

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
June 13, 2016**

**MEMBERS PRESENT:** President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; Treasurer DR. PAUL FEES; and Trustees MR. DUSTY SPOMER (via phone), MR. MARK WESTERHOLD and DR. MARK WURZEL.

**MEMBERS ABSENT:** Trustee MS. CAROLYN DANKO.

**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; MR. BRAD BOWEN; MS. ANNA SAPP; MR. STEVE THULIN; MR. GREG HEROLD, Wyoming Education Association; MS. ILENE OLSON, *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Assistant to the President and Board of Trustees.

**CALL TO ORDER:** The regular meeting of the Northwest College Board of Trustees was held on Monday, June 13, 2016, at 3 p.m. at the Powell Center for Training and Development.

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

FY 17 preliminary budget review

Trustees received copies of the preliminary budget for fiscal year 2017, which is the first year of the 2017-2018 biennium. Vice President Watson explained that at the end of the legislative session, NWC anticipated reductions of \$1.3 million in state aid. Later, the Governor called for additional cuts estimated at 7.92% while at the same time the College was bracing for an expected decrease in local mil valuation. Overall, Northwest College is expected to see a reduction in operating state and local levy revenues of approximately \$5.1 million over the next fiscal biennium. Northwest College elected to make proactive budget adjustments in FY2017.

The budget was developed to meet specific priorities and targets guided by the mission and vision of the institution. It was developed through a shared governance effort commissioned by President Hicswa and was comprised of faculty, staff, administration, budget managers and the budget committee. Each division was presented with workbooks and reduction amounts that aligned with their current respective funding percentage for their funds. Divisions were asked to review all expenditures, collect data, develop criteria and utilize benchmarking as a framework to determine budget recommendations. These priorities were strongly tempered by the downward trend in state appropriations and local levy projections for the upcoming biennium and beyond.

Trustees received a “Summary of Budget Reductions including Transfers and Reserve Utilization” and “Reserve Utilization by Division” which Vice President Watson reviewed.

After a review of the adjustments made for the budget year 2017,

Vice President Watson asked for Board feedback on the assumptions being made in going forward with developing the budget.

**A CONSENT AGENDA:**

Trustee Fees and Board Chair Housel both requested revisions to the minutes of the regular meeting of May 9, 2016 and each read the amended language they drafted.

President Hicswa responded to questions about the budget impact of the Affordable Care Act and the new Windows 10 software.

Trustee Larson reported on the Wyoming Association of Community College Trustees (WACCT) and Wyoming Community College Commission (WCCC) meetings she attended in Casper on June 1<sup>st</sup> prior to the Governance Institute for Student Success (GISS) Board training on June 2-3. The contract for the WACCT Executive Director was approved as was the organization's budget. Following the WCCC meeting, the Commission hosted a discussion on tuition policy.

Trustees Larsen, Spomer and Wurzel all spoke highly of the GISS and suggested a study session or retreat to share what they learned with other Board members.

**A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the consent agenda which included the minutes of the regular meeting of May 9, 2016 as amended, the minutes of the executive session of May 9, 2016, and the minutes of the special meeting/retreat of May 11, 2016. Motion carried.**

**A FINANCIAL REPORTS:**

President Hicswa responded to questions on the check register. **A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the financial reports as presented including the fourth quarter budget adjustments. Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Board of Cooperative Educational Services (BOCES) contract

The president of Park County School District #1 (Powell) Board of Cooperative Educational Services (BOCES) dba Powell Valley Community Education (PVCE), Jason Wardell, and NWC President Stefani Hicswa negotiated and worked with Attorney Tracy Copenhaver to draft a contract between the two entities which was included in the Board materials. Board members reviewed the contract for services and asked questions about programming.

In response to questions by Board President Housel, Trustee Spomer (and BOCES Board member) explained that last fall PVCE commissioned a survey in order to learn what programs community members would like to see offered. Also, the agreement calls for NWC to evaluate community education programs and provide information regarding the community education offerings to the PVCE Board quarterly.

The services requested by PVCE and provided by NWC in the proposed contract will be reviewed annually. The new

arrangement will actualize efficiencies at PVCE and the Center for Training & Development (CTD).

Trustee Spomer will take the draft agreement and comments from the NWC Board of Trustees to the upcoming joint meeting of the PVCE and PCSD#1.

There was discussion about a perceived conflict of interest brought up by the College's attorney which would prohibit Trustees Spomer and Wurzel from voting on the draft agreement. Board members briefly discussed taking under advisement to abstain vs. declare the known conflict and participate in the discussion and vote. Trustees Spomer and Wurzel expressed concern that not voting would take away the entire voice of the NWC Board of Trustees with regard to directing BOCES.

Board Chair Housel thanked BOCES members Spomer and Wurzel for their report adding that each of them will need to make a decision about voting.

#### BOCES budgets

Proposed budgets for Park County School District #1 (Powell), Big Horn County School District #2 (Lovell) and Big Horn County School District #3 (Greybull) BOCES were included in the Board materials.

