

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
August 11, 2014**

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

**MEMBERS ABSENT:** President, MR. MARK WESTERHOLD and Trustee DR. PAUL FEES

**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; MS. SHELBY WETZEL; MS. KELI BORDERS, Administrative Secretary for Student Affairs.

**CALL TO ORDER:** The regular meeting of the Northwest College Board of Trustees was held on Monday, August 11, 2014, at 4 p.m. in the Meeteetse School Cafeteria in Meeteetse, Wyoming.

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

**A CONSENT AGENDA:** Trustee Vogt requested that the check register and quarterly budget and cash flow report be removed from the Consent Agenda for further inquiry. Trustee Danko indicated a correction to the minutes of the July 14<sup>th</sup> regular meeting. She stated the location of the Wyoming Community College Commission's (WCCC) retreat was held in Casper, not Sheridan as stated in the minutes. **The consent agenda was approved including the minutes of the regular meeting of July 14, 2014 as amended and the minutes of the budget hearing of July 14, 2014, with Trustee LaPlante abstaining.** There was a question/answer session regarding several check register items. **A motion was made by Trustee LaPlante and seconded by Trustee Larsen to approve the check register as presented. Motion carried.** After a brief question/answer session regarding the quarterly budget and cash flow report, **a motion was made by Trustee Vogt and seconded by Trustee Danko to approve the report as presented. Motion carried.**

**REPORTS:**

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

Board Committees: Trustee Danko reported the date for the Wyoming Association of Community College Trustees (WACCT) winter meeting and the legislative reception is January 29, 2015.

Trustee Vogt reported that he attended the Board of Cooperative Education Services (BOCES) meeting in Greybull at which the budget was approved and included the purchase of a vehicle for the high school and BOCES. The cost of the vehicle will be split 50/50 between the two, and the high school will be responsible for maintenance costs.

College President: From her written report, President Hicswa highlighted that the continued Vice President for Administrative Services search will

be re-advertised beginning August 18<sup>th</sup>. Applicants will be encouraged to submit their applications by September 19<sup>th</sup> for full consideration, although the application process will remain open until the position is filled.

President Hicswa noted that she has recently sent a letter to area public school superintendents to communicate the Higher Learning Commission (HLC) changes for concurrent enrollment.

From Interim Vice President Flom's written report, Dr. Hicswa noted that the Request for Proposal (RFP) regarding asbestos abatement at the Intercultural House will be going out soon. President Hicswa will be in communication with donors and the campus community about the delay in opening of the facility.

From Vice President Giraud's written report, Dr. Hicswa congratulated the RN Program, which currently has a National Council Licensure Examination (NCLEX) RN pass rate of 93% among 2014 graduates.

Trustee LaPlante requested that a more in-depth look at the decline in enrollment be added to a future agenda. He suggested the Board discuss at its September meeting what type of data they would need gathered for analysis at a future meeting.

Constituent Groups:

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

NWC Foundation:

The written report for the NWC Foundation was included in the Board materials.

**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.

**DISCUSSION/INFORMATIONAL ITEMS:**

Ashley Hall rear steps replacement:

President Hicswa reported that the rear steps at Ashley Hall are crumbling and need to be replaced. An engineering study has been completed, and the funds to replace the steps will come from auxiliary depreciation funds. **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the replacement of the Ashley Hall rear steps at an amount not to exceed \$20,000. Motion carried.**

Facilities Master Plan Capital Projects Phase I:

President Hicswa would like to move forward with an architectural and engineering study for potential remodeling of the Orendorff Building and the Moyer and Johnson Fitness Center in accordance with Phase I of the Facilities Master Plan. Funding would come from the major maintenance budget and would not exceed \$30,000 for each study.

Dr. Hicswa added that although the residence halls are not listed as a priority on the Facilities Master Plan, the buildings are very dated and she would like an interior designer to develop an outline of possible aesthetic improvements. Funding would come from the auxiliary depreciation fund and would not exceed \$50,000.

At its September meeting, the Board will be asked to take action on both funding requests.

Yellowstone Building update:

The Yellowstone Building is considered “substantially complete” in construction terms. Sletten Construction is currently working on a final list of items to be completed. The landscaping is to be completed by August 15<sup>th</sup>, and the technology by August 22<sup>nd</sup>. A walk-through will be conducted on August 15<sup>th</sup> to assess the building’s readiness for start of classes on August 25<sup>th</sup>.

**A UNFINISHED BUSINESS:**

Multisport court:

The Board reviewed a request for authorization of \$119,500 for completion of the Multi-sport court. After a discussion period, **a motion made by Trustee Vogt to approve the funding request died due to lack of a second.**

**A NEW BUSINESS:**

Yellowstone Building equipment purchase:

The Board reviewed a proposal to purchase catering equipment for the kitchen in the Yellowstone Building. The cost of the equipment was already part of the general budget for the building. However, since the amount is over \$10,000, President Hicswa requested approval of this specific purchase in the vein of transparency. **A motion was made by Trustee LaPlante and seconded by Trustee Danko to approve the purchase of the catering equipment. Motion carried.**

Recommended policy revisions:  
All-Employee 3.3.1, 3.7.2, 3.9.6,  
Appendix Q, and Non-Faculty 2.2.5,  
2.7.2, 2.6.1:

Proposed revisions to the All-Employee and Non-Faculty sections of the *Employment Handbook* were reviewed by the Board. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the revisions as presented. Motion carried.**

Recommended policy revisions:  
All-Employee 3.6.3 Sexual and Other  
Forms of Harassment:

Proposed revisions to the Sexual and Other Forms of Harassment policy section in the All-Employee section of the *Employment Handbook* were reviewed by the Board. **A motion was made by Trustee LaPlante and seconded by Trustee Danko to approve the revisions as presented. Motion carried.**

Proposed new policy: Employee and  
Student Relationships

The Board reviewed a proposed policy regarding Employee and Student Relationships. After a brief discussion, **a motion was made by Trustee Danko and seconded by Trustee Larsen to approve the Employee and Student Relationships policy as presented. Motion carried.**

Recommended *Board Rules and  
Regulations* revisions:

Proposed revisions to the *Board Rules and Regulations* were reviewed by the Board. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the revisions as presented. Motion carried.**

**A ADJOURNMENT:**

**On a motion by Trustee Danko, the meeting adjourned at 6:45 p.m.**