

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
March 11, 2013**

**MEMBERS PRESENT:** President MARK WESTERHOLD; Vice President/Secretary JOHN HOUSEL; Treasurer RICK LAPLANTE; and Trustees PAUL FEES, NADA LARSEN and JIM VOGT.

**MEMBERS ABSENT:** 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. KIM MILLS, Vice President for Administrative Services; MS. SHELBY WETZEL; DR. STEVE WALKER; MS. NANCY GILMORE; MR. SHELDON FLOM; 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, March 11, 2013, at 3 p.m. in Room 2201 of the Cody Center.

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

**STUDY SESSION:** The subject of the Board's study session was the Higher Learning Commission (HLC) focused visit on March 25-26. Based on the College's Self Study accreditation comprehensive visit in 2010, the HLC recommended a focused visit on three areas: Student Learning Assessment, Governance, and Planning & Budgeting.

So that the Board of Trustees would have a good working knowledge of what Northwest College (NWC) has done to address the HLC concerns, President Prestwich and Vice President Giraud presented a PowerPoint on the three areas the College was asked to prepare for.

Vice President Giraud explained the importance of assessment, adding that the HLC judges institutions on their processes, not the outcomes. Assessment is ongoing, related to institutional and individual planning, is both individual and cross-institutional, and has both public and private aspects. The HLC is mostly interested in the cross-institutional perspective. Of the six questions the HLC asks to determine if student learning assessment is occurring, Dr. Giraud has mostly focused on evaluating and improving the effectiveness of the College's efforts to assess and improve student learning. The Academic Affairs website has a page devoted to assessment.

To address the HLC concerns regarding Governance/Administration, President Prestwich listed the things accomplished by the TRUST Team Work Plan, reported on the development of the *Shared Governance and Decision Making Guide*, and discussed the implementation of the Strategic Plan. With regard to Planning & Budgeting, President Prestwich gave a brief history of Action Resource Planning and described the process.

President Prestwich summarized that during the day-long process, the three-member visiting team will meet with specific groups including the Board. No findings will be discussed in the exit interview.

**A APPROVE MINUTES:**

**A motion was made by Trustee Larsen and seconded by Trustee Vogt to approve the minutes of the special meeting and executive session of January 24, 2013, the special meeting and executive session of January 31, 2013, the regular meeting and executive session of February 4, 2013, and the special meeting of February 8, 2013 as presented. Motion carried.**

**CONSTITUENT GROUP REPORTS:**

Faculty Organization (FO) President Steve Walker reported that work is continuing on a plan for dual credit programming. It will be presented at the next FO meeting after which it will go to the President's Advisory Council (PAC) and the Board.

Classified Staff Organization (CSO) President Nancy Gilmore reported that the group is organizing a raffle to raise money for the CSO-sponsored "We Care Scholarship." The items being raffled are a \$250 gift certificate for lodging accommodations in Red Lodge, MT and two hours in the NWC Firearms Simulator.

**A CHECK REGISTER:**

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

**A QUARTERLY BUDGET ADJUSTMENTS:**

After a brief question and answer session, **a motion was made by Trustee LaPlante and seconded by Trustee Fees to approve the third quarter budget adjustments for fiscal year 2013 as presented. Motion carried.**

**A 2013-2014 ROOM AND BOARD RATE PROPOSAL:**

Residence and Campus Life Director Dee Havig presented the proposed room and board rates for 2013-2014 which are being increased 5%. He provided comparator rates for other Wyoming colleges as well as local apartments. President Prestwich explained that NWC rates are very competitive and that the College needs to build Auxiliaries Fund reserves in order to maintain its facilities since major maintenance funds can no longer be used for renovations and repairs in the residence halls beginning July 1, 2013. Also, in order to address State budget cuts, some residence hall-related operational expenses are being redirected from the Operating Fund to the Auxiliaries Fund. According to Finance Director Flom, other increased expenses to the Auxiliaries Fund include higher rates for electric, garbage and water; higher rates to TCT for the upgraded Internet in the residence halls; the 1% bonus for state employees; as well as the bond payment. Last year the College was able to put \$450,000 into reserves after the bond payment. However, with the increased expenses to the Auxiliary Fund for FY14, Mr. Flom estimates \$250,000 will go into reserves. Currently, the Auxiliary Fund reserve has a balance of around \$2 million which wouldn't go far in major remodeling projects. The State does not cap the amount colleges can keep in Auxiliary Fund reserves.

