

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 14, 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. MARK WESTERHOLD.

OTHERS PRESENT: DR. STEFANI HICSWA, President; DR. GERALD GIRAUD, Vice President for Academic Affairs/Interim Vice President for Student Services; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President of Administrative Services; MS. SHELBY WETZEL; MS. JILL ANDERSON, MS. KIM FLETCHER; MS. DEB KARST; MR. BRETT WILLIAMS; MS. ERIN TAYLOR; MS. ILENE OLSON, *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, September 14, 2015, at 2 p.m. in the Yellowstone Building.

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

A EXECUTIVE SESSION: **A motion was made by Trustee Westerhold and seconded by Trustee Spomer to move into executive session to discuss letters of applications received to fill a vacancy on the Board due to the passing of Jim Vogt. Motion carried.** The Board moved into executive session.

The executive session adjourned and after a short break, the study session began at 3 p.m.

STUDY SESSION:
New WACCT Executive Director
Erin Taylor

Wyoming Association of Community College Trustees (WACCT) Executive Director Erin Taylor expounded on her credentials, her experience with the legislative process, and her work with associations. Ms. Taylor has been working on WACCT policies and procedures and updating the web site in order to make it a useful resource. Since there will be no Community College Summit this year, she is visiting each of the community colleges to meet the presidents, trustees, executive assistants and public relations staff.

Ms. Taylor reviewed the 2016 WACCT legislative priorities and talking points when visiting with local legislators and community members. There was discussion regarding the budget bill, distance education, concurrent and dual enrollment, tiered classes, legislative approval of courses, and BOCES funding. The Joint Appropriations Interim Committee (JAIC) will meet in Casper on October 27th and is the last full committee meeting before budget discussions begin in December. She reported briefly on meetings of the Joint Education Committee and the Task Force on Digital Information.

Ms. Taylor extended her condolences on the passing of Trustee Vogt.

President Hicswa commended Ms. Taylor for her work with the Commission and the colleges.

Board President Housel began the business meeting by saying there was not a more dedicated servant than fellow Trustee Jim Vogt and he requested a moment of silence in memory of Jim and his hard work, dedication and sacrifice.

INTRODUCTION OF NEW EMPLOYEES:

President Hicswa introduced several new employees who were in attendance: Logan Burns, Kathy Lichtendahl, Kim Fletcher, and Steve Burmaster. She hosted a reception for new employees at her home last week.

A NEW BUSINESS:
Board of Trustees opening:

To fill the vacancy created by the passing of Jim Vogt on the Northwest College Board of Trustees, and in accordance with W.S. 22-18-111, Trustee Spomer moved to appoint Dr. Mark Wurzel, Powell resident, to fill the remaining 15 months of Trustee Vogt's term. The motion was seconded by Trustee Westerhold and passed unanimously.

A CONSENT AGENDA:

After a discussion during which President Hicswa responded to questions on various reports, **Trustee Spomer moved to approve the consent agenda. The motion was seconded by Trustee Westerhold.**

In response to an inquiry by Trustee Fees, President Hicswa explained that the College is investigating options to accommodate unmet counseling needs due to the retirement of a counselor last spring. **Motion carried and the consent agenda was approved which included the minutes of the regular meeting of August 10, 2015.**

A FINANCIAL REPORTS:

A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the financial reports as presented. Motion carried.

DISCUSSION/INFORMATIONAL ITEMS:

Mission and Vision 2020:

President Hicswa explained that the College is moving away from a strategic plan to a strategic vision. At her State-of-the-College Address, employees were asked to submit words and phrases describing what they want NWC to be like in five years. As well, employees were asked to complete an Institutional Priorities Inventory to assess institutional-wide values in preparation to revise the mission statement.

A public meeting will be held to gain input as part of the College's process to update its *Mission Statement* and *Strategic Plan*. The meeting is scheduled for 5:30 p.m. on October 1st in FAB 70. Trustees will participate differently at a governance level but are welcome to attend the community meeting as well.

The Institutional Effectiveness Committee will use the feedback to develop key performance indicators which will become the College's strategic plan for the next five years.

HLC recommendation: tying budget to facilities planning

In March 2013, the Higher Learning Commission (HLC) conducted a focused visit regarding the College's planning and budgeting processes in addition to student learning assessment and governance. As a result of that visit, a report of recommendations was prepared which spoke of the needs in both the assurance and advancement sections as it related to planning and budgeting.

Vice President Watson explained what has been done to address the evaluators' recommendation of "closing the loop" in the budget process to maintain transparency. Another comment by the evaluators was the need for the institution to link budgeting and planning to the strategic plan, projected outcomes, measuring progress, timeframe and cost. To address the concerns related to College facilities, a Facility Project Report was developed which includes priority listing, project, subproject, status, approval, time, cost and source. Trustees reviewed the report which was included in the Board materials and suggested some minor revisions. Trustee Spomer requested big picture dollar amounts for the study as well.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. Ms. Kim Fletcher read a statement regarding her concern about not filling the counselor position and the plan for the College to move toward a Student Assistance Program (SAP).

Residency requirements for undocumented students:

At its June meeting, the Wyoming Community College Commission approved a policy regarding in-state residency requirements for undocumented students. It parallels the University of Wyoming's policy and creates consistency across the state. The policy was included in the Board materials.

A NEW BUSINESS:

BOCES opening:

President Housel deferred this action item until the new Trustee is sworn in. Boards of Cooperative Educational Services (BOCES) meet quarterly and members can participate by phone. Given the load that comes with being on BOCES, Trustee Spomer proposed that one Trustee serve on the two Big Horn County School District BOCES and one on the Park County School District BOCES. Discussion will continue at next month's Board meeting.

WACCT opening:

Trustee Larsen volunteered and was appointed to replace Trustee Vogt on the Wyoming Association of Community College Trustees (WACCT).

Level I planning: DeWitt Student Center and Nelson Performing Arts Center

President Hicswa explained that a Level I Study is necessary for the DeWitt Student Center (DSC) and the Nelson Performing Arts Center (NPA) in order for the College to move forward with planning and renovation or replacement of each facility as called for in the Facilities Master Plan. She requested approval for up to \$100,000 for each study to cover the cost of architectural, engineering and campus and community research activities to prepare the Level I reports. Funds for the DSC Level I study would come from the Auxiliary Depreciation Reserve and from the Plant Fund Reserve for the NPA Level I study. It is only after

these studies have been concluded that a design plan will be developed and a direction will be available to move the College forward in its financing and planning options.

A motion was made by Trustee Fees and seconded by Trustee Larsen to approve the Level I study for the DSC at a cost not to exceed \$100,000 and the Level I study for the NPA at a cost not to exceed \$100,000.

Trustee Spomer reported that while his firm does this type of work, they will not submit a bid so there will be no conflict of interest. **Motion carried.**

FUTURE AGENDA ITEMS

Trustee Fees requested discussion regarding Best Practices for mental health on college campuses.

Next month's study session will be the 2015 Enrollment Report. Vice President Watson will include information in her Administrative Services report regarding VISA transfer items in the check register.

As the College moves into the Level I studies and funding for the various projects, Trustee Spomer Dusty requested involvement of consultants and representatives from the state.

A ADJOURNMENT:

The meeting adjourned at 5:37 p.m.

NADA LARSEN, Vice President/Secretary

Date