

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 10, 2012**

MEMBERS PRESENT: President MARK WESTERHOLD; Vice President/Secretary MARTY COE; Treasurer RICK LAPLANTE; Trustees CAROLYN DANKO, GLORIA HEDDERMAN and JOHN HOUSEL.

MEMBERS ABSENT: Trustee JIM SESSIONS.

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; DR. STEVE WALKER; MS. HOLLY BERRYMAN; MR. REX MYERS; MS. NANCY GILMORE; DR. ALLAN CHILDS; DR. STEVE HARBRON; DR. ELISE KIMBLE; MR. JAMES DALTON; MS. PATRICIA DUNKS; MS. LORILYN BECK; MR. JIM VOGT; MR. SHAWN WARNER, Alumni Association; 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, September 10, 2012, at 2:30 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: **A motion was made by Trustee Coe and seconded by Trustee Hedderman to approve the agenda as presented.** Trustee Danko reminded Board members that the Wyoming Association of Community College Trustees (WACCT) will hold its quarterly meeting on October 18, 2012 on the Northwest College campus in conjunction with the Wyoming Community College Commission (WCCC) meeting on October 19, 2012. **Motion carried.**

STUDY SESSION: The study session was a continuation of the presidential search discussion. The Board reviewed a list of Presidential Search Committee nominations submitted by constituent groups.

The Board had previously decided that Vice President Gerald Giraud should serve on the committee. With Board consensus, others selected to serve on the Presidential Search Committee include: Vice President Mark Kitchen, Associate Professor Bob Becker (representing transfer program faculty), Associate Professor Anthony Polvere (representing career program faculty), Residence and Campus Life Director Dee Havig (representing professional staff), Communications Services Assistant Holly Berryman (representing classified staff), Student Senate President Victoria Price, Foundation Board representative Bryan Lee, and Alumni Association Board representative Shawn Warner.

Vice President Fox reported that Vicky Price is unable to serve on the committee, but the Student Senate will select another representative.

A motion was made by Trustee Coe and seconded by Trustee Danko to appoint the named individuals to serve on the Presidential Search Committee. Motion carried.

According to Search Secretary Lorilyn Beck, a memo from Board President Westerhold will be emailed to the campus community announcing the search committee appointments. The other nominees will receive individual emails thanking them for volunteering to serve on the Presidential Search Committee.

**A APPROVE SALARY RANGE
FOR PRESIDENT:**

Board members received salary and benefit information for Wyoming community college presidents. Based on the information, Human Resources Director Anderson had recommended a salary range of \$150,000-\$175,000 to be negotiated. In a lengthy discussion that followed, Vice President Kitchen reminded Trustees that the salary range they're considering to hire a new president is for fiscal year (FY) 2014.

Trustee Hedderman stated she feels that the College president should be required to secure off-campus housing after one year, although other Trustees like having the president live in student housing. Trustee Hedderman recommended that the benefit package provide free college-owned housing for one year and that after one year, be asked to live in the community and given a \$10,800 annual housing allowance which can be negotiated if necessary.

Trustee Hedderman also recommended the NWC Foundation Executive Director serve on the Presidential Search Committee as an ex-officio member since the college president is crucial to the success of the Foundation. It was noted that the Human Resources (HR) Director is also an ex-officio member. The Board concurred that the Foundation Executive Director and HR Director serve on the Presidential Search Committee in ex-officio capacity.

Trustee Housel remarked that he believes the position should require a Ph.D. and that the issue was raised in the constituent group meetings he attended. Board President Westerhold offered to pass along his comment to the Presidential Search Committee at its meeting with Gold Hill President Preston Pulliams on September 19th. Trustee LaPlante questioned whose responsibility it is to set the educational requirements for the college president. Board President Westerhold suggested the Presidential Search Committee vote and make a recommendation to the Board of Trustees.

**A APPROVE SALARY RANGE
FOR PRESIDENT:**

Trustee LaPlante made a motion which was seconded by Trustee Housel to instruct the HR Director to set the salary range at \$157,000-\$172,000. Motion carried.

