

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 13, 2014**

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. STEFANI HICSWA, President; MR. SHELDON FLOM, Interim Vice President for Administrative Services; DR. SEAN FOX, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. JILL ANDERSON; MS. JEANNIE HUNT; MS. KARA WARREN; MR. SHAWN WARNER, NWC Alumni Board officer; 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, January 13, 2014, at 4 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

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

A APPROVE MINUTES OF THE SPECIAL MEETING/ RETREAT OF AUGUST 15, 2013: **A motion was made by Trustee Fees and seconded by Trustee Larsen to approve the minutes of the special meeting/retreat of August 15, 2013. Motion carried.**

A APPROVE MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2013: **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the minutes of the regular meeting of December 9, 2013. Motion carried.** (Trustee Housel abstained.)

CONSTITUENT GROUP REPORTS:

Faculty Organization (FO) President Jeannie Hunt reported that faculty members are back on campus participating in meetings and workshops, and getting ready for classes to begin. They are also finalizing class schedules for fall semester which are due February 14th. There are many FO committee positions to fill due to the number of faculty retiring. The FO is concerned that all of the faculty positions may not be filled. The group has requested all faculty vacancies be filled so the positions don't vanish. A brief discussion followed regarding the faculty box and the how the number of faculty and adjunct faculty positions has changed over the past 15 years.

Classified Staff Organization (CSO) President Kara Warren reported that the group's by-laws are being revised and will be voted on at the February 14th CSO meeting.

There were no reports from the Professional Staff Organization or the Student Senate.

A CHECK REGISTER: Trustees had several questions on check register items which led to a brief discussion. President Hicswa agreed to research and provide the Board with information on the cost of recruiting international students compared to the amount of tuition and fees they generate. **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the check register as presented. Motion carried.**

**A APPROVAL OF NEW
COURSE FEES:**

President Hicswa recommended approval of the new course/lab fees proposed by Academic Affairs Vice President Giraud as presented in the Board materials. Trustees questioned the strategy and philosophy of adding course fees to particular classes. Vice President Giraud explained that the fees are used to pay for materials students need for the class and that it's reasonable to expect students to pay for the education they choose e.g., the Nursing program requires more disposable materials than other educational programs. Financial aid can be used to cover fees, as it is considered part of the student's cost of education. President Hicswa added that the academic divisions are getting more precise in determining the actual cost of delivering a particular class. The Budget Committee is being strategic in the budget process planning to make sure departments have the resources to provide the classes and to do what's asked of them.

There was a brief discussion regarding the cost of maintaining the Fire Arms Simulator. Trustee LaPlante stated that the Board should have received a five-year operating budget plan that included maintenance costs before agreeing to build the facility rather than being asked to approve fees afterwards. In response to Trustee Housel's inquiry, Dr. Giraud said the Board will likely receive requests for additional costs in the future because of the electronics involved in the Fire Arms Simulator.

President Hicswa recommended the Board hold a study session to discuss the philosophy of course fees so that Trustees are prepared to act on requests for new and increased course fees next year. Northwest College ranks somewhere in the middle among its sister institutions in the amount of course fees assessed.

A motion was made by Trustee Fees and seconded by Trustee Housel to approve the new course/lab fees as presented. Motion carried.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. Alumni Association (AA) Board Vice President/President-elect Shawn Warner re-stated the Board's offer to support the College however it can. In response to an inquiry regarding progress on the Yellowstone Building, Mr. Warner said the project is ahead of schedule and is expected to be completed on time. Board President Westerhold suggested the Board tour the building when it's enclosed.

**A APPROVAL OF PASSENGER
VAN PURCHASE:**

President Hicswa reported that the other Wyoming community colleges have 12-passenger vans in their fleets and generally use the 100,000-mile mark to retire their vans. She requested Board approval of the passenger van purchase. The van being replaced will be moved to the maintenance fleet, and the oldest van in the maintenance fleet will be retired. Trustee LaPlante asked if the College would benefit more by selling the van rather than putting it into the maintenance fleet. Interim Vice President Flom wasn't sure if the College has ever attempted to trade a high mileage van in for a new one. **Trustee Vogt moved to approve the purchase of a 12-passenger van for a cost not to exceed \$35,000. Trustee Housel seconded the motion. Motion carried.**

REPORTS:

Board President:

Trustee Westerhold announced the Board Retreat is scheduled for January 22, 2014, at 1:30 p.m. at Pinnacle Bank in Cody, Wyoming. It is an open meeting, and no action is anticipated. The meeting will focus on the Operational Plans of the College and how they fit into the Strategic Plan.

