

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
December 3, 2012**

MEMBERS PRESENT: President MARK WESTERHOLD; Trustees CAROLYN DANKO, JOHN HOUSEL, RICK LAPLANTE and JIM VOGT.

MEMBERS ABSENT: Trustees PAUL FEES and NADA LARSEN.

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; DR. STEVE WALKER; MS. HOLLY BERRYMAN; MS. JILL ANDERSON; MR. SHELDON FLOM; MS. VICKY PRICE; MS. AENA IQBAL; MR. JEFF VICTOR, the *Trail*; 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, December 3, 2012, at 3:30 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

OATH OF OFFICE: Recently-elected/re-elected trustees Paul Fees, Nada Larsen, Jim Vogt, and Mark Westerhold had taken their oath of office earlier in the week.

A APPROVE THE AGENDA: Election of officers was moved to after the study session. **A motion was made by Trustee Danko and seconded by Trustee Vogt to approve the agenda as amended. Motion carried.**

STUDY SESSION: The study session was an update on the presidential search. Human Resources (HR) Director Anderson reviewed the key dates and deliverables. At the December 10th special Board of Trustees meeting, Presidential Search Committee members will identify six semi-finalists from the pool of 22 applications. The semi-finalists will be video-interviewed on December 17 and 18. At the special Board of Trustees meeting on December 19, the Search Committee will identify three finalists to recommend to the Board for on-campus interviews after which the Search Committee will be disbanded. HR Director Anderson reviewed a draft of the on-campus interview schedule for the presidential finalists. The Board decided to begin the schedule a half-hour earlier in order to allow more time for the campus tour.

HR Director Anderson asked that a Board subcommittee develop questions for the “two-on-one” interviews with the candidates. Trustee HouseL volunteered to serve on the subcommittee. A discussion followed regarding whether or not Board members would be excluded from participating in all of the “two-on-one” interviews. HR Director explained that small group interviews are more conducive to in depth conversations. The three sets of “two-on-one” interviews should be designed to address specific matters and will be different from the questions for the formal interview with the Board of Trustees on the following day. A special Board meeting will be scheduled prior to the regular January 14th Board meeting to determine in which “two-on-one” interviews each Trustee will participate and to discuss the interview questions.

Trustee LaPlante emphasized the importance of receiving written feedback as soon as possible from the various groups the candidates meet with. According to HR Director Anderson, the Board still needs to decide the topic for the campus address by the finalists. She’s received only one suggestion from the constituent groups.

A ELECTION OF OFFICERS:

Board President Westerhold opened nominations for the office of President. Trustee LaPlante nominated Mark Westerhold. Trustee Danko nominated Rick LaPlante. **A ballot vote was held and Trustee Westerhold was elected President.**

Board President Westerhold opened nominations for Vice President/Secretary. Trustee Vogt nominated John Housel. **There were no other nominations and Trustee Housel was elected Vice President/Secretary.**

Nominations were opened for the office of Treasurer. A motion was made by Trustee Danko to nominate Rick LaPlante. **There were no other nominations and Trustee LaPlante was elected Treasurer.**

Trustees Vogt and Housel volunteered to serve on the Park County School District #1 and Big Horn County School District #2 Boards of Cooperative Education Services (BOCES).

Trustees Danko and Vogt volunteered to serve as the Wyoming Association of Community College Trustees (WACCT) voting delegates. Board President Westerhold will be the alternate.

Trustee Housel volunteered to chair the Human Resource Committee and Trustee LaPlante volunteered to serve on the committee. Board President Westerhold appointed Trustee Larsen to fill the third position on the committee.

Board President Westerhold volunteered to chair the Finance Committee and Trustee Danko volunteered to serve on the committee. Board President Westerhold appointed Trustee Fees to fill the third position on the committee.

The Board agreed to form a Legislative Action Committee to keep the Board informed about legislative issues and to maintain year-round communication with legislators. Trustee Vogt volunteered to serve on the committee along with Trustee Danko who will chair it.

**A APPROVE MINUTES OF
REGULAR MEETING OF
NOVEMBER 12, 2012:**

A motion was made by Trustee Housel and seconded by Trustee Danko to approve the minutes of the regular meeting of November 12, 2012 as presented. Trustee Vogt commented on the tuition cap discussion which he believes would cause students to take longer to graduate. He added that the Board-approved \$5/credit fee should have been capped at 12 credits. President Prestwich responded there is a precedent for charging a fee per credit even if tuition is capped. **Motion carried with Trustee Vogt abstaining.**

**CONSTITUENT GROUP
REPORTS:**

Faculty Organization (FO) President Steve Walker reported that faculty members enjoyed participating in Scholarship Day today. On Friday, the FO is co-hosting the annual Wassail party with the other constituent groups.

Professional Staff Organization (PSO) Chair Lisa Smith reported on the PSO meeting last week during which members had an opportunity to ask questions about the presidential search and provide feedback on revised policies for the *2012-2013 All Employee and Non-Faculty Handbook(s)*. The PSO is also co-hosting the Wassail party.