**A APPROVE PRESIDENTIAL
SEARCH COMMITTEE:**

Trustee Coe moved to approve Gerry Giraud, Mark Kitchen, Bob Becker, Anthony Polvere, Dee Havig, Holly Berryman, Bryan Lee, and Shawn Warner along with Shelby Wetzel and Jill Anderson as ex-officio to serve on the Presidential Search Committee with the Board of Trustees. Trustee Danko seconded the motion. Motion carried.

INTRODUCTION OF NEW EMPLOYEES:

Vice President Giraud introduced new faculty members: Greg Kares, Visiting Instructor of Music Technology; Christine Brewer, Visiting Instructor of Nursing; Tina Smith, Instructor of Nursing; Eric Silk, Instructor of Psychology; Aura Newlin, Instructor of Sociology & Anthropology; Christine Garceau, Assistant Professor of Photography; and Rob Breeding, Instructor of Journalism. Vice President Fox introduced new staff members: Cody Ball, Admissions Representative; Chris Dugger, Residence Life Specialist; Zack Eckerdt, Residence Life Specialist; and Marcus Crook, Student Activities Coordinator. The Board welcomed them to NWC.

A APPROVE MINUTES OF SPECIAL MEETING OF JUNE 26, 2012:

A motion was made by Trustee LaPlante and seconded by Trustee Hedderman to approve the minutes of the special meeting of June 26, 2012. Motion carried with Trustee Coe abstaining.

A APPROVE MINUTES OF EXECUTIVE SESSIONS OF JUNE 26, 2012:

A motion was made by Trustee Housel and seconded by Trustee LaPlante to approve the minutes of both the executive sessions on June 26, 2012. Motion carried with Trustee Coe abstaining.

A APPROVE MINUTES OF REGULAR MEETING AND BUDGET HEARING OF JULY 2, 2012:

Trustee Danko asked about the status of developing a policy regarding the use of iPads purchased by the College. Assistant Professor Steve Walker responded that he learned that the Academic Computing Committee (AAC) policies are mostly directed toward desktop and laptop computers, and the committee will begin working on a policy for apps. Computing Services Director Casey Dearcorn also serves on AAC and will see that the other iPads purchased by the College are also covered in the policy. **A motion was made by Trustee Danko and seconded by Trustee Hedderman to approve the minutes of the regular meeting of July 2nd and the minutes of the July 2nd budget hearing. Motion carried with Trustee Housel abstaining.**

A APPROVE MINUTES OF REGULAR MEETING OF AUGUST 13, 2012:

Approval of the August 13, 2012 Board of Trustees meeting was deferred due to lack of a quorum of Trustees present at the meeting. Finance Director Flom will email the salary information document he distributed at that meeting to the Trustees who were absent.

A APPROVE MINUTES OF EXECUTIVE SESSIONS OF AUGUST 13, 2012:

Approval of the Board's August 13, 2012 executive session minutes was also deferred due to lack of a quorum of Trustees present at the meeting.

RODEO ARENA UPDATE:

Rodeo Coach Del Nose reported that renovation on the rodeo arena began almost immediately after the College purchased the facility on May 3rd. Thanks to Associate Professor of Welding Bill Johnson and several welding students on the Rodeo Team (who he introduced), much of the wood fencing has been replaced with pipe.

Coach Nose thanked the Board, President Prestwich, Vice Presidents Fox and Mills, Foundation Executive Director Wetzel, and community members who contributed free labor and the ability to purchase materials at cost. Added value to the property is tremendous and saved the College considerable dollars in renovation costs. Coach Nose also recognized his wife Becky, English Instructor Mike Konsmo and Assistant Professor of English Rob Stothart for their help with the Rodeo Team students.

Mr. Johnson praised the performance and professional work ethic of the welding students who worked on the arena.

President Prestwich announced that the facility is topnotch and there will be a ribbon cutting along with a tour and barbeque later this fall.

