

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

- MEMBERS PRESENT:** Vice President/Secretary MR. JOHN HOUSEL; Trustees MS. CAROLYN DANKO, DR. PAUL FEES, MS. NADA LARSEN and MR. JIM VOGT.
- MEMBERS ABSENT:** President MR. MARK WESTERHOLD and Trustee 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; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. JILL ANDERSON; MR. BRAD HAMMOND; MS. VAL HIEB; MS. LISA SMITH; 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, July 14, 2014, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).
- A APPROVE THE AGENDA:** Trustee Vogt questioned why the check register was included on the consent agenda again as he thought the intent was to keep the Check Register as a separate agenda item. He also requested that the Fourth Quarter Budget Adjustments be listed as a separate agenda item rather than on the consent agenda. Trustee Housel agreed stating that the Check Register and Fourth Quarter Budget Adjustments should be set aside as separate agenda items rather than consent agenda items. He asked President Hicswa to pass along a request to Board President Westerhold to include consent agendas as a discussion item at a future Board retreat. **A motion was made by Trustee Larsen and seconded by Trustee Vogt to approve the agenda as amended. Motion carried.**
- STUDY SESSION:** The purpose of the study session was to have a philosophical discussion about the Board's position on using course fees to help pay for costs associated with courses and programs. Board members received information on course fees from Northern Wyoming Community College District, Laramie County Community College, Western Wyoming Community College and Northwest College for comparison purposes.
- President Hicswa explained that departments such as Nursing, Drafting, and Photography require expensive equipment for which the replacement costs are not built into the budget. The College supports using collected course fees to pay for consumables with the remainder deposited into an account to accumulate and be used to fund an Obsolescence Plan from which to replace outdated equipment.
- Trustee Vogt expressed concerned about pricing a college education out-of-reach for students. He would rather use

general or one-mil funds to set up a “sinking fund” to pay for equipment purchases which the Board approves.

Discussion included ways in which financial aid packages could be used to cover fees and books. Board members had varying viewpoints. While sympathetic to the rising cost of education, some Trustees feel that students should bear the additional cost of some courses. Course fees make the cost more equitable for students in classes that don’t have extra costs associated and which are subsidizing the students in more expensive programs.

It was decided that further Board discussion is needed. Trustee Larsen requested that President Hicswa put together a sampling of classes on both ends of the spectrum to determine the exact cost of the course with comparison information from other colleges since it can be a recruiting issue.

Trustee Fees would also like the department’s philosophy on how they charge course fees.

BUDGET HEARING:

The regular Board meeting was suspended for the Budget Hearing at 4 p.m.

The Budget Hearing was adjourned and the regular meeting resumed at 4:30 p.m.

A CONSENT AGENDA:

A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the consent agenda which included minutes of the special meeting of May 21, the special meeting/retreat of May 28, and the regular meeting of June 2. (Trustee Larsen abstained from approving the minutes of the June 2 meeting.) Motion carried.

A CHECK REGISTER:

There was a brief question/answer session regarding several check register items. President Hicswa was asked to research if other tower options are permissible in NWC’s licensing agreement with the Federal Communications Commission, a better description of the ACMS renewal, and if the listed charges to ISC Distributors are duplicate numbers. **A motion was made by Trustee Vogt and seconded by Trustee Larsen to approve the check register as presented. Motion carried.**

A FINAL BUDGET ADJUSTMENTS:

Interim Vice President Flom responded to questions regarding the final budget adjustments. **A motion was made by Trustee Danko and seconded by Trustee Fees to approve the final budget adjustments for the 2014 fiscal year as presented. Motion carried.**

REPORTS:

Board President:

In the absence of Trustee Westerhold, there was no report from the Board President.

Board Committees:

Trustee Vogt reported on the Wyoming Community College Commission’s (WCCC) retreat which he attended in Casper, WY. He was impressed with the level of transparency which he feels helps its relationships with Trustees. Trustee Vogt

also provided highlights from the Wyoming Association of Community College Trustees (WACCT) meeting which he and Trustee Danko attended.

Trustee Larsen reported on the Board's Human Resources (HR) Committee meeting prior to today's regular Board meeting. Committee members reviewed policy revisions, discussed consideration of an Emeritus Policy, and completed revisions on the Board *Rules and Regulations*. President Hicswa added that the Board can expect to see the proposed policy revisions on next month's Board meeting agenda.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

College President:

President Hicswa asked for feedback from the Board regarding her streamlined report and her list of items under discussion or in progress. In Vice President Giraud's report, Dr. Hicswa highlighted the number of students who have visited the Advising Center which helps with retention.

