

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 12, 2014**

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; 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. MARCUS CROOK; MR. DAVID ERICKSON; MS. VAL HIEB; MS. JEANNIE HUNT; MR. MARTIN STENSING; MS. ILENE OLSON *of 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, May 12, 2014, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: A final draft of the *Facilities Master Plan* update was distributed to Trustees. Since the Board had requested a two-week period to review the document before taking action, President Hicswa requested the agenda item be tabled until next month's meeting. In addition, President Hicswa recently received information on the food service contract proposals and has not had an opportunity to analyze the information. Consequently, she informed Trustees that she was not prepared to offer a recommendation and requested that the agenda item be tabled. However, approval of a food service contract is time sensitive and a special Board meeting may be called in order to take action. **A motion was made by Trustee Larsen and seconded by Trustee Vogt to amend the agenda to remove items 16 and 17. Motion carried.**

A EXECUTIVE SESSION: **A motion was made by Trustee Danko and seconded by Trustee LaPlante to move into executive session to discuss President Hicswa's contract. Motion carried.**

A APPROVE MINUTES OF THE SPECIAL MEETING OF MARCH 25, 2014: **A motion was made by Trustee Larsen and seconded by Trustee Housel to approve the minutes of the special meeting of March 25, 2014 as presented. Motion carried with Trustees Danko, LaPlante and Vogt abstaining.**

A APPROVE MINUTES OF THE REGULAR MEETING AND EXECUTIVE SESSION OF APRIL 14, 2014: **A motion was made by Trustee Housel and seconded by Trustee Danko to approve the minutes of the regular meeting and executive session of April 14, 2014 as presented. Motion carried with Trustee LaPlante abstaining.**

INTRODUCTION OF THE FORENSICS TEAM: Professor of Speech Communication/Communication Division Chair Duane Fish and Forensic Team members introduced themselves including their future plans. Dr. Fish explained that the national tournament was co-hosted by Northwest College and Casper College. The team received silver in their division and bronze overall. President Hicswa thanked the students and coaches for all their hard work and for adding to Northwest College's (NWC) good reputation.

Board President Westerhold presented Trustee LaPlante with a certificate for being named NWC's nominee for Trustee Year of the Award.

CONSTITUENT GROUP REPORTS:

Faculty Organization (FO) President Jeannie Hunt reported that faculty are preparing for finals and summer session. Elections were held and new chairs for faculty committees will be selected tomorrow.

There was no report from the Professional Staff Organization (PSO).

New Classified Staff Organization (CSO) President Val Hieb announced the members of the CSO Executive Committee. On April 30th, the CSO held its recognition luncheon with length of service and retiree awards. The "We Care Scholarship" fundraiser drawing at the Employee Recognition Banquet was won by Del Nose. The scholarship recipient has not yet been selected.

Vice President Fox announced the new Student Senate (SS) officers. He and Dr. Hicswa met recently with new SS President Warren Krone to discuss his responsibilities for next year.

A CHECK REGISTER:

There was a brief question/answer session regarding several check register items. **A motion was made by Trustee Housel and seconded by Trustee Vogt to approve the check register as presented. Motion carried.**

QUARTERLY BUDGET AND CASH FLOW REPORT:

Interim Vice President Flom presented the third quarter budget and cash flow report for fiscal year 2014. The unrestricted fund has a cash balance of \$14,425,245; the plant fund has a cash balance of \$3,196,958. The revenue has decreased \$1,632,000 compared to last year due to a decrease in enrollment growth funding, a quarterly decrease in state funding, and a decrease in tuition and fees because of lower enrollment. Expenses are \$100,000 lower than last year at this time. The auxiliary revenue is also down compared to last year due to a decrease in enrollment. Expenses are up slightly due to a combination of several smaller factors.

In response to Trustee Vogt's inquiry regarding enrollment, President Hicswa said the region is recovering from the recession; however, NWC is budgeting conservatively. The highest enrollment was in 2009. The College expects the down swing in enrollment to continue another ten years until high school graduation numbers level out.

Interim Vice President Flom responded to Trustee LaPlante's inquiry about the components affecting revenue this quarter and the decrease in auxiliary fund revenue.

