

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
April 14, 2014**

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

**MEMBERS ABSENT:** Treasurer MR. RICK LAPLANTE.

**OTHERS PRESENT:** DR. STEFANI HICSWA, President; MR. SHELDON FLOM, Interim Vice President for Administrative Services; DR. SEAN FOX, Vice President for Student Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. JILL ANDERSON; MR. DEAN BRUCE; DR. ALLAN CHILDS; MR. MARCUS CROOK; MS. ELAINE DEBUHR; MR. DAVE ERICKSON; MS. JEANNIE HUNT; MS. MARY ELLEN IBARRA-ROBINSON; MS. KARA WARREN; MS. MARY ANN WURZEL; MR. SHAWN WARNER, NWC Alumni Board officer; 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, April 14, 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 Housel to approve the agenda as presented. Motion carried.**

**STUDY SESSION: TOUR OF YELLOWSTONE BUILDING** The Board toured the new Yellowstone Building which is on track to be completed by July 31, 2014.

**INTRODUCTION OF THE WRESTLING TEAM:** Wrestling Coach Jim Zeigler and members of his nationally-ranked Wrestling Team introduced themselves to the Board. It was noted that Mr. Zeigler was named "Coach of the Year" for the region. On behalf of the Board of Trustees, Board President Westerhold expressed appreciation to Coach Zeigler and the wrestlers for representing Northwest College so well and finishing second in the nation.

**WACCT AWARD PRESENTATION:** Ms. Bessie Gondwe received a Certificate of Recognition for being named Northwest College's (NWC) "Student of the Year" nominee for the Wyoming Association of Community College Trustees (WACCT) Leadership Awards.

**A APPROVE MINUTES OF THE REGULAR MEETING OF MARCH 10, 2014:** **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the minutes of the regular meeting of March 10, 2014 as presented. Motion carried.**

**CONSTITUENT GROUP REPORTS:** Faculty Organization (FO) President Jeannie Hunt reported that based on the FO Salary Committee's recommendation, faculty voted to use recaptured funds in the faculty box to give all eligible faculty members a step increase and apply the remainder to the base. Steve Walker and NWC's Model UN Team are in New York City at the National Model United Nations Conference. The NWC Forensics Team just returned from the Phi Rho Pi national tournament in Denver, Colorado.

Classified Staff Organization (CSO) President Kara Warren reported that the group is preparing to award its "We Care Scholarship"; Brett Williams was elected President-elect; and a length of service/retiree recognition celebration is planned for the Classified Staff.

**A CHECK REGISTER:**

There was a brief question/answer session regarding several check register items. President Hicswa will research check register entries for livestock rental and a possible duplicate payment to TCT West.

It was clarified that items on the check register have already been paid according to parameters set by the Board of Trustees. In response to an inquiry by Trustee Housel, President Hicswa explained that Board policy on expenditures and a threshold amount should be included in a Finance Chapter in Board Policy. **A motion was made by Trustee Vogt and seconded by Trustee Housel to approve the check register as presented. Motion carried.**

**FIRST-YEAR SEMINAR PRESENTATION:**

Assistant Professor of Art/Chairperson of Visual & Performing Arts Division Elaine DeBuhr gave an informative presentation on the First-Year Seminar which was recommended by the Retention Committee in order to maximize student success. The course prepares new entering freshmen for their next two years and helps connect students to each other, the program, the instructor and the college. Data collected on persistence thus far, indicate the course is helping with retention.

President Hicswa added that the literature on retention supports First-Year Experience courses. Academic problems are not the only reason students don't succeed in college. The First-Year Seminar course is not required, but the Curriculum Committee is considering making it mandatory.

**CITIZENS' OPEN FORUM:**

Ms. Mary Ellen Ibarra-Robinson shared with the Board her comments and proposed changes to the *Facilities Master Plan*.

NWC Alumni Association Board Officer Shawn Warner invited a representative from the Board of Trustees to attend the April 26<sup>th</sup> Alumni Association Board meeting. Trustees Danko and Larsen volunteered to attend.

