

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 16, 2013**

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

MEMBERS ABSENT: Trustee MR. JIM VOGT.

OTHERS PRESENT: Dr. Stefani Hicswa, 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; Ms. Jill Anderson; Dr. Matthew Ewers, Mr. Sheldon Flom; Ms. Jeannie Hunt; Ms. Kara Warren; Mr. Shawn Warner, Alumni Association Board representative; 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 16, 2013, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: Constituent group reports were moved to item #6, and an action item to purchase a lawn mower was added under the bid and contract issuance report. **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the agenda as amended. Motion carried.**

STUDY SESSION: The purpose of the Board study session was to discuss President Hicswa's performance expectations for this year which will be used to evaluate her in April 2014.

President Hicswa distributed a list of suggested expectations which she developed based on discussion from the August 15th Board of Trustees summer retreat. Trustee LaPlante expressed concern with the items being too subjective and the need for preciseness. The Board also needs to be very clear about how the performance evaluation is to be used. The President should set the metrics on how to measure them.

After a lengthy discussion, the President's performance expectations were narrowed to:

- Institutionalize the Imperatives and Strategic Goals of NWC's Strategic Plan.
- Gather data to begin a comprehensive policy review process.
- Begin building a culture of organizational leadership and accountability.

Based on these expectations, President Hicswa will develop her Operational Plan with tasks and will present the results to the Board. The study session ended at 4:07 p.m.

INTRODUCTION OF NEW EMPLOYEES: Board members enjoyed hearing from new employees Mr. Dave Willson-Facilities Assistant, Ms. Kimberly Ellis-Disability Support Services Coordinator, Mr. Dave Barkan-Visiting Professor of Chemistry, and Mr. Troy Hunt-Instructor of Film and Television.

INTRODUCTION OF RODEO TEAM:

Rodeo Coach Del Nose and team members introduced themselves and told Trustees their major and hometown. The Men's Rodeo Team placed second in last week's rodeo and won second in regionals. Coach Nose credited the rodeo arena as being a great recruiting tool for the Rodeo Program.

A APPROVE MINUTES OF REGULAR MEETING OF AUGUST 12, 2013:

A motion was made by Trustee Housel and seconded by Trustee Fees to approve the minutes of the August 12, 2013 Board of Trustees meeting. Motion carried with Trustees Danko and Westerhold abstaining.

Faculty Organization (FO) President Jeannie Hunt reported that faculty members have been involved the Club Fair, residence hall programs, field trips and a couple will present at next week's "College Success" event.

Professional Staff Organization (PSO) Chair Matthew Ewers reported that the first PSO meeting is scheduled for next week.

Classified Staff Organization (CSO) President Kara Warren reported on the CSO's first meeting at which they discussed ways to make new CSO members feel welcome and having more social gatherings.

Student Senate (SS) Vice President Jessica Mussetter reported that elections will be held to fill the remaining seats and that the first full SS meeting will be held next week. The SS has also been discussing the allocation of funds and what to do about the vehicle plug-ins that were installed in the wrong location.

A CHECK REGISTER:

There was a brief question/answer session regarding several check register items. President Hicswa will follow-up on a charge described in the check register as "Trustee Board Legal Hearing." In response to an inquiry by Trustee Vogt at last month's Board meeting regarding the College's credit cards, President Hicswa reported that NWC elected to receive better rates on its credit cards rather than participate in a rewards program. However, she added that the College is moving toward P-cards which is more like a debit card. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the check register as presented. Motion carried.**

A QUARTERLY BUDGET ADJUSTMENTS:

There were no questions on the quarterly budget adjustments as presented in the Board materials. **A motion was made by Trustee Housel and seconded by Trustee Larsen to approve the first quarter budget adjustments for fiscal year 2014. Motion carried.**

A FOUNDATION RESOURCE COLLABORATION:

President Hicswa reported that the draft parameters for the Foundation Resource Collaboration were circulated among the campus community. With Foundation Executive Director Wetzel's amendment to add the NWC Grant Writer to the collaboration group membership, Dr. Hicswa recommended Board approval. **A motion was made by Trustee LaPlante and seconded by Trustee Fees to approve the Foundation Resource Collaboration as presented. Motion carried.**

A NWC/FOUNDATION YELLOWSTONE BUILDING FINANCE AGREEMENT:

President Hicswa called attention to two changes made to the Yellowstone Building Financing Agreement since it was presented to the Board last month. After presenting it to the campus community for feedback and having received none, President Hicswa requested

Board approval of the Finance Agreement/Conflict of Interest waiver. Trustee LaPlante requested a marked-up copy of the document with revisions. After a brief discussion in which Foundation Executive Director Wetzel clarified some language in the agreement, **Trustee Housel moved to approve the NWC/Foundation Yellowstone Building Finance Agreement and corresponding Conflict of Interest waiver as presented. The motion was seconded by Trustee Danko. Motion passed.**

**A MULTI-SPORTS COURT
BID:**

President Hicswa explained that the bid for the multi-sports court came in higher than the Board's "not to exceed amount" of \$165,000. (A contractor or engineering firm was not initially hired to give an estimate on the project; the estimate was based on standard construction estimating metrics.) The \$5 facilities fee for the Yellowstone Building was to be used toward the project up to \$100,000, and the Student Senate voted to contribute \$25,000, leaving \$40,000 to come from the auxiliary depreciation budget. However, the bid came in at \$245,000 which is an \$80,000 increase to the cost of the project, mostly due to the price of concrete.

