

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 10, 2014**

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

**MEMBERS ABSENT:** Trustee MS. NADA LARSEN.

**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. CHRISTINE BEKES; MS. ANNA CRAGOE; MR. MARCUS CROOK; MR. DAVID ERICKSON; DR. MATTHEW EWERS; MR. WAYNE HERR; MS. LISA SMITH; MR. DUSTY SPOMER; MR. MARTIN STENSING; MR. SHAWN WARNER; MS. SHELBY WETZEL; 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, November 10, 2014, at 3 p.m. in the Yellowstone Building, Room 105.

**A APPROVE THE AGENDA:** **Trustee Vogt requested that the check register and the Quarterly Budget and Cash Flow Report be removed from the consent agenda. A motion was made by Trustee Housel and seconded by Trustee Vogt to approve the agenda as amended. Motion carried.**

**STUDY SESSION:** Dean of Extended Campus & Workforce Ronda Peer introduced Training & Development Coordinators Anna Sapp and Kathy Crookshanks along with Training & Development Specialist Stacy Gilman. They gave a presentation on an industrial training model they developed based on conversations with area industry leaders and economic development organizations who have expressed a need for trained workers. They described programs being developed, types of training and instructional methods provided, apprenticeship programs offered, and challenges they face.

It's expected that some of the programs they offer will become a two-year degree programs in the future. The biggest recruitment will come from the high schools and people who have a career/degree and want to re-tool or add to their current skills.

The four-person staff at the Powell and Cody Centers for Training & Development have served over 1600 students in the past year.

**A CONSENT AGENDA:** **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the consent agenda which included the minutes of the October 13, 2014 regular Board meeting.**

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

In response to questions on the Quarterly Budget and Cash Flow Report regarding interest rates, Interim Vice President Flom assured the Board that the college's money is invested appropriately. **A motion was made by Trustee Fees and seconded by Trustee Vogt to approve the First Quarter Budget and Cash Flow Report as presented. Motion carried.**

## REPORTS:

### Board President:

Board President Westerhold introduced new Trustee Dustin Spomer and congratulated Trustees Danko and Housel on their re-election to the Board. Mr. Westerhold also reported that the Board selected First Bank of Wyoming to refinance the Simpson Hall lease revenue bond. The current payment will remain the same but refinancing will allow the college to pay off the bond early saving over \$1 million on interest. President Hicswa added that the savings will allow greater bonding capacity for the college to move forward with other projects.

### Board Committees:

Board President Westerhold reported that the Nomination Committee met and will have a slate of nominees for officers at the December meeting.

Trustee LaPlante reported that the Human Resource Committee met earlier today at which they discussed the President's evaluation instrument, electronic communication policy, the emeritus policy, and Board professional development.

Trustee Vogt reported on the 2014 Association of Community College Trustees (ACCT) Leadership Congress which he and President Hicswa attended in Chicago on October 20-22.

### College President:

In addition to her written report in the Board materials, President Hicswa reported the Wyoming Community College Commission (WCCC) will hold a teleconference on November 20<sup>th</sup> to discuss tuition rates for next year and the potential of tuition incentives for continuous enrollment. The Commission will not meet in December.

In response to an inquiry regarding the Chartwells transition, President Hicswa is gathering feedback from constituent group presidents regarding the level of satisfaction with catering and cost. Students seem to be pleased with the food quality and available options.

### Constituent Groups:

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

### NWC Foundation:

In addition to her written report in the Board materials, Foundation Executive Director Shelby Wetzel presented information on the NWC Foundation's 2015-2020 Strategic Plan which will be finalized at the Foundation Board's January meeting.

## 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:**

Preliminary audit report:

Mr. Wayne Herr, CPA and a partner in McGee, Hearne & Paiz, LLP presented the audit report for the 2013-2014 fiscal year and reported that Northwest College was issued a clear audit. The Board will be asked to approve the audit at its December meeting.

“Great Colleges to Work For”  
survey results:

Institutional Researcher Lisa Smith and Professor of Sociology/Social Science and Education Division Chair Dave Erickson distributed copies of their report on the *Great Colleges to Work For* survey results from spring 2014. This was the second time the survey was administered; the first one was in 2012.

The survey had a 50% response rate. The results show that NWC has increased in the four lowest themes from the 2012 survey in the Strategic Plan. It was also noted that in 2014, NWC scored above the two-year institution benchmark in fourteen out of the fifteen categories measured, compared to 2012 in which the college only scored above the benchmark in two of the fifteen categories.

Next steps are to look at these results in more depth and determine how to proceed. President Hicswa sees some trends that would make a difference in setting goals and where to focus our energy and budgeting priorities. This is an important assessment instrument and the results will be used for continuous quality improvement. Dr. Hicswa has read all of the individual comments and is in the process of addressing them individually.

FY2015 major maintenance  
projects:

The Board reviewed a list of major maintenance projects identified by NWC which are to be forwarded to the state. President Hicswa added a fifth project – expansion of the Oliver Building. An architectural study is required for which she will request Board approval at a price not to exceed \$50,000.

While budget constraints prevent all of the projects from being accomplished this year, President Hicswa asked that the Board approve the entire list and the projects will be prioritized based their size, impact on programs and safety concerns. She will provide Trustees with a list of projects already approved by the Board and the balance available.

Oliver Building update:

President Hicswa reported that the clean-up of the Oliver Building is complete and that students are in the process of moving back in. The NWC Foundation is providing retention scholarships/grants to welding students because of the disruptions they experienced and as an incentive for them to remain at NWC spring semester. Dr. Hicswa thanked Interim Vice President Flom for his leadership in handling the asbestos abatement project. Interim Vice President Flom will participate in a teleconference with the Department of Environmental Quality (DEQ) regarding the college’s response to its Notice of Violation letter.

Board Purchase Awards:

The Board currently budgets \$800 annually for Board Purchase Awards for student art and photography work. The budget for these awards has not increased for several years. President Hicswa recommends the budget be increased to \$1,000 beginning fiscal year 2016 and that instead of purchasing the students’

work, they be allowed to keep or sell their pieces. The Board will be asked to take action on the awards at its next meeting.

Winter retreat date:

Trustees selected January 20, 2015 for the Board of Trustees winter professional development retreat. More information is forthcoming.

**A UNFINISHED BUSINESS:**

Yellowstone Building naming proposals:

Foundation Executive Director Wetzel presented a proposal for three named beds in the Nursing Lab. **A motion was made by Trustee Fees and seconded by Trustee Danko to approve the named beds. Motion carried.**

**A NEW BUSINESS:**

Request to upgrade the Simplex fire alarm system:

As a result of discussions with Powell Voluntary Fire Department staff regarding the frequency of false alarms they respond to in the residence halls due to minor cooking incidents, President Hicswa requested approval to upgrade the fire alarm system.

The college's Simplex fire alarm system currently operates on obsolete Windows 95 technology. An upgrade would also resolve the problem and compatibility issues with the new equipment in the Yellowstone Building. The smoke alarm in the kitchen of Lewis & Clark will also be repositioned to avoid false alarms.

**A motion was made by Trustee Housel and seconded by Trustee Danko to approve the purchase of a new alarm headend panel and software to upgrade the Simplex Fire Alarm system at a price not to exceed \$36,000. Motion carried.**

**RECOGNITION OF OUTGOING TRUSTEE:**

In appreciation of Trustee LaPlante's service the past four years, Board President Westerhold presented him with a framed photo of the Northwest College campus.

**A ADJOURNMENT:**

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

---

JOHN HOUSEL, Vice President/Secretary

---

Date