

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 14, 2016**

**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. MARK WESTERHOLD and DR. MARK WURZEL.

**OTHERS PRESENT:** DR. STEFANI HICSWA, President; DR. LOURRA BARTHULY, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President for Administrative Services; MS. SHELBY WETZEL; MS. JILL ANDERSON; MS. DEB KARST; MS. SUSANNE SUTTON; MR. WAYNE HERR; TRUSTEES-ELECT LUKE ANDERSON AND BOB NEWSOME; MR. STEVE THULIN, 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 called to order on Monday, November 14, 2016, at 3 p.m. in the Yellowstone Building Conference Center.

**STUDY SESSION:** The Board enjoyed a presentation and demonstration of the Tour of firearms simulator by Instructors of Criminal Justice Lou McPhail and Dave Patterson.

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

Board President Housel congratulated Trustees Larsen and Wurzel on being re-elected to the Board. He also congratulated newly-elected Trustees Luke Anderson and Bob Newsome. In appreciation of Trustee Westerhold's 12 years of service and Trustee Fee's service the past four years, Board President Housel presented them each with a framed photo of the Northwest College campus.

**A CONSENT AGENDA:** Trustee Spomer reported that the Board Policy and Student Success Committee reviewed the Facilities Use Policy with regard to public use. The policy clearly aligns with the College's mission. The Committee determined that no revisions are necessary at this time.

President Hicswa responded to several questions on her written report in the Board materials. Board President Housel thanked the Faculty Organization and the Student Senate for their comprehensive 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 regular meeting of October 3, 2016.**

**A FINANCIAL REPORTS:** **A motion was made by Trustee Larsen and seconded by Trustee Westerhold to approve the financial reports as presented. Motion carried.**

**DISCUSSION/INFORMATIONAL  
ITEMS:**

Preliminary audit report

Mr. Wayne Herr, CPA and a partner in McGee, Hearne & Paiz, LLP presented the audit report for the 2015-2016 fiscal year and reported that Northwest College was issued an unmodified opinion with no findings. The Board will be asked to approve the audit at its December meeting.

Nelson Performing Arts Center –  
Level I draft plan

Last month Mr. Brad Lockwood of MOA Architects reported on the results of the community and student focus group meetings for the Nelson Performing Arts (NPA) building.

Mr. Lockwood and Ms. Roxanne Nelson of HGA Architects and Engineers presented its level one draft plan for the NPA which proposes three options with a combination of new and remodeled space with a rough cost for each. Mr. Lockwood and Ms. Nelson responded to questions by Trustees. The Board will be asked to approve the NPA Level I draft plan at its December meeting.

The process is very lengthy and while no state funding is currently available, the College wants to be prepared in the event the state continues to fund community college capital construction projects. Board approval of the plan is the first step to getting the project in the queue for state funding. The Wyoming Community College Commission (WCCC) must also approve the Level I plan before being submitted to the legislature for final approval.

**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.

Plan One/Nexus Architects update on  
the Level I Facilities Planning for the  
DeWitt Student Center project

Mr. Dan Odasz and Mr. Taylor Lee of Plan One Architects presented the results of the focus group discussions with students and members of the public along with their initial findings related to the DeWitt Student Center project. They discussed renovating vs. rebuilding, other potential sites on campus for a student center, and existing program spaces vs. proposed program spaces based on the feedback from the student survey.

The purpose of this presentation/discussion is to make the Board aware of the conversations in process and to give Trustees an idea of the type of information they are collecting. The Plan One Architects representatives will be present the full Level I study at the December Board of Trustees meeting.

Board of Trustees Operational Plan

**Trustee Westerhold moved to defer discussion on the Board of Trustees Operational Plan until next month. Trustee Wurzel seconded the motion. Motion carried.**

Board Officer Nomination Committee

At its December meeting, the Board of Trustees elects officers. Trustees Housel, Larsen and Danko volunteered to serve on the Nomination Committee which will meet and present a slate of officer nominations at the December meeting.

**A UNFINISHED BUSINESS:**

**A NEW BUSINESS**

Academic calendar 2017-2019

Vice President Giraud reviewed the significant changes to the proposed academic calendar which was voted on by the College Council. **A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the proposed academic calendar for 2017-2019. Motion carried.**

Recommended policy revision –  
Holidays (Policy 2.5.4)

President Hicswa reviewed with the Board proposed edits to the Board Policy Manual regarding College holidays. The proposed revisions have been reviewed by the Employment Policy Review Committee (EPRC), College Council and the President’s Advisory Council (PAC). Trustee Larsen added that the Board Policy and Student Success Committee recommends the Board approve the proposed policy revisions. **A motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the revisions to Policy 2.5.4 as recommended. Motion carried.**

Recommended policy revision –  
Provisional Period (Policy 2.2.2)

President Hicswa reviewed with the Board proposed edits to the Board Policy Manual regarding provisional periods. The proposed revisions have been reviewed by EPRC, College Council and PAC. Trustee Larsen added that the Board Policy and Student Success Committee recommends the Board approve the proposed policy revisions. **A motion was made by Trustee Wurzel and seconded by Trustee Spomer to approve the revisions to Policy 2.2.2 as recommended. Motion carried.**

Recommended policy revision – New  
Vice President titles (various policies)

President Hicswa requested Board approval to change the new titles of the Vice Presidents throughout the Board Policy Manual. The changes have been reviewed by EPRC, College Council and PAC. Trustee Larsen added that the Board Policy and Student Success Committee recommends Board approval of the proposed changes. **A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve changing the titles throughout the Board Policy Manual as recommended. Motion carried.**

**FUTURE AGENDA ITEMS:**

**A EXECUTIVE SESSION:**

**A motion was made by Trustee Westerhold and seconded by Trustee Larsen to move into executive session to discuss President Hicswa’s mid-year evaluation. Motion carried.**

The regular meeting resumed at 7:21 p.m.

**A ADJOURNMENT:**

**On a motion by Trustee Westerhold and a second by Trustee Fees the meeting adjourned at 7:33 p.m.**