PRELIMINARY FY15 BUDGET PRESENTATION:

President Hicswa reported that the budget development process took place with an active committee which consisted of President Advisory Council (PAC) members, a representative from each constituent group, and herself.

Interim Vice President Flom distributed copies of the preliminary budget and reviewed the score card which shows a net \$79,960 decrease to the budget. There was a brief question/answer session regarding the current fund revenue and expenditures by program. More changes to the budget may occur due to the food service

contract and the amount paid out of the Physical Plant budget for the Yellowstone Building. The updated figures will be included in the next draft of the preliminary budget.

Trustee LaPlante requested that the first page of the budget be a narrative describing the thought and strategy behind this plan.

CITIZENS OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. There were no citizens who wished to address the Board. President Hicswa recognized Student Activities Coordinator Marcus Crook who will be attending Board meetings as part of the Educational Leadership doctoral program he's enrolled in. Citizens' Open Forum adjourned.

COMMUNITY SURVEY RESULTS SUMMARY (NORTHERN BIG HORN COUNTY):

Vice President Kitchen presented the survey results of Northern Big Horn County residents. It is the fifth year of the College's second five-year market research plan to cover NWC's three-county service area. He summarized his observations based upon changes since 2009 when this geographic area was last surveyed. The survey results will be used internally to inform future promotional plans.

In response to inquiries by Trustees, Vice President Kitchen reported that south central Montana is not one of the geographical areas surveyed. Even though the response rate was low, there is still value in asking for feedback about the overall perception of Northwest College and what would improve residents' perceptions.

A AUTHORIZATION TO BEGIN CONTRACT NEGOTIATIONS WITH PRESIDENT HICSWA:

A motion was made by Trustee Fees and seconded by Trustee Vogt to authorize Board President Westerhold to begin contract negotiations with President Hicswa. Trustee LaPlante proposed a friendly amendment to enter into negotiations within the parameters discussed in the executive session. Motion carried.

A APPROVE RECOMMENDED REVISIONS TO THE BOARD'S RULES AND REGULATIONS:

President Hicswa reviewed the revisions to the Board's *Rules and Regulations* recommended by the Board Human Resources (HR) Committee. **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the recommended revisions as presented.**

Trustee Housel and Board HR Committee member expressed his opposition to changing the Order of Business format. **Motion carried with Trustees Housel and Vogt voting against.**

A OLIVER BUILDING ROOF APPROVAL:

President Hicswa explained that the Oliver Building roof began leaking during the spring snow storms and that an engineering study has determined that the roof needs to be replaced. President Hicswa recommended Board approval authorizing funding to replace the roof. **A motion was made by Trustee LaPlante and seconded by Trustee Larsen to approve issuing a request for proposal (RFP) to replace the Oliver Building roof at a price not to exceed \$200,000. Motion carried.**

A YELLOWSTONE BUILDING NAMING PROPOSALS:

President Hicswa recommended Board approval of the list of proposed names for specified areas in the Yellowstone Building which was included in the Board materials. **A motion was made by Trustee Larsen and seconded by Trustee Vogt to approve the list of names linked to specific spaces in the Yellowstone Building. Motion carried.**

Foundation Executive Director told the Board that these donors are thanked by the Foundation and the College President, and will also be recognized at a reception upon the grand opening of the building.

A MULTI-SPORT COURT SURFACE PAYMENT:

The custom surface for the proposed multi-sport court system to replace the tennis courts, which were displaced by the Yellowstone Building, was ordered prior to the Board tabling its decision when the bids came in higher than expected. President Hicswa investigated options regarding the College's financial obligations to Snap Sports and was unable to negotiate a discount. Consequently, NWC is obligated to pay the remaining \$35,000 on the account. She added that approval of the multi-sport court will be an action item on a future Board of Trustees agenda. **A motion was made by Trustee Larsen and seconded by Trustee Vogt to pay the outstanding balance of \$35,000.**

The multi-court surface has NWC's logo imprinted on it and cannot be sold. Trustee LaPlante stated that for the record, this is the reason the College needs policies in place to prevent this from happening again. **Motion carried.**

A LASER TAG PURCHASE APPROVAL:

President Hicswa reported that Student Services is requesting approval to purchase laser tag equipment. Currently, Student Activities rents laser tag equipment two to three times a year at a cost of \$2,000-\$3,000 each time. Laser tag will be a large part of the added weekend activities planned for the 2014-15 academic year. There will also be opportunities to use it for weekly activities and for Kick-Off Weekend. By using student fees to purchase the laser tag equipment, it will allow Student Activities to be flexible and it's expected the equipment will pay for itself after a few years. Student Senate has approved using its funds to pay for the equipment. President Hicswa requested the Board approve the purchase so that the equipment can be ordered and arrive in time for Kick Off Weekend. In response to an inquiry by Trustee Vogt, Student Activities Coordinator Marcus Crook stated that he expects the equipment to last 5+ years.

