

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
June 10, 2013**

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

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 of College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. SHELBY WETZEL, FOUNDATION EXECUTIVE DIRECTOR; MS. JILL ANDERSON; DR. MATTHEW EWERS; MR. SHELDON FLOM; MS. JO ANN HEIMER; MS. KARA WARREN; 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, June 10, 2013, at 3:30 p.m. in the DeWitt Student Center (DSC) Trapper Room.

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

STUDY SESSION: Vice President Giraud and Dean Peer presented a Cody Center usage report for the past year. Credit courses have increased; the College is expanding its offerings, and students are registering for more credits. The Cody Center also provides trainings and seminars for local businesses, offers community education classes, and houses the Adult Basic Education program. The facility is also used as a meeting/gathering place for the community.

Dean Peer reported that summer enrollment is very low; most students who take classes at the Cody Center want evening classes; and daytime enrollment is entirely concurrent enrollment through the high school at the high school.

In response to an inquiry by Trustee Fees, Vice President Giraud explained that the University of Wyoming (UW) decided not to move to the Cody Center for a variety of reasons. There was a discussion regarding ways to facilitate moving students more seamlessly to the UW. He added that there is high hopes for a 3 + 1 program in which, for example, a student can take courses at NWC for three years and complete their fourth year at the UW. Both institutions agreed to continue working on facilitating a relationship.

Discussion ensued regarding the number of degrees being offered at the Cody Center. Assuming the goal is not to have a second campus, Trustee LaPlante said that a determination should be made if there is a segment of the population that's not being served before the College considers offering another degree program at the Cody Center. He asked what's been done to identify students who don't have a car, who can only take evening classes, etc. Vice President Kitchen responded that some of those questions are addressed in the community survey, but it's a very narrow subset since only postal occupants receive the mailing.

In response to several questions by Trustee Housel, Dean Peer explained that career objectives are discussed when faculty members are advising.

There is no faculty advisor on staff in Cody and most advising is done electronically.

Both Trustees Housel and Fees remarked that the Cody Center has a very passive presence, and that they've been discussing ways to enhance NWC's presence in Cody such as having faculty teach more classes there and holding events to draw people to the site. The facility seems to be underutilized by the community and under populated by the staff; there may be a correlation.

However, Trustee Vogt rebutted that if the degree-seeking Cody students would attend classes on the main campus in Powell, it may not be smart to add services for part-time students.

Trustee LaPlante questioned some of the figures in the usage report, adding that accurate data may help answer some of the questions being raised. President Prestwich commented that faculty members at the Cody Center have a regular schedule, and the College needs to be cautious about redirecting resources from Powell to Cody. As the Cody Center grows, some full-time services may become necessary.

Dean Peer told the Board that offering community education classes would be a way to increase activity at the Cody Center during the day; however, NWC does not have a Board of Cooperative Educational Services (BOCES) agreement in Cody to support those programs. The Training and Development Program Coordinator has agreed to offer a few more classes of personal interest. Vice President Kitchen added that according to the community surveys, the type of classes that most interests Codyites are "personal enrichment."

The Board thanked Vice President Giraud and Dean Peer for their report.

A APPROVE MINUTES:

A motion was made by Trustee Housel and seconded by Trustee Danko to approve the minutes of the regular meeting of May 13, 2013 as presented. Motion carried.

A APPROVE MINUTES OF EXECUTIVE SESSION:

Trustee LaPlante noted that he was not in attendance at the May 13, 2013 executive session. **A motion was made by Trustee Vogt and seconded by Trustee Larsen to approve the minutes of the executive session of May 13, 2013 as amended. Motion carried.**

CONSTITUENT GROUP REPORTS:

Board President Westerhold read aloud a report from Faculty Organization (FO) President Jeannie Hunt who was unable to attend the meeting. Many faculty members were engaged in New Student Registration. Faculty from the Photography, Visual and Performing Arts and Business departments took students to Cuba for field studies; Physical Science faculty conducted field studies in the southwest.

Professional Staff Organization (PSO) President Matthew Ewers and Classified Staff Organization (CSO) President Kara Warren had no updates to report.

A CHECK REGISTER:

After a closer look at the check register, Business Office Manager Jo Ann Heimer noted that pages 9-24 were duplicated. A short question/answer session followed after which **a motion was made by Trustee Housel to approve the check register as presented with the exception of duplicated pages 9-24 which should be deleted. The motion was seconded by Trustee Danko and passed unanimously.**

PRELIMINARY BUDGET FOR FISCAL YEAR 2014:

Standing in for Finance Director Flom, Business Office Manager Heimer reported on a couple of changes in the fiscal year 2014 preliminary budget. President Prestwich told the Board that the \$243,418 balance will not be budgeted until we know how NWC fares in the recapture/redistribution process. Trustee LaPlante reminded the Board of its commitment to budget for strategic initiatives. Trustee Vogt agreed, saying that the strategic initiatives should be listed in the narrative so it's clear where funds are being directed. President Prestwich responded that the narrative can be changed to include the strategic initiatives. Board President Westerhold asked Trustees to review the budget and email (copy Trustees) Finance Director Flom with questions so that the final budget can be approved next month.

