

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
March 9, 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, MR. JIM VOGT, and MR. MARK WESTERHOLD.

**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. LISA WATSON, Vice President of Administrative Services; MS. LISA SMITH; MS. ILENE OLSON, the *Powell Tribune*; Guest LOWELL RAY ANDERSON; 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, March 9, 2015, at 3 p.m. in the Cody Center, Room CC2034.

**A APPROVE THE AGENDA:** President Hicswa requested the agenda be amended to include “Renovation of the Intercultural House” as an action item under New Business. **Trustee Larsen made a motion to amend the agenda to move the Board self-evaluation out of Executive Session. Trustee Spomer seconded the motion. Motion carried. A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the agenda as amended. Motion carried.**

**STUDY SESSION:  
CODY CENTER** Dean of Extended Campus and Workforce Ronda Peer provided Trustees with a 2013-2014 usage report for the Cody Center and gave an overview of the services provided. Other Cody Center staff were introduced and gave brief reports. After a question/answer session Trustees toured the facility.

Trustees discussed and expressed varying opinions about what they would like to see in the content of the Vice Presidents’ reports to the Board. Some of their concerns will be addressed in a study session.

**A CONSENT AGENDA:** Trustee Larsen reported on the Policy Committee meeting which was held prior to the Board meeting. Discussion items included the Board’s self-assessment, the President’s evaluation/compensation, and setting goals for the Board and President at the spring retreat in May. The Purchasing Policy is ready to go through the College process after which it will be presented to the Board for approval. The Policy Committee will consider amending the Board’s Rules and Regulations to include travel policy for Trustees. The next meeting of the Policy Committee will be held April 13<sup>th</sup>, prior to the Board meeting.

Trustee Westerhold’s written report on the National Legislative Summit (NLS) was included in the Board materials. Trustee Vogt expanded on some of the sessions he attended.

President Hicswa highlighted portions of her written report in the Board materials. At Trustee Housel’s request, she gave an update

on the Trapper Arena and reported on the College's accreditation process. **A motion was made by Trustee Westerhold and seconded by Trustee Vogt to approve the consent agenda as presented which included the minutes of the February 6, 2015 meeting. Motion carried.**

**A FINANCIAL REPORTS:**

After a brief question/answer session, **Trustee Larsen made a motion which was seconded by Trustee Danko to approve the financial reports as presented which included the check register and quarterly budget adjustments. Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Legislative update:

A written update on the Wyoming State Legislature's General Session outcomes related to the community colleges was included in the Board materials. Vice President Kitchen highlighted portions from each of the bills. President Hicswa reported that she was pleased with the support the community colleges received from Big Horn Basin legislators.

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5 p.m. Board President Housel introduced Cody resident Lowell Ray Anderson. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

Persistence and Graduation Rates/Performance Indicators Report:

Along with a written report on NWC persistence rates and graduation rates in recent years, the Wyoming Community Colleges Annual Performance Report: Performance Indicators for 2013-2014 was included in the Board materials. Institutional Researcher Lisa Smith called attention to NWC currently having the top first-time, full-time persistence rate among all of the Wyoming community colleges. The Board will receive this information annually and it can be accessed on the Wyoming Community College Commission's (WCCC) website. President Hicswa commended faculty and staff for their hard work.

Dining services update:

In a report on the transition to the College's new dining service, Vice President Fox explained that focus groups were created to monitor complaints received during fall semester. A Quality Assurance Committee was also created consisting of faculty, staff and students who all received a five-day meal pass. The Committee has met once but plans to meet monthly to assess Chartwells performance.

Based on both positive and negative comments, Chartwells implemented action plans to address issues which has resulted in improved food quality and selection. Concerns have been addressed promptly and Dr. Fox is pleased with the way things are going.

President Hicswa provided Trustees with a meal voucher inviting them to enjoy a meal at the dining service and provide feedback.

President's evaluation:

In preparation for her evaluation at next month's meeting, President Hicswa distributed to Trustees her self-assessment, an updated President's Office Operational Plan, and a comparison of peer salaries. Trustees received the results of Dr. Hicswa's on-

campus evaluation and were notified they would receive an evaluation instrument electronically which is to be completed and returned by March 31, 2015.

**A NEW BUSINESS:**

Mower purchase for Trapper Village West:

President Hicswa requested Board approval to bid and purchase a new commercial mower/snow brush for the Trapper Village West 24-acre complex at a cost not to exceed \$32,000. **A motion was made by Trustee Fees and seconded by Trustee Westerhold to approve the purchase of a new commercial mower at a price not to exceed \$32,000 to be paid from the Trapper Village West budget and/or the Auxiliary Depreciation account.** In further discussion, Vice President Watson explained that Board approval is required according to policy. The mower was not budgeted, but money exists in the auxiliary depreciation account to pay for it. **Motion carried.**

Board of Trustees/PCSD#1 Board joint meeting:

President Hicswa explained that in a meeting with area school superintendents last fall, the topic of Board of Cooperative Educational Services (BOCES) came up.

At the Park County School District #1 (PCSD#1) BOCES meeting in January, there was discussion regarding statutes related to BOCES. President Hicswa suggested having a joint meeting of the NWC Board of Trustees and the PCSD#1 Board to provide information on BOCES history and legislation. This will meet a “future agenda item” request.

Mr. Tracy Copenhaver, who is the attorney for both entities and helped design the BOCES agreements, will be invited to explain the legislation and review the history. **A motion was made by Trustee Vogt and seconded by Trustee Spomer to hold a special meeting of the Board to discuss BOCES history and legislation with the PCSD#1 Board. The meeting will be scheduled at 7 p.m. on April 28, 2015 on the NWC campus. Motion carried.**

Renovation of the Intercultural House #2:

In November 2014, the Board approved \$109,000 for the establishment of the Intercultural House at NWC. Soon after the project began, an additional \$25,000 was approved for the asbestos testing and abatement required by law. The College received approval from the State of Wyoming to use \$96,000 from major maintenance funds for the project and an additional \$96,000 was raised in donations from the NWC Foundation.

To date, the Board has approved \$134,000 for the project. The asbestos and abatement resulted in change orders and project modifications totaling \$41,000 which require Board approval. **A motion was made by Trustee Fees and seconded by Trustee Westerhold to approve additional funding of \$41,000 for the Intercultural House project to cover the cost of the change orders. Motion carried.**

**FUTURE AGENDA ITEMS:**

Board President Housel requested a presentation on marketing at the next meeting to give Trustees a better understanding of the funding used to market for recruiting students.

**BOARD SELF-EVALUATION:**

Copies of the Board self-evaluation results were distributed along with a list of “take-aways” from the winter Board retreat.

**A ADJOURNMENT:**

**The meeting adjourned at 6:10 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date