

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 21, 2013**

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

OTHERS PRESENT: DR. STEFANI HICSWA, President; DR. SEAN FOX, Vice President for Student Affairs; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. SHELDON FLOM, Interim Vice President for Administrative Services; MR. MARK KITCHEN, Vice President for College Relations; MS. JILL ANDERSON; MS. SHELBY WETZEL; DR. MATTHEW EWERS; MS. JEANNIE HUNT; MS. KARA WARREN; MR. SHAWN WARNER; MS. TESSA SCHWEIGERT, 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 rescheduled from October 14th and held on Monday, October 21, 2013, at 3 p.m. in the DSC Trapper Room.

A APPROVE THE AGENDA: **Trustee Vogt motioned to amend the agenda to add an Executive Session to discuss a personnel issue after “Other Business.” Trustee Larsen seconded the motion. The motion passed and the agenda was approved as amended.**

STUDY SESSION: The Board reviewed several self-evaluation instruments and discussed possible goals.

Trustee Housel remarked that at its summer retreat, Board members discussed goals/objectives/priorities and how they plan to accomplish them throughout the year. He would like to use that discussion as a basis for the Board’s self-evaluation with little documentation in the event of litigation. President Hicswa responded that something in writing is helpful to drive the Board’s decision making. Trustee LaPlante agreed, saying that the possibility of litigation should not prevent the Board from setting and documenting goals, and that he prefers to have something in writing to which the Board is committed. After a review of the various documents, it was decided to use the Northeast Community College Board Self-Evaluation as a basis. The Trustees were asked to select their top three questions in each category and the document will be revised in time for next month’s meeting. The final version will be used by the NWC Board to evaluate itself in March prior to evaluating President Hicswa.

A APPROVE MINUTES: **A motion was made by Trustee Danko and seconded by Trustee Housel to approve the minutes of the regular meeting of September 16, 2013 as presented. Motion carried; Trustee Vogt abstained.**

CONSTITUENT GROUP REPORTS: Faculty Organization (FO) President Jeannie Hunt reported that faculty members are anticipating changes as a result of performance based funding and are concerned about the lack of faculty representation on the Complete College Wyoming (CCW) subcommittees. Also, the FO is opposed to adding course fees to classes involving travel as a budget saving measure.

Professional Staff Organization (PSO) Chair Matthew Ewers reported that at its last meeting, members discussed the Board's decision regarding the sports court, the impact of the reduction of travel expenses for programming, and concurrent enrollment. The next PSO meeting is October 23rd at which members will discuss a statement proposal on concurrent enrollment, by-laws revisions, equality among constituent groups, and reallocation of the space that will become available resulting from moves to the new Yellowstone Building.

Classified Staff Organization (CSO) President Kara Warren reported that prior to its regular monthly meeting, the Executive Committee hosted a coffee break to welcome new Classified Staff. One item of business at the meeting was to finalize plans for the campus-wide Halloween luncheon sponsored by the CSO. The group will be discussing by-laws revisions at its November 8th meeting.

Student Senate (SS) President Quintin Brown reported that the group is working on becoming more involved on campus and in the community. Members are looking to partner with the NWC Foundation by helping with the Intercultural Center.

A CHECK REGISTER:

Following a brief discussion regarding several check register items, a **motion was made by Trustee Vogt and seconded by Trustee Danko to approve the check register as presented. Motion carried.**

A HOLE PUNCH FOR COPIER:

In the fall of 2012, NWC leased a new commercial Canon copier for Printing Services. The hole punching unit was not yet available, but The Office Shop loaned the College a used copier with a hole-punch unit to help with the fall printing jobs. The hole-punch unit for NWC's copier is now available and has been budgeted for. President Hicswa recommended approving the purchase of a Canon Professional Puncher at a cost not to exceed \$13,000. **A motion was made by Trustee Danko and seconded by Trustee LaPlante to approve the purchase of a Canon Professional Puncher at a price not to exceed \$13,000. Motion carried.**

**2013-2014 TRUSTEE
LEADERSHIP AWARD
NOMINATION:**

The Wyoming Association of Community College Trustees (WACCT) will present awards to one exemplary student, trustee, Foundation Board volunteer, faculty member, professional employee and classified employee at the 2013-2014 WACCT Leadership Awards as part of annual events sponsored by the trustees association and hosted by Western Wyoming Community College on February 20, 2014, at Cheyenne's Little America. Nominees and recipients will be recognized in a special 5 p.m. ceremony prior to the Legislative Reception at 6:30 p.m.