A FOURTH QUARTER BUDGET ADJUSTMENTS:

Business Office Manager Heimer reported that the budgeted revenue was adjusted to more closely reflect actual revenue received for the year. Also, only \$400,000 of the \$800,000 Enrollment Growth Funds NWC received in Fiscal Year (FY) 2013 was budgeted; consequently, the budget was adjusted to reflect the full amount received, and the FY2014 funds will show as carryover in next year's budget. After a short question/answer session, **Trustee LaPlante made a motion which was seconded by Trustee Vogt to approve the fourth quarter budget adjustments for FY2013. Motion carried.**

A ACCOUNTS RECEIVABLE WRITE OFFS:

Business Office Manager Heimer distributed to Trustees a detailed list of accounts receivable totaling \$202,951 which the College is requesting Board approval to write off.

Trustees expressed concern about the amount of write-offs, and a lengthy discussion ensued. Ms. Heimer explained the Business Office's payment policy and described the process used to collect bad debt before the accounts are written off. The account information remains on the student's transcript.

Ms. Heimer went on to explain that at the end of each semester, the Financial Aid Office reviews student records to find those with all F's (many whom have simply stopped attending classes without dropping out) in which case a percentage of the financial aid received is required to be paid back to the federal government, leaving the student owing the College.

Board President Westerhold suggested there be mandatory roll call in order to better assess if the student plans to stay in class. Vice President Giraud explained the Early Intervention system that's already in place to identify at-risk students. He feels that requiring faculty to report attendance would be met with resistance among faculty whose rationale is that students are adults and should be treated as such. However, his previous institution's rebuttal was that not recording attendance hurts the institution and endangers Title IV funding when it's unknown if students are receiving F grades because they are flunking or because they're not attending classes. The only way to ensure 100% participation is to change the *Faculty Employment Policies* to require reporting attendance.

Board President Westerhold directed the President's Advisory Council (PAC) to develop a Faculty Employment Policy proposal requiring faculty members to report attendance. The proposal will be presented for Board review at its August or September meeting.

Trustee LaPlante concluded by saying these are big dollars, and he cannot approve the write-offs without asking someone to review the process so that we do not continue to have this recurring problem. He would like the Board to receive a set of proposals regarding attendance, payment on past loans, etc.

Trustee Vogt motioned, with reservation, to approve the accounts receivable write-offs in the amount of \$202,951. The motion was seconded by Trustee Larsen and passed unanimously.

CITIZENS' OPEN FORUM:

At 5:09 p.m. There were no citizens present to address the Board, so Citizens' Open Forum adjourned.

BOCES BUDGETS:

Trustee Vogt distributed copies of the budget for Lovell's Big Horn School District #2 BOCES which he reviewed with the Board. Expenses will increase \$4,000 over last year in order to bring in a teacher to train driver education instructors. There is a \$53,000 reserve, and they will again receive funds equaling one mill of assessed valuation in the school district. The budget is good and the program is great for a small community.

Park County School District #1 BOCES Executive Director Ingrid Eickstedt distributed copies of the Powell Valley Community Education BOCES budget which she discussed with the Board. In addition to the many classes offered in its catalog, the Powell BOCES also provides driver education classes and coordinates the Health and Safety Fair event. A list of other accomplishments was included in the Board materials.

A NWC FAMILY AND MEDICAL LEAVE ACT POLICY:

Human Resources (HR) Director Anderson requested Board approval of the revised Family and Medical Leave Act (FMLA) Policy for the all-employee handbook which was included in the Board materials. The revisions do not change the policy, but explains it better and makes it consistent with the FMLA posting material. **Trustee Larsen motioned and Trustee Danko seconded approval of the FMLA Policy revisions as presented. Motion carried.**

A APPOINTMENT OF INTERIM PRESIDENT:

Board President Westerhold announced that the Board needs to appoint an Interim President for the period between when President Prestwich leaves and when President Hicswa arrives. **Trustee Danko nominated Mark Kitchen to serve as interim president, which was seconded by Trustee LaPlante. Motion carried.**

REPORTS:

Board President:

Board President Westerhold reported that the facilitators for the August 15th Board retreat are Dr. Walt Packard and Dr. Cindra Smith from The College Brain Trust. The facilitators will be contacting Board members in advance to discuss individual philosophies and to develop a list of other discussion topics of interest. The first part of the retreat will be devoted to what level of policy governance the Board desires. The second part of the retreat will be related to CEO/Board relations, roles and responsibilities of Trustees, presidential goal setting and review, etc. The retreat will be held at St. Thomas Apostle Center beginning at 8 a.m. Board President Westerhold also called attention to the receptions for incoming President Hicswa in July and August and asked Trustees to mark their calendars. Mr. Westerhold added that he is unable to attend the August Board meeting in Meeteetse.