A motion was made by Trustee Fees and seconded by Trustee LaPlante to approve the purchase of laser tag equipment for a price not to exceed \$17,000. Mr. Crook described the equipment adding that it's very flexible and can be set up almost anywhere. **Motion carried.**

A APPROVE CONTRACT FOR ASBESTOS ABATEMENT IN THE INTERCULTURAL HOUSE:

In preparation for the remodeling of the Intercultural House, a routine asbestos test found asbestos in the flooring tile and adhesive. A single sample found asbestos in the sheetrock in one bedroom. The sheetrock is being retested to reconfirm the finding. In order for the College to proceed with the remodeling, President Hicswa requested Board approval to hire a firm to remove the asbestos from the house at a cost not to exceed \$25,000 and will be paid for with major maintenance funds. **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve issuing a request for proposals for asbestos abatement in the Intercultural House for a price not to exceed \$25,000. Motion carried.**

REPORTS:

Board President:

Trustee Westerhold commented on the nice turnout at the reception for NWC retirees at President Hicswa's home on April 16th.

Board Committees:

Trustee Larsen reported on the Board HR Committee meeting which took place prior to today's regular Board meeting. Discussion on a proposed emeritus policy was tabled until information from other Wyoming colleges is available. The Committee is continuing its review of the Board *Rules and Regulations* and will, hopefully, have more information to present at the July Board meeting.

Trustees Vogt and Fees attended the Foundation Resource Collaboration Group meeting at which they prioritized fundraising projects/goals.

Trustee Danko reported that the Wyoming Association of Community College Trustees (WACCT) will meet on June 12-13 in Casper. The Community College Summit is scheduled for October 9th in Laramie.

College President:

From her written report, President Hicswa highlighted that the vehicle fleet budget will be decentralized so that budget directors can maintain more control over their travel budgets.

Vice Presidents:

President Hicswa reported that Vice President Giraud and Dean Peer co-presented a paper on concurrent enrollment at the Higher Learning Commission (HLC) conference in Chicago. The HLC recently put out a position paper on concurrent enrollment. President Hicswa will be contacting school superintendents in NWC's service area to remind them of the quality and academic rigor requirements for concurrent enrollment courses taught through their schools. In response to an inquiry by Trustee Vogt, President Hicswa stated she feels strongly that NWC should adhere to HLC recommendations.

Center for Training and Development (CTD) staff are working on putting together a machining certification. The College's grant writer is writing a TAACCTE grant proposal to fund machinery and equipment for this program.

Vice President Fox reported on Preview Day which took place in early April at which 65-70 junior and senior high school students from the area toured the campus and visited academic areas of interest. Also, 560 students participated in Advising Day which occurs in mid-April and allows current students to register for classes before new entering students.

In response to an inquiry by Trustee Fees, President Hicswa reported that Institutional Researcher Lisa Smith will present information on developmental course pass rates at the June Board meeting.

Foundation Executive Director Wetzel reported on the Foundation Resource Collaboration Group meetings which were the initial steps in identifying upcoming fundraising projects/goals. After the Foundation Board reviews the information with more content, the results will go back to the Collaboration Group.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, June 2, 2014, in the DSC Trapper Room.

OTHER BUSINESS:

Trustee Fees and Danko suggested the dollar amount of the Board Purchase Awards for the Juried Student Photo Show be increased and that the Orendorff Building entrance would be a good place to display the Board Purchase Awards. President Hicswa will look into it.

A ADJOURNMENT:

On a motion by Trustee Vogt which was seconded by Trustee Fees, the meeting adjourned at 6:24 pm

JOHN HOUSEL, Vice President/Secretary

Date