Board Committees:

Trustee Vogt requested the various Boards of Cooperative Educational Services (BOCES) be notified of who the NWC representatives are.

Trustee Larsen reported on the HR Committee meeting at which members decided that its purpose is to help establish preliminary goals in the evaluation instruments for the President and for the Board, and to review and develop policies. First items of business will include a review of the Board's *Rules and Regulations* and Board travel.

Trustee Danko gave a brief report on the Wyoming Association of Community College Trustees (WACCT) meeting she attended on December 13th in Rock Springs, WY.

College President:

Trustee Danko, Interim Vice President Flom and President Hicswa attended the Wyoming Community College Commission (WCCC) meeting also on December 13th in Rock Springs. President Hicswa reported that the Commissioners approved using completion volumes and completion rates to calculate the course completion portion of our variable funding. In FY 2015, 15% of the variable cost portion of the funding formula will be distributed based upon course completion and 85% on credit hour enrollment.

An inquiry by Trustee LaPlante led to a discussion on performance funding and what metrics would be used for course completion. Trustee LaPlante is a proponent of performance funding if it's done right. He is frustrated that course completion is being used as a metric since it's the one that is most able to be gamed and the one that most feeds faculty fears. As reported in her state of the college address, President Hicswa told the Board that NWC will not compromise academic rigor in order to game the system and that several retention efforts will be implemented to increase course completion. President Hicswa will report back to the Board when she finds out if developmental courses count toward course completion.

Vice Presidents:

At Trustee Vogt's request, President Hicswa will provide the Board with information on the total salary dollar amount for faculty leaving and the cost to replace them.

President Hicswa told the Board that one application for the Voluntary Early Retirement Program (VERP) was received from a staff member. She would like the Board to have a study session to discuss its philosophy about the VERP.

In response to Trustee LaPlante's inquiry if the new and revised course information in the Academic Affairs written report requires Board approval, Vice President Giraud explained that some classes are being inactivated and will no longer appear in the catalog. With regard to the Organic Agricultural Production Certificate option, he explained that NWC already has an Agriculture Production Certificate

but now a second option is available for students in the program who have an interest in organic, alternative, sustainable and natural agriculture production. In order to strengthen his discussion at the state level, Dr. Giraud would like to have Board approval. Board President Westerhold requested it be an action item on next month's Board meeting agenda.

Not listed on the Bid and Contract Status report were the bids received for furnishings and audio visual/technology for the Yellowstone Building. Interim Vice President Flom reported that the bids are being analyzed to make sure they meet the specifications. Any savings realized from low bids will go toward the purchase of nursing equipment. President Hicswa will present a proposal for Board action at next month's meeting.

NWC Foundation:

In the absence of Foundation Executive Director Wetzel, President Hicswa told Trustees that a meeting of the Foundation Resource Collaboration Group will be scheduled in the next couple of months.

OTHER BUSINESS:

A&E Architects will conduct a presentation for Trustees on the *Facilities Master Plan* which will be held on January 16, 2014, at 4:30 p.m. in FAB 70.

Board President Westerhold and Trustee Fees will attend the National Legislative Summit in Washington, D.C. on February 10-13, 2014. Because the event conflicts with next month's Board meeting, **Trustee Larsen moved that the date of the next Board meeting be changed to February 3, 2014. Trustee LaPlante seconded the motion. Motion carried.**

NEXT MEETING:

The next regular Board of Trustees meeting is, therefore, scheduled for Monday, February 3, 2014, in the DSC Trapper Room.

A ADJOURNMENT:

A motion was made by Trustee LaPlante and seconded by Trustee Vogt to adjourn the meeting. The meeting adjourned at 5:48 p.m.

JOHN HOUSEL, Vice President/Secretary

Date