Board Committees:

Trustee Danko, secretary of the Wyoming Association of Community College Trustees (WACCT), reported on a recent teleconference. The organization has been meeting via teleconference rather than traveling. Some representatives will attend the Joint Appropriations Interim Committee (JAIC) meeting in Riverton on June 28th while others will attend the Wyoming Community College Commission (WCCC)/WACCT meeting on June 27-28 in Gillette.

Trustee Vogt reported that he participated in a teleconference regarding the Lovell BOCES budget which the Board just reviewed.

College President:

President Prestwich reported that the bids for the Yellowstone Building were opened on May 31st and evaluated by the State. The good news is that the low bid (by Sletten Construction of Cody, WY) came in \$1,100,000 less than the bid package estimate. This will allow the College to do more of the alternates and will provide some leeway in funding furniture and fixtures. While the project bid came in lower than expected, the dollars committed from the State remain the same, so the College's financing plan will be adjusted. A delayed bidding deadline increased the bid competition, but will make for a very tight construction timeline.

In response to an inquiry by Trustee LaPlante, President Prestwich explained that the College received a draft version of the Focused Visit Report from the Higher Learning Commission (HLC) and the College responded to one factual error. The report indicated that NWC is making adequate progress on the three topics that were a focus of the March visit and no further reporting or visits were recommended. Continued progress will be important as the College prepares for the next Comprehensive Visit that will take place during the 2017-18 academic year. President Prestwich expects to receive the final report from the HLC this month.

Vice Presidents:

Vice President Mills reported there were no new bids or contracts to issue. The Multi-Court System will be bid next month and constructed by fall.

Human Resources (HR) Director Anderson gave an update on the Personnel Status Report.

In addition to his written report in the Board materials, Vice President Mills reported on an upgrade to Vodcasting hardware and software. In the next 60 days, the Board will see the \$44,000 expenditure which will come from budgeted expenditures in academic computing.

Vice President Kitchen offered to respond to questions on his written report in the Board materials. Trustee Danko commended him on the great television ads to which Vice President Kitchen responded that he will pass along her praise to the others more directly involved. In response to an inquiry by Trustee Fees, Vice President Kitchen reported that the College will have an entry in the Park County Fair Parade but not the Stampede Parade.

Vice President Giraud had nothing to add to his written report in the Board materials, but called attention to the Retention Initiatives Update. The report was written by Dean Ewers and demonstrates that NWC is on the path to serious retention efforts. Dr. Giraud agreed with Trustee Danko that General Studies majors need an orientation (first-year) course. Dean

Ewers remarked that there's been resistance from some faculty in implementing a first-year course across the curriculum, as some departments offer such a course that is specific to that area. The Social Sciences & Education Division will pilot the first general orientation course fall semester. Progress is being made, and some data is now available to show what impact these courses have. There will also be three or four remedial education initiatives this year from which data will be collected.

In addition to his written report in the Board materials, Vice President Fox reported on the College National Finals Rodeo. Neither the Men's nor Women's Rodeo Team qualified to participate; however, several NWC students are competing individually. In response to inquiries by Trustees, Dr. Fox said that the numbers from today's first registration appear to be even with last year but are not yet calculated. He will have preliminary numbers for the Board next month. He also explained the Jeanne Cleary Act for which the College is required to submit data by September 30th which will also be provided to the Board.

Foundation Executive Director Wetzel distributed copies of a promotional piece for the Yellowstone Building's paver project which is part of the Yellowstone Building fundraising campaign. It will be a direct mail, and payroll deduction will be available.

OTHER:

This is President Prestwich's last meeting. On behalf of the Board, Board President Westerhold thanked Dr. Prestwich for his service and wished him the best in his future endeavors.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, July 15, 2013, at the DSC Trapper Room.

A ADJOURNMENT:

On a motion by Trustee Danko which was seconded by Trustee Housel, the meeting adjourned at 6:24 p.m.

JOHN HOUSEL, Vice President/Secretary

Date