President Hicswa distributed tennis course enrollment numbers for the past five years as well as projected usage for the multi-sport court based on numbers from tennis classes, community usage, intramural sports, and other planned activities.

In the discussion that followed, Trustees talked about rebidding the project, going with a less expensive surface, whether or not it was possible to get the multi-sports court on line yet this fall, what data there was to support that this is the most popular project among all students, if there are other Physical Education classes that would use the courts, and if the project could be rolled into the Facilities Master Plan (FMP) to determine if it's a priority.

In response to other questions, Vice President Mills said there are no projects that would be deferred if the additional \$80,000 from auxiliary depreciation funds was used for the multi-sports court.

A motion was made by Trustee Fees to approve the expenditure not beyond what is necessary, but in the meantime get some other bids. The motion died for lack of a second.

Trustee Housel moved to defer this item, not defeat it, until we have an opportunity to review this proposal along with all other proposals in the Facilities Master Plan. The motion was seconded by Trustee Danko and passed unanimously.

According to Vice President Mills, the updated Facilities Master Plan (FMP) should be ready by February. Trustee LaPlante said he expects the FMP vendor to engage the students in determining what facilities are important to them. However, Board President Westerhold said students were not very responsive in the last process. He recommended the Student Senate conduct a survey and provide the results to the FMP facilitator.

Board President Westerhold acknowledged Vice President Mills for his service to Northwest College, thanked him for his work on the construction projects he's been instrumental in getting completed in

addition to his many other accomplishments, and wished him well in his retirement.

CITIZENS' OPEN FORUM:

Board President Westerhold acknowledged Shawn Warner in the audience who was representing the NWC Alumni Board.

TRUSTEE EVALUATION:

President Hicswa reminded the Board that at its retreat, Trustees mentioned they would like to do a self-evaluation along with her evaluation. She suggested the Board evaluate itself the month preceding her evaluation. Trustee LaPlante liked the idea of a self-evaluation beforehand but does not like the tool. President Hicswa will bring a variety of instruments for Board discussion at next month's study session.

REPORTS:

Board President:

Board President Westerhold has not been able to attend the past few Board meeting but he holds weekly teleconferences with President Hicswa who has kept him apprised.

Board Committees:

There were no Board Committee reports.

**College President and
Vice Presidents:**

From her written report in the Board materials, President Hicswa highlighted that she is analyzing data in the report she received from the Uncollected Debt Task Force and will call the group back together to discuss it. She offered to respond to questions on her written report or the Vice Presidents' written reports in the Board materials.

In response to Board President Westerhold's inquiry regarding the status of the Emergency Operations Plan, President Hicswa said that Vice President Fox has assumed responsibility for it due to Vice President Mills' impending retirement. Dr. Fox explained that there are several components that need to be finalized and that a task force is meeting every ten days to complete it.

In response to another inquiry by Board President Westerhold, Dean Ewers reported that the Retention Committee meets monthly, and he gave a brief overview of the committee's work. The Retention Committee meeting minutes are posted on the NWC portal.

Trustee Larsen asked if all of the projects listed on the Bid and Contract Status report are still incomplete as indicated. Vice President Mills explained that many of the projects are nearly complete but are not listed as such until all the bills are paid, etc. In response to a concern expressed by Board President Westerhold, President Hicswa will make a determination and inform the Board if it needs to approve the overage on the asphalt project.

Trustee Housel commented on the *Northwest Trail* being named a national Pacemaker Award finalist and asked to have the entire staff introduce themselves to the Board at its November meeting so the Trustees can congratulate them.

A BID AND CONTRACT:

Vice President Mills requested Board approval to purchase a lawn mower/snow removal tractor with an enclosed cab at a cost not to exceed \$35,000. This amount is within the \$130,000 budgeted amount for vehicle replacement. Per Wyoming statute, NWC gives a five percentage point preference to Wyoming vendors but no additional preference to local dealers. President Hicswa suggested to the Board

that as it studies policies, it could provide direction in this regard. **A motion was made by Trustee LaPlante and seconded by Trustee Housel to approve the purchase of a new lawn mower/snow removal tractor at a cost not to exceed \$35,000. Motion carried.**

Vice Presidents:

Foundation Executive Director Wetzel stood for questions on her written report in the Board materials.

Other Business

Trustee LaPlante announced that he will be speaking at the Wyoming Student Leadership Conference the first week in October. Also, the Powell Economic Partnership was funded to do a community strategic plan. The vendor has been selected, and they are asking for a leadership committee to drive the process. The leadership committee includes the College president, and he believes it's important to get two students on the committee also (one traditional and one non-traditional).

Vice President Fox distributed an up-to-date enrollment report. He expects the concurrent enrollment numbers to continue to rise.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, October 14, 2013, in the Trapper Room located in the lower level of the DeWitt Student Center.

A ADJOURNMENT:

On a motion by Trustee Danko and a second by Trustee Larsen, the meeting adjourned at 6 p.m.