Classified Staff Organization (CSO) member Holly Berryman reported that the CSO is also co-hosting Friday's Wassail party and has also been reviewing policy revisions proposed by the Employment Policy Review Committee (EPRC). HR Director Anderson added that the

policy revisions will be presented to the Board at its January meeting after the College Council and President's Advisory Council have reviewed the feedback.

Student Senate (SS) President Vicky Price reported the Budget Committee has been working with Finance Director Flom to develop a comprehensive budget for next year.

A CHECK REGISTER:

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

A QUARTERLY BUDGET ADJUSTMENTS:

Finance Director Flom offered to respond to questions on the quarterly budget adjustments. After a brief question and answer session, **a motion was made by Trustee LaPlante and seconded by Trustee Danko to approve the quarterly budget adjustments as presented. Motion carried.**

A AUDIT APPROVAL:

Finance Director Flom reported there were no changes from the preliminary budget which Mr. Wayne Herr, CPA and partner in McGee, Hearne & Paiz, LLP, presented at the November Board meeting. **A motion was made by Trustee Danko and seconded by Trustee LaPlante to approve the 2011-2012 Audit Report as presented. Motion carried with Trustee Vogt abstaining.**

REPORTS:

Board President:

Board President Westerhold had no report.

There were no committee reports. Trustee Danko suggested the Board send a condolence message to Casper College in light of the recent tragedy that occurred on its campus.

College President:

President Prestwich reported that the Governor's proposed budget scaled back requested budget cuts from 8% to 6% which is still significant and amounts to approximately \$675,000. The Governor's budget also recommends a salary increase for state employees with a portion directed to merit increases. The President's Advisory Council (PAC) has had some preliminary discussions about how to deal with the budget cut and help will be enlisted from the Action Resource Plan Review Committee. The budget process is still very preliminary and discussions will continue after the first of the year. In response to an inquiry by Trustee LaPlante, President Prestwich said budget cuts would be strategic; there will be no hiring freeze, but new hires will be considered very carefully. President Prestwich also reported that the College is preparing for the Higher Learning Commission (HLC) focused visit at the end of March. Various parts of the report have been divided among PAC members with the goal of providing it to the HLC visiting team eight weeks in advance of their visit.

Vice Presidents:

Vice President Mills had no new contracts to bring forth but gave an update on the projects he presented last month. Groups on campus have met to discuss the tennis courts and the possibility of a multi-purpose court; hopefully, he will have another proposal to present. Trustee Vogt asked why the tennis court replacement cost wasn't included in the cost of the building, but Vice President Mills said the state would not allow it. Vice President Mills also reported that he is waiting on a bid from Associate Professor of Welding Bill Johnson for the Equine Center fence, and that he is in the process of doing an evaluation of the

concrete projects which he will present at the January Board meeting.

He reviewed some of the changes made to the floor plan of the Yellowstone Academic and Workforce Training Building after a review by the state, nursing staff, and others. The state is also considering some other cost-saving changes to the exterior and architectural features of the building.

In response to an inquiry by Trustee Housel, Vice President Mills gave an update on the uncompleted projects listed on the Bid and Contract Status Report.

CITIZEN'S 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 continued:

HR Director Anderson gave an update on the Personnel Status Report and the Presidential Search.

Vice President Mills responded to questions on his written report in the Board materials. Since the concrete project is mostly repairs, it will not be included in the new Facilities Master Plan. Also, a resource guide of professional development opportunities will be communicated to the campus at the spring in-service.

Finance Director Flom reported that five Park County financial institutions have submitted bids for the College's up-to \$3 million commercial loan for the Yellowstone Academic and Workforce Training Building. He offered to do an analysis for the Board's Finance Committee and make a recommendation. Trustee LaPlante volunteered to substitute for Board President Westerhold who excused himself from the discussion. If the terms of the loan vary enough to change the College's repayment plan, Finance Director Flom was asked to seek Board approval; otherwise, the Finance Committee can take action. The bank selected by the Finance Committee will be notified immediately as the credit approval process can take up to three weeks.

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

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

In addition to his written report in the Board materials, Vice President Giraud reported that he and Dean Peer have been visiting high schools in the service area, and he acknowledged Ronda for her efforts in laying the ground work for a good working relationship regarding concurrent and dual enrollment. He also reported that all administrators attended the Incident Command System training for emergency response situations. The College is developing an Emergency Response Guide for which staff will receive training at the spring in-service. With regard to the HLC focused visit, one of the elements to be addressed is student assessment. The Academic Affairs area is setting a structure in place so the HLC will be confident in our work. Dr. Giraud requested the Board hold a study session on assessment before the HLC visit.

Trustee LaPlante read the very compelling student learning report from Dean Ewers and he expressed concern about what will be done with it. Vice President Giraud responded that both he and Dr. Ewers think the results of the report should be implemented but that it must go through a process. Board President Westerhold remarked that the Board would

like the recommendations from the report to be implemented soon.

In addition to her written report in the Board materials, Foundation Executive Director Wetzel reported her staff is busy taking advantage of year-end giving and fund raising for the new building.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, January 14, 2013, in the DSC Trapper Room.

A ADJOURNMENT:

On a motion by Trustee LaPlante and seconded by Trustee Vogt, the meeting adjourned at 5:37 p.m. Motion carried.

JOHN HOUSEL, Vice President/Secretary

Date