Foundation. The fact cards are distributed on campus and mailed with a letter from President Prestwich to external stakeholders.

In addition to the written report in the Board materials, Vice President Giraud highlighted that state and federal grant funding for adult education was cut nearly 12% while the number of students in the programs has increased. On behalf of the Board, Trustee Housel thanked Ms. Peer for serving as Interim Vice President for Academic Affairs this past year.

Vice President Fox offered to respond to questions on his written report in the Board materials. He also reported that Student Affairs has been very busy since August 1<sup>st</sup> with student athletes on campus, Resident Assistant (RA) training underway, and preparing for Kick-off Weekend. Trustee LaPlante commented on the importance of the Career and Transfer Coordinator position in implementing the College's Strategic Plan.

In addition to her written report in the Board materials, Foundation Executive Director Wetzel told Trustees that the Foundation Board is looking forward to partnering with the College in a new strategic way. It's the first time the Foundation has entered into a significant building fundraising/financing project. She also reported that the Foundation is continuing its efforts to seek both grant and private dollars to complete the Intercultural Center purchase, remodeling and programming endowment.

**NEXT MEETING:**

The next regular Board of Trustees meeting is scheduled for Monday, September 10, 2012, in the DSC Trapper Room.

**A ADJOURNMENT:**

**On a motion by Trustee LaPlante which was seconded by Trustee Hedderman, the meeting adjourned at 6:17 p.m.**