

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 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 of Administrative Services; DR. SEAN FOX, Vice President for Student Affairs; DR. GERALD GIRAUD, Vice President of Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. JILL ANDERSON; MS. ANNA CRAGOE; MR. MARCUS CROOK; MS. VAL HIEB; MR. BILL JOHNSON; MS. ASTRID NORTHRUP; MR. MARTIN STENSING; MS. SHELBY WETZEL; MS. ILENE OLSON, the *Powell Tribune*; and MS. CYNTHIA CICCII, 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, October 13, 2014, at 3 p.m. in the Yellowstone Building, Room 103.
- A APPROVE THE AGENDA:** **President Hicswa requested the Yellowstone Building wrap-up presentation be moved to first on the agenda. A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the agenda as amended. Motion carried.**
- STUDY SESSION:** Vice President Fox presented a PowerPoint on information in an Enrollment Report which he, Institutional Researcher Lisa Smith, Registrar & Director of Admissions Brad Hammond, and Admissions Manager West Hernandez developed.
- Dr. Fox called attention to an enrollment spike in 2009 during which unemployment was up during the same time period. Other charts showed comparisons between enrollment and Wyoming unemployment, degree-seeking status for full-time and part-time students, and headcount/FTE at NWC's outreach centers. He provided concurrent and dual enrollment FTE for the past ten years and a chart showing summer FTE compared with the other Wyoming colleges for the past ten years. Another graph indicated a decrease in full-time enrollment as part-time enrollment increased. Enrollment by gender has stayed consistent with 60% women and 40% men and is similar across the country. Another chart showed that NWC enrolls an average of 33% of high school graduates in the service area.
- In his presentation, Vice President Fox included information on tuition and fees for Wyoming community colleges

compared to the University of Wyoming and other regional institutions. Other data tables included in the report were Enrollment by Department, Annual Program Budgets, International Program Cost-Benefit, 2022 Projected Occupations Requiring an Associate Degree, and NWC Program History since 2000.

President Hicswa has charged the Institutional Effectiveness Committee (IEC) with exploring NWC enrollment based on the demographics of our region, changes in our funding formula, our facilities usage, capacity for career and technical program development and the opportunity for increasing our international student population.

In addition to her charge to the IEC, President Hicswa has directed the committee to utilize this information in framing what is needed for the future such as program development, continued persistence and retention efforts, identification of methods to increase part-time enrollment, and determine workforce development-related goals.

Yellowstone Building wrap-up:

Ms. Karen Kelly and Mr. Jim Beal of CTA Architects, Mr. Shawn Warner of Sletten Construction, and Mr. Matt Kibbon of the State's Construction Management Division presented a PowerPoint presentation depicting a culmination of the vision and goals developed in the Yellowstone Building concept design, the site concept, and the completed project. CTA plans to submit the building for several architectural awards.

A CONSENT AGENDA:

Trustee Housel moved to remove the check register from the consent agenda. The motion was seconded by Trustee Vogt and passed. The consent agenda was approved including the minutes of the regular meeting of September 8, 2014 and the first quarter budget adjustments.

After a brief question/answer session, a motion was made by Trustee Vogt and seconded by Trustee Danko to approve the check register as presented. Motion carried.

REPORTS:

Board President:

Board President Westerhold reported on the well-attended Yellowstone Building Dedication and Open House and the Foundation Gala. He also reported that the Board Finance Committee met last week to discuss options for refinancing Simpson Hall.

Board Committees:

Trustee Danko distributed a written report on the WACCT Board meeting which she and Trustee Vogt attended in Laramie on October 9th. Along with Trustees Danko, Vogt and Larsen, Interim Vice President Flom, Vice President Giraud, Vice President Kitchen, and Faculty Organization President Martin Stensing attended the Community College Summit at which President Hicswa served as a panelist. The Wyoming

Community College Commission meeting was held the following day.

Trustee Vogt reported on the Greybull Board of Cooperative Educational Services (BOCES) meeting he attended which is helping purchase books for students taking concurrent and dual enrollment courses. President Hicswa reported that a luncheon meeting with area superintendents is scheduled at which she plans to discuss ways BOCES can help with Higher Learning Commission (HLC) accreditation requirements for concurrent enrollment.

College President:

In addition to her written report in the Board materials, President Hicswa highlighted the good things happening in the Intercultural Program as described in Vice President Giraud's report. She also called attention to a donor gift the college received for workforce training on campus from which the college purchased simulators for electronics, process and logic control, and heavy equipment operation and HVAC.

Constituent Groups:

Written reports from the constituent group presidents were distributed.

NWC Foundation:

Foundation Executive Director Wetzel had nothing to add to her written report in the Board materials. President Hicswa thanked Ms. Wetzel and her staff for the wonderful Foundation Gala at which they rolled out the \$1 million gift from Mr. Forrest Allen.

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:

Officer Nomination Committee:

At a recent meeting, the Board Human Resource (HR) Committee discussed the process of nominating Board officers. The group recommended forming an Officer Nomination Committee to visit with Trustees regarding their interest in being nominated for an office so the process would be more organized and would provide the Trustee an opportunity to discuss it with their spouse and employer. **A motion was made by Trustee Vogt and seconded by Trustee Larsen to have the current slate of officers form an Officer Nominating Committee and bring nominations for the Board to consider at its next meeting. Motion carried.**

President's Office Operational Plan:

President Hicswa offered to respond to questions on her 2014-2015 operational plan in the Board materials which is based on goals set for her by the Board, the results of a planning retreat with the President's Advisory Council, and the big rocks communicated to her by campus community members.