President Hicswa responded to questions regarding her meeting with Park County School District #6 Superintendent Ray Schulte in Cody and her meeting with Choice Aviation.

Written reports from the constituent group presidents were included in the Board materials.

NWC Foundation:

NWC Executive Director Wetzel offered to respond to questions on her written report which was included in the Board materials.

DISCUSSION/INFORMATIONAL ITEMS:

Strategic Plan update:

President Hicswa gave an overview of the Spring 2014 Strategic Plan Tracking Report. It is based on the 2009 cohort in order for the reporting data to be consistent. The data do not reflect the student success and retention initiatives that were implemented in fiscal year 2014. The accompanying Operational Plan for the President's Office addresses the Strategic Goals. It also includes goals identified by the Board and from the Vice Presidents' retreat. The process will be repeated as a new Operational Plan is developed for next year.

President Hicswa noted that the decline in enrollment is directing changes in the Enrollment Management Committee's recruitment and retention efforts such as enlisting the help of faculty.

There was a brief discussion regarding the reasons for the decline in Big Horn Basin high school graduates enrolled at NWC the fall following graduation. Institutional Researcher Lisa Smith prepares information on graduates from each high school which Dean Peer distributes to the schools for their information. Board members expressed interest in receiving that information.

In response to Trustee Fees' concern regarding the data's relevance and what can be learned from it, Institutional Researcher Lisa Smith explained that the data is useful when looking at trends as long as it is kept in context. It can be analyzed and used in enrollment management.

Yellowstone Building update:

The contractor for the Yellowstone Building says the project will be substantially complete by July 31 and ready for the beginning of classes. Interim Vice President Flom gave an update of what's been accomplished and areas that could be problematic. President Hicswa's "State of the College Address" is scheduled in the new building on August 20th and classes are scheduled starting August 25th. A Certificate of Occupancy must be issued before the building can be opened to the public or before classes begin.

Multi-sport court:

In May 2013, the Board approved \$165,000 to replace the tennis courts that were demolished to make way for the Yellowstone building. When the bids for the project came in at approximately \$265,000, the Board tabled the proposal and the Student Senate withdrew its offer to contribute \$25,000. Between the time that the Board approved the project and the bids were received, the surface for the court was ordered and has now been paid for.

Approval to re-bid the multisport court is requested and the Board was provided an updated cost estimate totaling \$284,500 which does not include security lighting or finishing the landscaping, but does include the costs associated with the court surface. In order to complete the project, an additional \$119,500 in funding is needed.

At its next meeting, the Board will be asked to approve issuing a request for proposals to build a multisport court for a price not to exceed \$284,500.

Bookstore update:

Trustees reviewed a comparison between the Bookstore's close-out estimates given to the Board at its July 2013 meeting and the actual close-out figures, as well as a Bookstore income statement. Also included in the Board materials was a presentation from Follett showing the first year of their operations at NWC, new program opportunities, and sales goals for FY2015. President Hicswa reported that the Bookstore transition was costly because of the inventory obsolescence but in looking at the figures, it will pay as early as next year.

Citizens' Open Forum procedures hand-out:

The Citizens' Open Forum procedures discussion will be moved to a Board retreat agenda.

A UNFINISHED BUSINESS:

Reduction in Force:

The Board reviewed a proposal for a reorganization of the Registrar's Office which involves collapsing the current part-time Enrollment Services Office Assistant position in the Registrar's Office with the recently-vacated Registrar and Records Specialist position to develop a new, higher level

Assistant Registrar position. The proposal included the objectives of the reorganization. The part-time position would be eliminated and the salary savings would be used to help fund the new position. **A motion was made by Trustee Larsen and seconded by Trustee Vogt to approve the elimination of the part-time Enrollment Services Office Assistant position currently in the Registrar and Records Office. Motion carried.**

Frisby Building roof repair:

An engineering study determined that the roof on the Frisby Building needs to be replaced. While soliciting bids to replace the roofs on the Orendorff and Oliver Buildings, the College also received a bid of \$89,185 to replace the Frisby Building roof. Interim Vice President Flom requested Board approval to award the contract at a cost not to exceed \$90,000 to be paid from Major Maintenance funds. **A motion was made by Trustee Fees and seconded by Trustee Larsen to approve the contract to replace the Frisby Building roof for a price not to exceed \$90,000. Motion carried.**

A NEW BUSINESS:

There was no new business.

A ADJOURNMENT:

On a motion by Trustee Vogt and seconded by Trustee Larsen, the meeting adjourned at 6:35 p.m.

JOHN HOUSEL, Vice President/Secretary

Date