

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
February 6, 2015**

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

**OTHERS PRESENT:** DR. STEFANI HICSWA, President; 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. MARCUS CROOK; MS. ELAINE DEBUHR; MR. DEE HAVIG; MR. MARTIN STENSING; 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 Friday, February 6, 2015, at 3 p.m. in the Yellowstone Building, Room 105.

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

**A CONSENT AGENDA:**

Trustees reported on the progress of Complete College Wyoming (CCW), the recent Wyoming Association of Community College Trustees (WACCT) and Wyoming Community College Commission (WCCC) meetings, the WACCT Conference, Board of Cooperative Educational Services (BOCES) meetings, an update on the Simpson Hall bond refinancing, and the upcoming National Legislative Summit in Washington, D.C. President Hicswa gave an update on State of Wyoming legislative proceedings. **A motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the consent agenda which included the minutes of the January 12, 2015 regular meeting and the minutes of the January 20, 2015 special meeting/retreat. Motion carried.**

**A FINANCIAL REPORTS:** President Hicswa responded to questions on the check register and reported that she has talked to Vice President Watson about formatting the document to make it more readable. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the financial reports as presented. Motion carried.**

**CITIZENS' OPEN FORUM:** Citizens' Open Forum convened at 4:15 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

**DISCUSSION/INFORMATIONAL ITEMS:**

Board retreat "take-aways:"

The Board held its winter retreat at the Field Station on January 20, 2015 which was facilitated by Mr. Ken Burke of Seminole, Florida. A list of "take-aways" from the discussions was generated by Trustees and included in the Board materials for review. Trustees recommended a few changes to the document which will be revised and distributed to the Board.

Disclosure of Interest forms distributed:

Wyoming Statute 6-5-118 "Investment Policy-Disclosure of Interest" requires forms be completed by all officers and employees with investment authority. Trustees were asked to complete the Disclosure of Interest form in the Board materials and return by the March 9, 2015 Board meeting.

Report on Art Department accreditation:

Division Chair Elaine DeBuhr described the process the Art Department went through to achieve accreditation by the National Association of Schools of Art and Design (NASAD). There are only a small number of two-year colleges that have this accreditation which provides students ease in transferring and is great for articulation with other programs for transfer.

Report on course evaluation:

Vice President Giraud gave a brief presentation on course evaluation which is one of the key measures in teaching effectiveness. Students are asked to complete an evaluation at the end of the course. Last year the evaluation process was changed to online and they are now working on increasing the response rate which is up to 50%. Dr. Giraud distributed copies of the evaluation instrument which includes a set of seven college-wide questions. Individual faculty and departments can add questions if they wish. The overall campus average of all the completed evaluations was 4.3 on a five-point scale which indicates students are satisfied with their instructors and the courses in which they are enrolled.

SaVE Act update:

Vice President Fox gave an update on the Campus Sexual Violence Elimination (SaVE) Act and what is being done on campus to comply with the federal legislation.

In order to meet important and necessary employee educational requirements, all current employees are required to complete an online training module "Eliminate Campus Sexual Violence" by April 15<sup>th</sup>. Students were trained last year and new students received training during orientation. Next month training for commuter students will be the focus.

Retired faculty member Charlotte Patrick has been contracted to update the College's sexual misconduct policy which applies to students, faculty and staff. It's expected that a draft will be ready by February 15<sup>th</sup> for review by the constituent groups.

President's evaluation instrument for campus and community input:

The Board Policy Committee simplified the College President's evaluation instrument that is sent to a broad spectrum of people with whom she works. There was consensus that the survey be administered electronically. The Board will use the results and comments received in completing its evaluation of the President in April.

