

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
December 8, 2014**

MEMBERS PRESENT: President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; Treasurer DR. PAUL FEES; and Trustees MS. CAROLYN DANKO; MR. DUSTY SPOMER; MR. JIM VOGT and MR. MARK WESTERHOLD.

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; MR. DEAN BRUCE; MS. ANNA CRAGOE; MR. MARCUS CROOK; MR. CASEY DEARCORN; MR. WARREN KRONE; MR. MERVIN LARSEN; 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, December 8, 2014, at 4 p.m. in the Yellowstone Building, Room 105.

OATH OF OFFICE: NWC Business Office Manager Jo Ann Heimer administered the oath of office to recently-elected Trustees Carolyn Danko, John Housel and Dustin Spomer.

A APPROVE THE AGENDA: **The Board Finance Committee requested that Yellowstone Building funding be moved from a discussion item to an action item. Trustee Housel asked that the check register be removed from the consent agenda. A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the agenda as amended. Motion carried.**

Board President Westerhold acknowledged it was Interim Vice President Sheldon Flom's last Board meeting and wished him luck in his new position at Western Wyoming Community College.

A ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS: Board President Westerhold read a slate of officers proposed by the Nomination Committee: Trustee Housel-President; Trustee Larsen-Vice President/Secretary; and Trustee Fees-Treasurer. Hearing no other nominations for President, Vice President/Secretary or Treasurer, **a motion was made by Trustee Danko and seconded by Trustee Larsen to accept the slate of candidates as presented by the Nomination Committee. Motion carried.**

Board President Housel and President Hicswa recognized Mr. Westerhold for his service as Board President the past four years.

Trustees Vogt and Spomer volunteered to serve on the Boards of Cooperative Education Services (BOCES) for Park County School District #1, Big Horn County School District #2, and Big Horn County School District #3.

Trustees Vogt and Danko will continue to be delegates to the

Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC). Trustee Larsen will serve as an alternate.

Trustees Danko, Fees and Westerhold will serve on the Board Finance Committee.

The name of the Board Human Resource Committee was changed to the Board Policy Review Committee and will be comprised of Trustees Fees, Larsen and Spomer.

A CONSENT AGENDA:

A motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the consent agenda which included the minutes of the November 10th meeting and the budget adjustments. Motion carried.

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

REPORTS:

Board Committees:

Trustee Vogt gave a follow-up to his report last month on the 2014 Association of Community College Trustees (ACCT) Conference he attended in Chicago.

Trustee Westerhold reported that the Finance Committee met last Friday regarding the Yellowstone Building funding. He offered to provide more information during the agenda item discussion.

College President:

In addition to her written report, President Hicswa gave a legislative update and reported there is a draft bill to recalibrate enrollment growth funding. There is also a request for the addition of endowment match funding that can be used for buildings as well as scholarships. From the Academic Affairs written report in the Board Book, President Hicswa highlighted that the NWC Art Department received accreditation by the National Association of Schools of Art and Design (NASAD) and is one of only seven community colleges in the country to have earned the accreditation.

Constituent Groups:

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

NWC Foundation:

Foundation Executive Director Shelby Wetzel offered to respond to questions on her written report in the Board materials.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. Alumni Association President Shawn Warner expressed appreciation to Trustee Larsen for attending the Alumni Association Board meeting, and he congratulated the newly-elected Trustees. Citizens' Open Forum adjourned.

DISCUSSION/INFORMATIONAL ITEMS:

Board Rules & Regulations –
electronic communication:

As the Board becomes more reliant on electronic communication, the Board Policy Review Committee recommended a revision to the policy on open meetings in the Board *Rules & Regulations*. It focuses on the electronic communications portion of the Wyoming

Open Meeting Act. The committee recommended the information be made into a brochure for new Trustees who have limited experience serving on Boards.

Trustee Fees commented that the language is too restrictive and requested it be discussed more thoroughly in a study session or retreat before the Board is asked to approve the policy.

Facility Master Plan update:

President Hicswa gave an update on the Facilities Master Plan (FMP). Three large projects prioritized in the FMP that have risen to the top are the DeWitt Student Center (DSC), moving the Art Department to the Nelson Performing Arts (NPA) building, and expanding the Oliver Building (OLB). Realistically, the OLB expansion will occur first because it is a smaller amount to fundraise. The next logical step is the NPA remodeling and expansion because it is a classroom facility and needs to be submitted to the State. The DSC is third since it is an auxiliary and not eligible for State funding and will require an extensive fundraising campaign.

Yellowstone Building funding update:

In a PowerPoint presentation to the Board, Interim Vice President Flom provided budget information on funding the Yellowstone Building. While the building was projected to cost \$12,682,642, it came in under bid at \$11,448,412. The State still paid the \$9.3 million it originally committed, and NWC paid \$2 million from its reserves. In addition, the College has paid \$721,481 from plant reserves in order to stay current with bills and \$132,401 is still owed.

