

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 8, 2016**

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

MEMBERS ABSENT: President MR. JOHN HOUSEL.

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. STEVE THULIN; 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 called to order on Monday, August 8, 2016, at 4 p.m. at the Meeteetse School Cafeteria.

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

A CONSENT AGENDA: **A motion was made by Trustee Danko and seconded by Trustee Spomer to approve the consent agenda as presented including the minutes of the regular meeting and budget hearing of July 11, 2016.** In further discussion, President Hicswa called attention to the campus-wide emergency drill scheduled for August 10th from 4-9 p.m. in which community first responders will participate as well as key departments on campus. **Motion carried with Trustee Westerhold abstaining from the minutes portion of the consent agenda.**

A FINANCIAL REPORTS: President Hicswa responded to questions on the check register. **A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the financial reports as presented which included the Fourth Quarter Budget and Cash Flow Report. Motion carried.**

DISCUSSION/INFORMATIONAL ITEMS:

Athletic Analysis

President Hicswa reported that in the process of implementing budget reductions, athletic scholarships were reduced; however, the Trapper and Hathaway Scholarships are available to qualified athletes.

Vice President Watson distributed an athletic budget overview for FY2017 and reviewed some of the funding decisions that were made. In addition to revenue, expenditures, and other support, the analysis looks at revenue drivers such as meal plans and residence hall occupancy which add to complexity of the budget development. The projected budget must meet also meet Title IX requirements. President Hicswa has appointed a Title IX Compliance Taskforce to look objectively at the athletic program.

Vice President Watson will work with Vice President Giraud to continue to review and refine the athletics budget. She will also

work with President Hicswa and NWC Foundation Executive Director Shelby Wetzel in fundraising for the Athletic Program.

Vice President Watson discussed other areas of support for athletics such as the Foundation, Student Senate, current fundraising by each of the sports, and the Booster Club.

Discussion followed regarding the intrinsic value of athletics on a community college campus. For some students, athletics motivated them to complete high school and attend college. Secondly, these teams bring much of the ethnic diversity on campus. The rest of the student body also benefits by having athletic activities to attend.

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.

Higher Learning Commission
assurance argument/September 2017
site visit:

The Higher Learning Commission (HLC) site visit at NWC is scheduled for September 11-12, 2017. In preparation, all employees are required to attend one of two interactive sessions as part of the opening day meetings. The purpose of the sessions is to review the assurance argument system so that all staff and faculty have a working understanding of the HLC criteria and core components, as well as to seek input for examples of evidence in each core component.

Vice President Giraud provided an update on the assurance argument process. He distributed three documents: assumed practices, criteria for accreditation, and a list of federal compliance areas. These are the "three legs of the stool" that make up the process for accrediting the institution. In the assurance argument, the College needs to demonstrate that the requirements in these documents are being met.

A steering committee has been writing the assurance argument which is limited to 40,000 words. Drafts of the report will be distributed to the campus community so that it can be read broadly and feedback can be provided. The final report will be submitted electronically to the HLC about six weeks before the site visit.

The Board will receive regular updates on the process and a study session will be scheduled closer to the site visit for training on the core components.

A NEW BUSINESS:

Ratify FY17 Board and President's
Priorities:

At its last meeting, the Policy Committee combined the goals developed at the Board Retreat with the goals from Governance Institute for Student Success (GISS) and made them priorities for the year. Since not all Trustees were able to attend the GISS, President Hicswa recommended the Board review and ratify priorities for the Board and the President (which were included in the Board Book) for fiscal year 2017. **A motion was made by Trustee Danko and seconded by Trustee Spomer to ratify the priorities as presented. Motion carried.**

FUTURE AGENDA ITEMS:

Regular updates on preparations for the HLC site visit.

ANNOUNCEMENTS:

Trustee Larsen announced that filing for the NWC Board of Trustees runs from August 10 through 29th.

The President's State of the College Address will be held August 17th at 9 a.m. in the Yellowstone Building Conference Center. The NWC Family Picnic will be held at 5:30 p.m. at the Park County Fair Grounds.

The next regular meeting of the Board of Trustees is scheduled for September 12, 2016 at 3 p.m.

Due to a conflict with the date of the October Board meeting, President Hicswa asked Trustees to consider moving the meeting to October 3rd. The Board will take action on the date change at next month's meeting.

A ADJOURNMENT:

On a motion by Trustee Danko which was seconded by Trustee Wurzel, the meeting adjourned at 5:47 p.m.

NADA LARSEN, Vice President/Secretary

Date