## A NEW BUSINESS:

WACCT 2014-2015 annual dues:

**A motion was made by Trustee Vogt and seconded by Trustee Danko to approve paying the WACCT 2014-2015 annual dues in the amount of \$14,500. Motion carried.**

Designation of depositories:

Wyoming law 9-4-806 requires financial depositories to take certain action with their boards of directors and then submit a corresponding application to the public entity in order to be

designated as a depository of public funds. The following banks have taken such action and submitted proper documentation required by that statute: Bank of Powell, Bank of the West-Cody, Big Horn Federal-Powell, First Bank of Wyoming-Powell, Pinnacle Bank of Powell/Cody, and Wells Fargo Bank-Powell. **A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the applications as depositories. Motion carried with Trustee Westerhold abstaining.**

2015-2016 room and board rate proposal:

Vice President Fox presented proposed student housing and meal plan rates for fiscal year 2016. No increase in housing rates was recommended.

The College's food service provider, Chartwells, proposed a 4% increase in food service costs; however, the College was able to successfully negotiate a recommended 3.5% increase in meal plan rates. Vice President Fox responded to questions regarding the high cost of meals for commuter students and maintaining a healthy Auxiliary Depreciation budget.

Trustee Larsen expressed concern about no increase in residence hall rates since many projects and repairs can only be paid from the Auxiliary Depreciation fund. Trustee Vogt remarked that the cost of the Student Center should not be borne on the residence hall students alone since the Bookstore and 7<sup>th</sup> Street Grille are used by all students. Trustee Spomer argued that the issue shouldn't be raising rates, but what the housing market supports. **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve no increase in student housing.**

In further discussion, Trustee Spomer asked if a Board decision is needed this month. President Hicswa explained that a decision would allow rates to be publicized for students signing up to live in the residence halls and budget development for summer camps, etc. could move forward. However, it will be five weeks before the next Board meeting and any new information would be speculation only. **The motion passed 4-3 with Trustees Danko, Fees, Housel, and Vogt in favor and Trustees Larsen, Spomer and Westerhold against.**

**A motion was made by Trustee Vogt and seconded by Trustee Larsen to approve a 3.5% price increase to student meal plans.** In further discussion, Trustee Vogt pointed out that the comparison charts indicate that the only other Wyoming college that charges more than NWC is Laramie County Community College (LCCC), and he asked how the other colleges are able to keep their costs low. In response to an inquiry by Trustee Fees, President Hicswa explained that although NWC has an aggressive student recruitment program, there is not a marketing program for the residence halls and meal plans. Trustee Westerhold requested more information on occupancy rates in each of the residence halls to help with the analysis. Trustee Vogt clarified that the comparison charts include the proposed rate increase for NWC while the rates for the other colleges do not. **Motion carried 4-2 with Trustees Fees and Vogt dissenting.**

Course/lab fee proposals:

President Hicswa recommended Board approval of course fee changes for the two courses in the Health, Outdoor and Physical Education (HOPE) Program and two courses in the Nursing Program. A policy on course fees will be developed to be used in approving future course fees. **A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the proposed course fee changes. Motion carried.**

HB114 – Wyoming Repeal Gun Free Zones Act:

On January 19th, members of the Wyoming Association of Community College Trustees (WACCT) voted unanimously to oppose HB114 — Repeal Gun Free Zones Act, which would allow concealed carry of firearms in a number of public places including schools, community colleges, the university, athletic events, meetings of the legislature and others. The NWC Board of Trustees supports WACCT’s position on the bill and **a motion was made by Trustee Fees and seconded by Trustees Larsen to put such language in the form of a resolution and a letter to Big Horn Basin legislators. Motion carried.** President Hicswa will draft a letter for the Board President Housel’s signature.

**FUTURE AGENDA ITEMS:**

Trustee Fees requested a report on how programs are considered, what programs have been proposed in the past two years, and the outcome of the proposals.

Planning for a joint meeting of the Board of Trustees and the Park County School District #1 Board of Cooperative Educational Services (BOCES) will be discussed at next month’s meeting.

**A ADJOURNMENT:**

**On a motion by Trustee Westerhold and a second by Trustee Danko, the meeting adjourned at 6:10 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date