**ACADEMIC EQUIPMENT PURCHASE PROPOSAL:**

President Hicswa requested Board input on two equipment purchase requests by Academic Affairs. The first is a nuclear resonance spectrometer for the Chemistry Program so that students can learn to use modern equipment to identify chemical elements. The cost of the equipment will not exceed \$30,000 and will be paid for with funds from the Academic Affairs equipment budget (\$4,000) and a NWC Foundation equipment grant (\$26,000). The second is the purchase of 24 iPads and a charging cart for a price not to exceed \$13,500 and will be paid for with funds from the Academic Affairs equipment budget (\$1,500) and a NWC Foundation equipment grant (\$12,000). President Hicswa recommends Board approval at next month's meeting.

Chemistry/Mathematics Professor Allan Childs explained that the nuclear resonance spectrometer is the chemistry model of the MRI and will help NWC's partnership with Cody Labs. He added that he has received a bid for less than \$30,000 which will increase after today and he requested Board approval of the purchase immediately. **Trustee Housel made a motion which was seconded by Trustee Danko to change the agenda item from a discussion to an action item. Motion carried.**

In response to an inquiry by Trustee Housel regarding the life and obsolescence of the nuclear resonance spectrometer and iPads, Dr. Childs expects the spectrometer to last ten years and Division Chair Dave Erickson believes the iPads will last six to eight years. **Trustee Housel made a motion which was seconded by Trustee Danko to approve the purchases. Motion carried.**

Trustee Housel thanked Foundation Executive Director Wetzel and the Foundation for their support and this equipment.

**FOOD SERVICE  
CONTRACT:**

President Hicswa reported that three companies submitted proposals in response to NWC's Request for Proposal (RFP) for NWC's food service contract. Interim Vice President Flom and Vice President Fox will review the components of each proposal to ensure they have the required components listed in the RFP. They will prepare a summary and financial analysis for the committee to use in evaluating the proposals to make a recommendation to the President.

Board President Westerhold requested the proposals and various options be presented in the form of a spreadsheet for comparison. Trustee Larsen asked to see references from other colleges using the companies.

Board members will receive the information prior to the next meeting, at which President Hicswa will bring forward her recommendation with rationale for Board approval.

**ASBESTOS ABATEMENT:**

Vice President Flom reported that the Environmental Protection Agency found asbestos in the Intercultural House, and he will be requesting Board approval to contract for asbestos abatement. In response to an inquiry by Board President Westerhold, Foundation Executive Director Wetzel said the house received an inspection as a historical site, and her understanding is that the asbestos is in obscure places. However, according to Interim Vice President Flom, the problem must be resolved prior to any remodeling.

**RECOMMENDED  
REVISIONS FOR BOARD'S  
RULES AND REGULATIONS:**

Trustees reviewed the Board Human Resources Committee's recommended revisions to the Board's *Rules and Regulations* through Chapter 7. Trustees will be asked to approve the revisions at next month's Board meeting.

**A APPROVE FY15 EMPLOYEE  
COMPENSATION PLAN:**

During the 2014 legislative session, the community colleges were given a supplemental appropriation of \$3.2 million to fund approximately 62% of a 2% salary adjustment and .375% to offset the increase in the employee contribution for the Wyoming Retirement System. The employee constituent-based Budget Committee, which includes PAC, proposes a 2% salary increase for all employees plus an additional .375% to cover the increase in the employee contribution for retirement.

In addition to the 2.375% salary increase for faculty members, the FO voted to use the \$130,162 of recaptured funds in the faculty box for step increases to eligible faculty members with the remainder going to the base.