Mr. Flom reported that Aramark is proposing a 4.4% increase; the new room and board rates would increase revenue around \$118,000.

Mr. Flom added that while the bonds aren't callable for a couple more years, he recommends the College secure a loan to pay off the bonds early to save on interest. He's been in contact with one financial institution.

**A motion was made by Trustee Housel and seconded by Trustee Larsen to approve the proposed fiscal year 2013-2014 room and board rates.** In further discussion, Trustee LaPlante requested that Board members receive such financial information with an analysis in advance of a request for Board approval. This also applies to contract and bid issuance. **Motion carried with Trustee LaPlante opposing.**

**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.

**CITIZENS' OPEN FORUM:**

There were no citizens present to address the Board, so Citizens' Open Forum adjourned.

**A EMPLOYMENT POLICY  
REVISIONS:**

Over the past year, the Employment Policy Review Committee (EPRC) has been working diligently to revise various *All Employee and Non-Faculty* policies identified by Ad Hoc Policy Review Committee as confusing or "problematic." Vice President Mills presented for Board approval a list of approximately 80 proposed revisions for the *Employment Handbook*. On February 22, Board members were emailed the list of revisions and an edited Employment Handbook for their review. The Board's Human Resources (HR) Committee has reviewed the changes and provided input. The proposed revisions have been reviewed by the constituent groups, College Council, PAC and the College attorney.

There was Board discussion on Non-Faculty policy 2.2.5 with regard to the College President not chairing a Vice President search unless extraordinary circumstances arise.

**A motion was made by Trustee Housel to approve all of the policy revisions presented except for 2.2.5 with respect to the president serving as search chair.** Board President Westerhold asked the Board's HR Committee to further research the policy and report back to the Board. **The motion was seconded by Trustee LaPlante and passed unanimously.**

**A SHARED GOVERNANCE  
POLICY:**

A Shared Governance ad hoc Committee was created in the fall 2010 as part of the TRUST Team initiatives. The ad hoc committee worked on updating the College Council bylaws and the new changes went into effect in September 2011. Not long afterwards, President Prestwich created a new Shared Governance Committee to address the broader issues of shared governance. The committee was co-chaired by Dr. Sean Fox and Dr. Steve Walker and consisted of the College Council and the four vice presidents.

After 18 months of discussion, the Shared Governance Committee presented a draft version of the *Shared Governance and Decision-Making Guide* to College Council in December 2012, and made revisions based on the recommendations received. The final version of the document was approved by College Council at its February 2013 meeting and by the PAC shortly thereafter.

Dr. Walker explained that the document describes a culture of shared governance and is more of a guideline than a policy. It tells why everyone needs to be involved in shared governance and why it's important.

A discussion followed in which Trustees expressed concerns about some of the language in the document, employee participation in shared governance, and the lack of clarity regarding how decisions are made. However, Dr. Walker believes that the various documents described in writing such as College Council bylaws and the *Employment Handbook* are a good start for now as he expects the document to change because shared governance constantly evolves.