As a result of Board discussion, President Hicswa will include a column on her Operational Plan indicating which of the three organizational goals the targets pertain to and will provide the Board with a year-end report.

Non-faculty staffing:

The Board materials included a non-faculty staffing analysis which Trustees requested following a similar report on faculty last year. The information was gleaned from a separate report prepared for the WCCC. Trustee Vogt also requested information on the number of adjunct faculty and total salary.

Purchasing Policy:

In response to a question raised at last month's meeting regarding a check register item, President Hicswa requested Board discussion from a policy governance standpoint to assist her in revising the purchasing policy. She distributed copies of purchasing policies from other colleges.

In a recent meeting with Auditor Wayne Herr, she was advised that for the size of NWC's budget, Board approval on purchases over \$50,000 would be a good threshold and would allow the Board to focus on bigger issues. She added that the Board can request a quarterly report of purchases below that threshold.

Trustees liked the language in Western Wyoming Community College's (WWCC) purchasing policy and the \$50,000 threshold so long as the purchases are itemized and disclosed in the approved budget. Board President Westerhold directed President Hicswa to fashion a purchasing policy along the lines of WWCC for the Board Finance Committee's review.

A UNFINISHED BUSINESS:

Equestrian Program course fee requests:

At last month's meeting, Board members requested more information on the proposed Spring 2015 course fees for the Equestrian Program. In addition to the rationale for the course fees that was included in the Board materials, President Hicswa provided Trustees with more specific information on costs of equipment and consumable supplies. **A motion was made by Trustee Housel and seconded by Trustee Larsen to approve the new course fees for the Equestrian Program.** Based on guidance from the Board, President Hicswa will begin work on systemizing course fees by developing policy for establishing what portion of the equipment and consumables the college is responsible for and how much students should pay. **Motion carried.**

Refinancing of Simpson Hall:

The College has been approached by several financial institutions expressing interest in helping the College refinance the Simpson Hall lease revenue bonds. After visiting with representatives from four companies, three submitted proposals for consideration which were reviewed by the Board Finance Committee.

The Committee directed President Hicswa to reach out to the other banks who are NWC depositories regarding their interest in submitting a proposal.

Because of the timing to lock in an interest rate, the Finance Committee recommended requesting Board approval to authorize the Board President and the College President to finalize the refinancing of Simpson Hall according to the following parameters: interest rate shall not exceed 4%; payment shall not exceed current rate of \$420,000 per year; actualized refinancing savings shall be at least \$1.2 million; and the maturity date shall be no later than the current date of 2033.

Trustee Housel made a motion to approve a resolution authorizing the Board President and the College President to finalize the refinancing of Simpson Hall according to the aforementioned parameters. The motion was seconded by Trustee LaPlante and was passed.

Ashley Hall steps replacement:

In September, the Board approved the replacement of the steps at the rear entrance to Ashley Hall at a cost not to exceed \$20,000. The project was bid and resulted in only one bidder at a cost of \$28,600. Since this is a safety issue, President Hicswa requested approval for additional funding in order to award the contract and complete the project this fall. **A motion was made by Trustee Fees and seconded by Trustee Danko to approve an additional \$9,000 for the Ashley Hall steps replacement project. Motion carried.**

A NEW BUSINESS:

Oliver Building cleaning approval:

President Hicswa reported that Northern Industrial Hygiene has developed a plan to clean the Oliver Building of dust and debris which was approved by the DEQ. President Hicswa requested Board approval for \$150,000 for the clean-up of the Oliver Building: \$100,000 to clean the facility, \$25,000 in consulting and testing fees, and \$25,000 in contingency funds to replace consumable items and material that cannot be cleaned. Funds will come from the college's emergency repair contingency funds received from the State. **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the cost of clean-up plan for the Oliver Building.**

In response to Trustee Housel's inquiry regarding the high cost, President Hicswa explained that the project will go out for bid and may cost less. However, by approving this amount, work can proceed when bids are opened rather than calling a special Board meeting to approve potential additional costs. The college is going over and above what is required by the DEQ in order to ensure the safety of our students and employees, and to protect the reputation of the well-known

Welding Program which has high enrollment. **Motion carried.**

Trustee nomination for the WACCT Award:

Citing his involvement in NWC and positions held on the Board of Trustees, the WACCT, and other national offices, **Trustee Larsen moved to nominate Trustee Vogt for the WACCT Leadership Award. The motion was seconded by Trustee Danko and passed unanimously.**

Academic calendars for 2015-2016 and 2016-2017:

President Hicswa will look into the possibility of extending the residence halls closing time at the end of fall semester. **A motion was made by Trustee Larsen and seconded by Trustee Vogt to approve the 2015-2016 and 2016-2017 academic calendars as presented in the Board materials. Motion carried.**

Board Rules & Regulations recommended revisions:

A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the Board HR Committee's recommended revision to the *Board Rules and Regulations*. Motion carried.

Yellowstone Building naming proposals:

Executive Director Wetzel presented two more proposed names linked to specific spaces in the Yellowstone Building bringing the total number of named spaces within the building to 19. She expects to have additional naming opportunities for beds to present for Board approval at its next meeting. **A motion was made by Trustee LaPlante and seconded by Trustee Fees to approve the named spaces in the Yellowstone Building as presented. Motion carried.**

A ADJOURNMENT:

On a motion by Trustee LaPlante and seconded by Trustee Larsen the meeting adjourned at 6:45 p.m.

JOHN HOUSEL, Vice President/Secretary

Date