**A NAMING OF RODEO
ARENA:**

Now that the College owns the rodeo arena and the land associated with it, it needs to be officially named. Coach Nose recommended that it be named Trapper Arena, which President Prestwich said he and the President's Advisory Council support. **A motion was made by Trustee Danko and seconded by Trustee Coe to officially name the new rodeo arena Trapper Arena.** In response to an inquiry by Trustee LaPlante, President Prestwich said that naming rights can still be applied at a later time but the facility needs a name now for signage purposes. **Motion carried.**

**CONSTITUENT GROUP
REPORTS:**

Faculty Organization (FO) President Steve Walker reported that the group held an election for representatives on the Presidential Search Committee. The first FO meeting is scheduled for tomorrow.

Professional Staff Organization (PSO) member Sheldon Flom reported that the PSO also held an election for representation on the Presidential Search Committee and is also soliciting feedback on the Strategic Plan draft.

Classified Staff Organization (CSO) President Nancy Gilmore reported that the CSO also met to review the Strategic Plan draft and to select representation for the Presidential Search Committee. In response to an inquiry by Trustee LaPlante, Ms. Gilmore said CSO members seem to be satisfied with the Strategic Plan.

Student Senate (SS) President Victoria Price reported the SS has not held a regular meeting yet due to lack of a quorum. Elections will be held September 20th and she listed the open positions. The first regular SS meeting is scheduled for September 25th.

College Council (CC) President Holly Berryman reported that at its last meeting, the Strategic Plan Development Work Group had just finished its work and constituent groups hadn't had a chance to review the document thoroughly. CC will discuss feedback on the Strategic Plan at its September 25th meeting.

A CHECK REGISTER:

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

**A QUARTERLY BUDGET
ADJUSTMENTS:**

Finance Director Flom presented the first quarter budget adjustments for FY 2013 and offered to respond to questions. There was a brief discussion regarding the new Internet service at Trapper Village West and Trapper Village Main after which **a motion was made by Trustee Coe and seconded by Trustee Housel to approve the first quarter budget adjustments for FY 2013. Motion carried.**

CITIZENS' OPEN FORUM:

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

**A CHANGE DATE OF
DECEMBER BOARD OF
TRUSTEES MEETING:**

Board President Westerhold requested the December Board meeting be moved up a week in order to implement the presidential search timeline and give new Board members more time to orient themselves

to the process and begin reading the applications. **A motion was made by Trustee LaPlante and seconded by Trustee Danko to move the December Board of Trustees meeting to December 3, 2012. Motion carried.**

**WYOMING INBRE
COMMUNITY COLLEGE
NETWORK:**

Dr. R. Scott Seville, Wyoming IDeA Networks for Biomedical Research Excellence (INBRE) Program Coordinator gave a brief presentation on the program which is funded by a grant from the National Institutes for Health.

The primary goal of INBRE is to build Wyoming's biomedical research, training, and educational infrastructure. Its programs provide support to collaborating community college faculty whose research programs provide opportunities for college students to engage in research on their local campus. It also provides support for selected community college students to transition to baccalaureate programs at the UW and engage in INBRE-supported research activities in addition to their degree coursework.

Dr. Allan Childs has been managing the program at NWC for three years and is the principal investigator. During this time the College has received \$24,000 for new equipment and he invited Trustees to visit the lab. Dr. Steve Harbron and Dr. Elise Kimble (who is retired but continues to volunteer) supervise students in the lab. Students James Dalton and Patricia Dunks spoke about what the program has meant to them.

The INBRE program is in its fourth year of a five-year grant and has provided funding to around 300 students in the state of Wyoming. Fifty percent of them have gone on to pursue B.S. and medical degrees and many continue to reside in Wyoming, which is important for a rural state.

The Board thanked them for the presentation about this great program.

REPORTS:

Board President:

Board President Westerhold attended several of the constituent group meetings regarding the presidential search as well as the New Employee Reception.

Board Committees:

Trustee LaPlante asked that the Board's Human Resources Committee begin reviewing the College's policy on nepotism and/or supervising closely-related individuals. He will call a meeting and ask HR Director Anderson to pull together some reading materials to review beforehand. Hopefully, the committee will have something to share at the next Board meeting.

College President:

President Prestwich reported on the busy beginning of the school year. The College Council will be discussing the 2012-2017 Strategic Plan draft at its September 25th meeting after which it will be presented for Board approval. Design of the new building will get underway tomorrow when CTA begins three days of meetings with campus stakeholders.