The College has three reserve accounts: operating, one mil, and auxiliary which are in good shape overall. For this reason, President Hicswa recommended to the Finance Committee that the College use its reserves to pay the remaining bills rather than taking out a loan to pay off the outstanding balance and replenish the reserve account.

Finance Committee Chair Westerhold made a motion to pay the remaining amount when it's reconciled at an amount not to exceed a total of \$875,000 in order to make the final payment to the State. The motion was seconded by Trustee Fees and passed.

A UNFINISHED BUSINESS:

Audit approval:

In November, Mr. Wayne Herr, CPA and a partner in McGee, Hearne & Paiz, LLP presented the audit report for the 2013–2014 fiscal year and reported there were no material findings for the year reviewed. No changes have been made to the draft audit report that was presented in November. **A motion was made by Trustee Danko and seconded by Trustee Westerhold to approve the 2013-2014 fiscal year audit report as presented. Motion carried.**

FY2015 major maintenance:

Interim Vice President Flom provided Trustees with information on major maintenance projects recently completed and in progress along with the funding sources. He also gave an update

on the auxiliary projects in progress. Interim Vice President Flom reviewed with Trustees a list of major maintenance projects that have been approved by the State and require Board approval. In addition to a list of future projects, the Board also received information on major maintenance funds available. Including the balance remaining from the last biennium and the new allocation, less the projects already slated, there is approximately \$400,273 in major maintenance funds available.

President Hicswa requested Board approval of the following projects that have been approved by State: Equine Center renovations at a cost not to exceed \$195,000; a study of acoustics remediation in the Nelson Performing Arts (NPA) building studios at a price not to exceed \$30,000; meat lab upgrade and septic upgrade at the Paul Stock Ag Pavilion at a price not to exceed \$165,000; and phase II of the Concrete and Pavement Repair Plan at a price not to exceed \$425,000 all of which would be paid from major maintenance funds. The fifth project is to issue a request for proposal (RFP) for professional engineering and architectural services to expand the Oliver Building at a cost not to exceed \$50,000 which would be paid from College reserves.

Citing all the projects as safety issues, Trustee Westerhold made a motion which was seconded by Trustee Fees to approve all five projects as presented. Motion carried.

Board Purchase Awards:

President Hicswa recommended increasing the budget for Board Purchase Awards by \$200 and allow students to keep or sell their work in order to reduce the amount of art work the College is accumulating. She explained that the resources necessary for maintaining an art collection of this size must be considered. **A motion was made by Trustee Westerhold and seconded by Trustee Spomer to increase the budget for the Board Purchase Awards to \$1,000/year but give students the option to keep or sell their work. Motion failed 2-5. (Trustees Larsen and Westerhold voted in favor of the motion.)**

A motion was made by Trustee Westerhold and seconded by Trustee Larsen to increase the budget for the Board Purchase Awards from \$800/year to \$1,000/year. Motion passed unanimously.

A NEW BUSINESS:

Intercultural house renovation:

The Board approved renovation of the Intercultural House at a cost not to exceed \$96,000; however, only one bid was received at a price of \$109,000. While the State approved the use of \$96,000 from Major Maintenance funds for the project, the Foundation has raised \$90,000 for renovation and \$6,000 for furnishing and equipment. At President Hicswa's recommendation, **a motion was made by Trustee Fees and seconded by Trustee Spomer to approve an additional \$14,000 to bring the total amount for the renovation of the Intercultural House to an amount not to exceed \$110,000. The funds will come from the NWC Foundation first and then**

from major maintenance funds. Motion carried.

Emeritus designation
recommendation to FEPRC and
EPRC:

In accordance with the *Employment Handbook*, the Board must approve new or revised policy developed by Trustees before it's forwarded to the Faculty Employment Policy Review Committee (FEPRC) and the Employment Policy Review Committee (EPRC) for review. President Hicswa requested Board approval of the Emeritus Designation Policy so that it can continue going through the process. The policy was proposed by Trustee Fees and revised by the Board Policy Review Committee. **Trustee Fees did not approve of the revisions and moved that the policy not go forward. Trustee Vogt seconded the motion. Motion carried.**

Executive session:

A motion was made by Trustee Westerhold and seconded by Trustee Vogt to move into executive session to discuss a personnel item. Motion carried.

The regular meeting resumed at 6:30 p.m.

Voluntary Early Retirement
applications (faculty and non-
faculty)

One faculty member and two professional staff members applied for voluntary early retirement. The total financial impact is \$151,314 with \$105,014 coming from the general fund in FY2016 and \$15,433 coming from the Faculty Unified Compensation Fund over the next three fiscal years (FY2016, FY2017, and FY2018) for a total of \$46,300.

A motion was made by Trustee Westerhold and seconded by Trustee Larsen to approve the early retirements for the full amounts with the option for applicants to withdraw their applications no later than February 1, 2015 if they so choose. Motion carried.

A ADJOURNMENT:

On a motion by Trustee Danko and seconded by Trustee Larsen, the meeting adjourned at 6:41 p.m.

NADA LARSEN, Vice President/Secretary

Date