President Hicswa stood for questions and recommended Board approval of the compensation plan. Trustee Vogt asked that the motion to approve the faculty compensation plan be separate from the

motion to approve the compensation plan for staff because he is opposed to a 5% raise for the faculty. **A motion was made by Trustee Vogt and seconded by Trustee Housel to approve the 2.375% raise for staff. Motion carried.**

Discussion followed during which President Hicswa clarified that not all faculty members would receive a step increase. Trustee Vogt stated that he is against faculty members receiving a higher pay increase than staff, commenting that NWC faculty salaries are already well within the market range ranking third in the Rocky Mountain region. **Trustee Danko made a motion to approve the Faculty Organization's proposal of 1.6% to the base and a step increase for eligible faculty members. The motion was seconded by Trustee Fees. Trustee Housel made a friendly amendment to the motion to approve using the \$130,162 in recaptured funds for the faculty salary increases as presented by the vote of the faculty. Motion carried with Trustee Vogt opposed.**

**A APPROVE ROOFING  
PROJECT PROPOSALS:**

President Hicswa recommended Board approval to issue a request for proposals to repair the Cody Hall roof at a price not to exceed \$15,000 to be paid from the auxiliary depreciation funds, and to hire a firm to conduct an engineering study to develop a plan to repair or replace the Oliver Building roof at a cost not to exceed \$18,000 to be paid from major maintenance funds provided by the state. **A motion was made by Trustee Fees and seconded by Trustee Larsen to approve both projects. Motion carried.**

**REPORTS:**

**Board President:**

Trustee Westerhold reported briefly on the Board Finance Committee meeting earlier today.

**Board Committees:**

Trustee Danko reported on the WACCT meeting at which there was discussion regarding Trustee participation in state and local elections, how they might provide legislator education in conjunction with Commission meetings, this fall's Annual Summit on Community Colleges, and progress on Complete College Wyoming (CCW) work. The next meeting is scheduled for June 12-13, 2014 in Casper.

**College President:**

From her written report, President Hicswa highlighted that the campus emergency drill to respond to a life-like situation, which was held during spring break, went very well. Powell Police Chief Eckerdt commended the College and believes we are ready to conduct a larger-scale drill involving outside agencies. President Hicswa also reported on her blog which was created to help communicate to internal and external stakeholders.

**Vice Presidents:**

Interim Vice President Flom spoke briefly on the "Great Colleges to Work For" survey which is administered every two years. The survey has closed, and the response rate was nearly 50%. Human Resources Director Jill Anderson is compiling data necessary for the Institutional Questionnaire portion of the survey program. When the results come back in two-three months, a committee will review and distribute the results with a summary of the comments. President Hicswa added that the College has decided that this survey instrument is an indicator of communication between staff and the administration as well as an indicator of policy governance. Our goal in the Strategic

Plan is to exceed national benchmarks on these two objectives.

Vice President Fox reported on recent meetings with Montana State University-Billings about providing a more seamless transfer for NWC students.

The Academic Affairs report in the Board materials included new and revised course information from the Curriculum Committee. There's been ongoing discussion regarding the First-Year Experience course and the future of capstone classes. The committee is making decisions based on assessment and in accordance with the NWC Strategic Plan.

In response to an inquiry by Trustee Fees, President Hicswa said information regarding pass rates for developmental courses will be presented after spring semester and will include comparisons from previous years.

**NWC Foundation:**

Foundation Executive Director Wetzel reported that local health care administrators and professionals toured the Yellowstone Building. The Foundation has received financial commitments from West Park Hospital in the amount of \$100,000 to name the adult simulation room and from Powell Valley Health Care for \$75,000 to name the obstetrics simulation room. Since the majority of their nursing staff members are NWC graduates, they are excited about training opportunities in the nursing facilities portion of the new facility.

**A EXECUTIVE SESSION:**

**A motion was made by Trustee Larsen and seconded by Trustee Danko to move into executive session to discuss President Hicswa's annual evaluation. Motion carried.**

The executive session was adjourned and the regular meeting resumed at 7:55 p.m.

**NEXT MEETING:**

The next regular Board of Trustees meeting is scheduled for Monday, May 12, 2014, in the DSC Trapper Room.

**A ADJOURNMENT:**

**On a motion by Trustee Vogt which was seconded by Trustee Danko, the meeting adjourned at 8 p.m.**

---

JOHN HOUSEL, Vice President/Secretary

---

Date