CTD Program Coordinator Anna Sapp was present to answer questions on the Powell BOCES proposed budget. NWC has been providing support services for PVCE since April at no charge; however, the College will be reimbursed retroactively after the contract is considered by the BOCES Board. The proposed budget is \$117,000. NWC will receive an administrative fee of \$7,000; staffing and programming would be pulled into the CTD budget. The full BOCES Board will take action on the contract at its next meeting.

Trustees Housel and Spomer serve on the Lovell BOCES Board which has \$10,000 budgeted for dual enrollment. President Hicswa called attention that those funds should be spent within our district and she asked Trustee Housel to follow-up at the next meeting. Trustee Housel commented that Coordinator Rhonda Savage is only contracted part-time and that the majority of the budget goes toward programs which include concurrent and dual enrollment. Trustee Larsen remarked that the anticipated surplus of \$13,000 seems like a lot of carryover. President Hicswa added that rather than levying a smaller tax, the dollars should be used for community education programs as intended. Trustees Housel and Spomer will bring it up at the next meeting.

While neither Trustee Housel nor Spomer have been able to attend meetings of the Greybull BOCES, Trustee Housel suggested they approach the full Board with the same ideas. President Hicswa said it would with the added revenue, NWC can provide more services.

Trustee Spomer left the 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.

2015-2016 Big Horn Basin High School Report

Institutional Researcher Lisa Smith and Dean of Extended Campus Ronda Peer presented the 2015-2016 Big Horn Basin High School Report which looks at the three most recent years of data and includes detailed information about Big Horn Basin high school graduates and their performance at NWC.

In the discussion that followed, Trustee Westerhold suggested high schools offer a pre-college math class so that students won't need developmental math when they get to college.

Trustee Housel expressed continued concern about the low number of Cody high school graduates attending NWC. He advocated for any marketing strategies that would create a more favorable attitude on the part of Cody high school students towards NWC which is the result of a long standing rivalry between the two towns.

The Big Horn Basin High School Report will be provided to Big Horn Basin school superintendents and is one the many reports required by the Commission.

Voluntary Early Retirement Program policy

President Hicswa requested Board feedback on funding the Voluntary Early Retirement Program (VERP) for next year. She reported that College Council members agree that VERP is a nice benefit, but they would rather forgo the program for next year in order to prevent more Reduction in Force (RIF).

Dr. Hicswa explained that the recent Early Retirement Exception Special Offering with its generous parameters, was strategic while the VERP is more of a longevity award; however, she is not ready to recommend a moratorium on this policy.

Trustee Westerhold recommended not funding VERP for next year because of the budget cuts. The Board can review the program and its eligibility requirements the following year. Board Chair Housel suggested including a footnote on the budget line that the program won't be budgeted for fiscal year 2017 but will be reconsidered each year.

**A NEW BUSINESS:**

Accounts receivable write-offs

President Hicswa requested Board approval to write-off accounts receivable bad debt in the amount of \$150,844. Just over \$7,000 of this amount is related to uncollectable accounts balances; the remaining \$143,601 has been turned over to the collection agency. The College has implemented the HERO grant and the administrative withdrawal as a result of looking at ways to reduce bad debt.

Vice President Watson added that the Business Office recently rolled out the Student Financial Responsibility Statement which, along with increased communication, is another step toward trying to decrease bad debt that seems to be a culture.

**A motion was made by Trustee Larsen and seconded by**

**Trustee Wurzel to approve the accounts receivable bad debt in the amount of \$150,844 as presented. Motion carried.**

Beverage contract

In April, a Request for Proposal was sent to Fremont Beverages, Inc. (Pepsi-Cola distributor, Powell, WY) and Coca-Cola Bottling Company High Country (Coca-Cola distributor, Cody, WY). The proposals received from both companies were reviewed and evaluated by Administrative Services. President Hicswa recommended Board approval to enter into a contract with Fremont Beverages, Inc.

**A motion was made by Trustee Westerhold and seconded by Trustee Larsen to approve the College entering into a five-year Beverage Services Agreement with Fremont Beverages, Inc.** In response to an inquiry by Trustee Westerhold, President Hicswa stated that the College has been satisfied with the service provided by Fremont Beverages, Inc. in the past. **Motion carried.**

**OTHER:**

Board members were encouraged to participate in a demonstration of the heavy equipment simulators immediately following the meeting.

Board Chair Housel requested NWC have a presence in the Stampede Parade and offered to drive his jeep.

In response to an inquiry by Trustee Westerhold, President Hicswa stated that the rates at the Field Station will gradually increase over the next few years.

**ANNOUNCEMENTS:**

The next regular meeting of the Board of Trustees is scheduled for July 11, 2016 at 3 p.m.

**A ADJOURNMENT:**

**On a motion by Trustee Fees which was seconded by Trustee Larsen, the meeting adjourned at 6:03 p.m.**