According to Assistant Professor Steve Walker, faculty members in his area are not aware of the meetings with CTA. Vice President Mills responded that the Academic Advisory Council (AAC) had been

made aware of the schedule and it was believed that information would be passed on to the faculty. He explained that CTA will be meeting with faculty regarding space and technology for the new building. CTA will be back in a couple of weeks with building designs to discuss with faculty, and he will make sure faculty members receive plenty of advance notice.

There is no set meeting time for the Board, but Trustees are encouraged to attend any and all of the open meetings. A couple of Trustees requested that CTA make a presentation to the Board.

In response to an inquiry by Board President Westerhold, Finance Director Flom told the Board that the Request for Proposal (RFP) for financing has not yet been issued due to time constraints with the audit.

Vice Presidents:

Vice President Mills had no updates on the Bid and Contract Status Report. Board President Westerhold asked if Board approval was needed for the project that went \$10,000+ over what the Board approved. Vice President Mills explained why the project went over budget and apologized for not calling it to the Board's attention. He also responded to questions about the wireless data access project and the Student Senate sign. **A motion was made by Trustee Housel and seconded by Trustee Hedderman to increase the DeWitt Student Center Boiler Replacement project "not to exceed amount" to the cost of the project. Motion carried.**

Vice President Mills gave an update on the Personnel Status Report and reported there are three positions open: Computing Services Programmer, Facilities Assistant-Utility Worker, and Part-time Enrollment Services Office Assistant.

In response to a couple of questions on last month's Administrative Services report, Vice President Mills learned that the Bookstore is selling electronic text books for eight classes. Book rental, which costs the student 50% less than purchasing a text book, is going very well and has exceeded expectations. Trustee LaPlante is still waiting to hear from Academic Computing regarding the pros and cons for offering electronic books and a transition strategy in order to keep up with changes made in textbooks.

Vice President Kitchen offered to respond to questions on his written report in the Board materials and gave a brief update on the status of the presidential search brochure. In response to Trustee LaPlante's inquiry about the Computer Programmer position, Vice President Kitchen said the position will be split 60/40 (Computing Services/Web Developer). Trustee LaPlante encouraged them to be involved in the process because the positions are very different and it's rare to find someone that can do both. Vice President Kitchen clarified that Webmaster Carey Miller is on the search committee and that the Web portion of the position will do programming for online applications and Web apps, not content or navigation architecture.

In addition to his written report in the Board materials, Vice President Giraud gave an update on concurrent/dual enrollment, saying NWC has over 62 concurrent enrollment courses in eight area high schools. Dean Peer will be meeting with each high school to review the

requirements, as it is NWC's responsibility to ensure the courses are being taught at a college level. In response to an inquiry by Trustee LaPlante, Vice President Giraud reported that adjunct faculty compensation at NWC is below the median for rural institutions, but on par with other Wyoming community colleges. Salaries are lower than what the UW pays, but it's questionable if we're competing with them. It's a big issue in higher education.

In addition to his written report in the Board materials, Vice President Fox reported that enrollment headcount is up slightly over the same time last year and FTE is down around 2.6%. However, there is still some concurrent enrollment to be counted and the drop/add figures are not yet final. The data imply that students are taking fewer credit hours. Trustee LaPlante requested a histogram of the information (headcount, FTE, commuter, resident, etc.) rather than a snapshot look. President Prestwich commented that the WCCC does a report every semester that includes several different breakdowns of data as well as longitudinal data for all the colleges. Vice President Fox also responded that he is working on a report for the Board.

Foundation Executive Director Wetzel offered to respond to questions on her written report in the Board materials.

Other Business

Board President Westerhold expressed appreciation to Trustees who are attending the Wyoming Community College Summit next week. The first Presidential Search Committee meeting with Gold Hill is also scheduled for next week.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, October 8, 2012, in the DSC Trapper Room.

A ADJOURNMENT:

On a motion by Trustee Housel and seconded by Trustee LaPlante, the meeting adjourned at 6:20 p.m.

MARTY COE, Vice President/Secretary

Date