Vice President Kitchen explained that each year the Board of Trustees considers submitting a Trustee nominee. Last year's nomination was Trustee Westerhold. Not all Boards submit nominations, and sometimes the prior year's nominee is re-submitted. Award recipients are automatically forwarded to the Association of Community College Trustees (ACCT) regional competition.

In recognition of his presentations at various functions and events as well as community involvement, Trustee Danko nominated Trustee LaPlante for the award. There were no other

nominations. On a motion by Trustee Housel and seconded by Trustee Larsen to nominate Rick LaPlante, the motion passed with Trustee LaPlante abstaining.

YELLOWSTONE BUILDING UPDATE:

The Board received an update on the Yellowstone Building. Despite weather problems, the building remains on schedule and still on the critical path of getting the roof on before the first snow. Sletten Construction President/Division Manager Shawn Warner offered to give tours of the construction site, as he would like more interaction with the campus community. There have been no incidents or bad behavior with students and no complaints from students regarding noise. The state is monitoring the construction site with a web cam which can be accessed at <http://nwccamera1.northwestcollege.edu> (“user name” is user; no password is required). The *Facilities Master Plan* will help determine how space is reallocated as result of moves to the new building.

Yellowstone Building construction team meetings are held every Wednesday which include representatives from CTA, the State of Wyoming Construction Management Division, Sletten’s Project Management Team, and NWC representatives Interim Vice President Sheldon Flom and Facilities Director Dave Plute.

BOARD RULES AND REGULATIONS:

A policy governance “best practice” is to review policies on a regular basis. The *Rules and Regulations Pertaining to the Governance of the Northwest College Board of Trustees* document was last revised in 2009. President Hicswa facilitated a review of the “by-laws” in which several areas were identified as needing to be clarified or revised. President Hicswa will research areas that need clarification and will present recommended revisions at a future meeting.

CITIZENS’ OPEN FORUM:

Alumni Association (AA) Vice President/President-elect Shawn Warner addressed the Trustees during the Citizens’ Open Forum during which he requested Board participation at AA Board meetings and invited Trustees to attend the November 2nd Alumni Association Board meeting.

REPORTS:

Board President:

Board President Westerhold reported on a luncheon he attended which was an event planning project for the Enactus Team and hosted by the NWC Business Department.

Board Committees:

Trustees Housel, Larsen and Vogt reported on the various sessions they attended at the 2013 ACCT Congress in Seattle, Washington, on October 2-5, 2013.

Trustees Larsen, LaPlante and Vogt attended the Community College Summit in Laramie on October 17th. The presentation materials, as well as some additional articles provided by keynote speaker Dr. Terry O’Banion, can be viewed on the WACCT website at: <http://www.wacct.org/events.asp>.

Trustee Vogt also attended the WCCC meeting and had positive things to say about the Commission, the WACCT and the College presidents working together for the same goal—the students.

Reports:

In addition to her written report in the Board materials, President Hicswa told the Board that she had emailed the campus community to

inform them that the Commissioners voted to require 15% of the variable funding to the community colleges for FY15 to be based on performance funding, including course completion. Performance metrics will be further defined by an expanded sub-committee of the Complete College Wyoming (CCW) group on which she is advocating for NWC faculty representation. The Commission adopted a goal to increase the number of certificates and degrees by 5% per year (compounded), as per the CCW success goal. In order to ensure academic rigor, NWC will continue to focus on quality and success in addition to the state's completion and performance funding requirements.

President Hicswa called attention to information in Vice President Fox's report regarding the Jeanne Clery Act which requires the College to report annual crime statistics for the benefit of current/prospective students and employees.

In response to questions on the Vice Presidents' reports, Dr. Giraud reported that all new tutors are required to attend orientation. He also explained the "Academic Map" approach to advising for declared majors.

NWC Foundation Executive Director Wetzel stood for questions on her written report in the Board materials. Board President Westerhold appointed Trustees Fees and Vogt to serve on the NWC Foundation's Resource Collaboration group which the Board of Trustees approved at its September 16th meeting.

Executive Session

A motion was made by Trustee Larsen and seconded by Trustee Vogt to move into executive session to discuss a personnel matter. Motion carried. Board President Westerhold announced that no action would be taken and that the regular meeting will be adjourned immediately following the executive session.

The executive session was adjourned and the regular meeting resumed at 6:40 p.m.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, November 11, 2013, in the DeWitt Student Center Trapper Room.

A ADJOURNMENT:

On a motion by Trustee LaPlante which was seconded by Trustee Housel, the meeting adjourned at 6:40 p.m.