

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
September 12, 2016**

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

**MEMBERS ABSENT:** Trustee DR. PAUL FEES.

**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, September 12, 2016, at 3 p.m. in the Yellowstone Building Conference Center.

**STUDY SESSION** Trustees walked to Hinckley Library where Library Director Susan Richards and staff – Beth Hronek, Deb Kelley, Nancy Miller – gave an informative overview of the many resources and services available.

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

**INTRODUCTION OF NEW EMPLOYEES** Several new employees who were in attendance introduced themselves to the Board.

**A CONSENT AGENDA:** President Hicswa responded to questions on various reports. Trustee Westerhold thanked Faculty Organization (FO) President Steve Thulin for his thorough report which was included in the Board Book.

President Hicswa called attention to the College Council report which will now be included in the constituent group reports.

**A motion was made by Trustee Westerhold and seconded by Trustee Wurzel to approve the consent agenda as presented. Motion carried and the consent agenda was approved which included the minutes of the August 8, 2016 meeting.**

**A FINANCIAL REPORTS:** President Hicswa responded to questions on the check register. **A motion was made by Trustee Westerhold and seconded by Trustee Larsen to approve the financial reports as presented which included the first quarter budget adjustments for fiscal year 2017. Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Employee Satisfaction Results

The National Initiative for Leadership & Institutional Effectiveness (NILIE) administered the Personal Assessment of the College Environment (PACE) survey at Northwest College in February 2016. Over 60% of NWC's 326 employees completed the survey. Respondents completed the 66-item PACE instrument that rate four climate factors: Institutional Structure, Student

Focus, Supervisory Relationships and Teamwork.

Institutional Researcher Lisa Smith presented a summary of the results which indicate that NWC excels in Student Focus, as do the institutions in our comparison groups. NWC rates lowest in Institutional Structure which is also the lowest category for our comparison groups.

President Hicswa told the Board that she takes this data very seriously and will look for ways the College can address the results.

President's Operational Plan

President Hicswa reviewed her Operational Plan which is based on the Board's priorities and goals for her. She will provide updates to the Board during the year.

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:17 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

Tuition report

The Wyoming community colleges are funded through a combination of statutory appropriations, local levy, tuition and fees, and miscellaneous other revenue sources. Each revenue source may vary annually due to legislative statute, economic, and enrollment factors.

Tuition in Wyoming is set by the Wyoming Community College Commission (WCCC) and rates apply to all the community colleges. Student campus and course fees are at the discretion of the individual colleges and cause variations among the colleges' tuition and fees schedules.

NWC enrollment has fluctuated and was at a 20-year low for 2015-2016. These declines affect enrollment revenue.

Student mandatory and course fees are analyzed each year and presented for Board approval. This fee revenue is driven by enrollment and is used to support such items as Student Senate, technology, plant, and instructional and course fees.

NWC has benefited from the state support but with the current economic downturn, the College's budget was reduced by nearly 15%. The WCCC is going to recommend removing the flat spot from the tuition policy (from 12-21) and charge students for each credit. While this is an opportunity for additional revenue, it may affect FTE. Reviewing and understanding our historical revenue sources, enrollment levels, and distribution trends and considering where tuition increases could affect our affordability are all important data points to analyze as we move forward with budgeting and enrollment planning.

**A UNFINISHED BUSINESS:**

**A NEW BUSINESS:**

October Board of Trustees meeting  
date change to October 3, 2016:

At last month's meeting, a recommendation was brought forward to change the date of the October Board meeting in order to accommodate a scheduling conflict for President Hicswa. **A motion was made by Trustee Larsen and seconded by Trustee**

**Spomer to approve moving next month's Board of Trustees meeting to October 3, 2016. Motion carried.**

Winter facilitated Board Retreat date (January 11, 2017):

As a result of the Governance Institute for Student Success (GISS), the Board Policy & Student Success Committee recommended holding a Board retreat facilitated by Pamila Fisher of the Association of Community College Trustees (ACCT) on January 11, 2017. In addition to orienting new Trustees, the Board will set goals for the upcoming year. **A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve January 11, 2017 for a day-long facilitated retreat with ACCT's Pamila Fisher. Motion carried. Trustee Westerhold abstained.**

**FUTURE AGENDA ITEMS:**

Trustee Westerhold requested a tour of the DeWitt Student Center and the Nelson Performing Arts building prior to architects beginning work. He also requested an update on the Firearms Simulator before the end of the year.

**ANNOUNCEMENTS:**

President Hicswa and Executive Assistant Cindy Cicci will attend the ACCT Congress on October 5-7, 2016.

Along with President Hicswa, Trustees Danko and Larsen will attend the Commission meeting and the Wyoming Association of Community College Trustees (WACCT) Policy Summit in Laramie on October 18-21, 2016. At Trustee Spomer's request, President Hicswa will look into having the meetings simulcast.

**A ADJOURNMENT:**

**On a motion by Trustee Danko and seconded by Trustee Westerhold, the meeting adjourned at 5:41 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date