**A motion was made by Trustee Housel and seconded by Trustee Vogt to approve the *Shared Governance and Decision-Making Guide* as presented. Motion carried.**

**REPORTS:**

**Board President:**

Board President Westerhold reported on the National Legislative Summit he attended in Washington, D.C. on February 10-13 adding that most of the issues they discussed have already occurred or are being addressed. Reauthorization of the Higher Education Act (HEA) is the single most important piece of legislation affecting community colleges and their students. The legislation authorizes Pell Grants, Stafford Loans, Federal Work-Study, and many important institutional grant programs such as TRIO and GEAR UP. Current authorization for the programs in the HEA expires at the end of 2013. In order to keep HEA spending under control, proposed changes to Pell Grants include discontinuing funds for summer credit hours and for students taking 100% online classes. Other discussion included reauthorization of the TAA Community College and Career Training Grant (TAA CCCTG) Program, consistency reporting for Perkins, and the Workforce Investment Act.

**Board Committees:**

Trustee Vogt reported on the Wyoming Association of Community College Trustees (WACCT) 2012-13 Leadership Awards and Legislative Reception events in Cheyenne. He also attended the WACCT and Wyoming Community College Commission (WCCC) meetings. NWC was the only Board to approve a resolution against the bill to allow concealed weapons permit holders to carry guns in schools. The WACCT held its election of officers and Trustee Danko was re-elected as secretary.

Other Trustees who also attended the meetings commented on the good working relationship between the WCCC and the community colleges. They were also pleased with the discussion regarding Complete College America.

**College President:**

In addition to reporting that the Yellowstone Building will be going out for bid very soon, President Prestwich responded to questions regarding his coverage of the legislature and the status of NWC's budget process.

**Vice Presidents:**

Vice President Mills reported that both the classroom door locks project and the walk-in cooler and compressor project were completed under budget by doing them in-house. Bids on the Lewis & Clark bathroom project and the DeWitt Student Center kitchen hood project came in under the amounts approved by the Board.

Vice President Mills gave an update on the Personnel Status Report.

In addition to his written report in the Board materials, Vice President Mills reported that a new password policy is being developed to

provide for more security and in response to a finding by the external auditors. The policy will go into effect fall 2013.

Vice President Kitchen reported that his focus has shifted from legislative relations to alumni relations; office staff are working on materials for the spring meeting of the Alumni Association Board of Directors. He also responded to questions regarding the 2013 community survey of southern Big Horn County residents.

In addition to his written report in the Board materials, Vice President Giraud reported on the successful Temple Grandin event at which approximately 1,000 participants attended. He acknowledged Dean Peer and her team for their efforts in Skyping the morning session due to inclement weather which prevented her from getting to Powell in time for the scheduled event.

In addition to his written report in the Board materials, Vice President Fox responded to questions on the grand opening of the Oasis and the school preview visits.

Foundation Executive Director Wetzel showed the Board promotional materials that will be used in the fundraising campaign for the Yellowstone Building and which features a water color of the building by Assistant Professor of Art Anne Toner. Ms. Wetzel summarized the February 6<sup>th</sup> Foundation Board meeting at which the purchase of a new donor database/information management system was approved. Three newly-elected directors will join the Board in April. Ms. Wetzel responded to questions regarding the Foundation's Grant Program.

**Other Business:**

A report on the death of a Casper College student led to a brief discussion regarding NWC's insurance policy on students who use their own vehicle for College-sponsored events. Vice President Mills responded that the new travel policy for mileage reimbursement requires that the individual have \$100,000 liability insurance.

Trustees Housel, Larsen and Vogt will attend the Association of Community College Trustees (ACCT) Annual Leadership Congress in Seattle, WA on October 2-5, 2013. President Prestwich will inquire if anyone from NWC is interested in presenting a program.

Trustees Danko and Vogt will attend the April 18<sup>th</sup> WACCT meeting in Riverton in conjunction with the WCCC meeting on the 19<sup>th</sup>.

**NEXT MEETING:**

The next regular Board of Trustees meeting is scheduled for Monday, April 8, 2013, at the DSC Trapper Room.

**A ADJOURNMENT:**

**On a motion by Trustee Housel and seconded by Trustee Vogt, the meeting adjourned at 6:40 p.m.**