

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING**

December 12, 2016

**MEMBERS PRESENT:** President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; and Trustees MR. LUKE ANDERSON, Ms. CAROLYN DANKO, MR. BOB NEWSOME, MR. DUSTY SPOMER, 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 and Finance; MS. SHELBY WETZEL; MS. JILL ANDERSON; MS. LISA SMITH; MR. BRAD BOWEN; MS. SUSANNE SUTTON; MS. CAREY MILLER; MR. STEVE THULIN; MR. DON COGGER AND MS. ILENE OLSON, *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Secretary to the President and Board of Trustees.

**CALL TO ORDER:** Board member photos were taken for the Northwest College (NWC) website after which the regular meeting of the NWC Board of Trustees was called to order on Monday, December 12, 2016, at 3:20 p.m. in the Yellowstone Building.

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

**STUDY SESSION:** Mr. Dan Odasz and Mr. Taylor Lee of Plan One Architects along with Mr. Jeffrey Gardner of Architectural Nexus presented the Student Center Level I Planning Level I Reconnaissance Study for an improved Student Center at NWC which was also included in the Board materials. It is the first step in the process of project progression and funding defined by Wyoming state statutes.

The information gathered from input and programming meetings with user groups was used to guide the proposed project. The architects reviewed with Trustees various options: renovate the current facility, renovate the current facility and build an addition, build a new student center in a different location on campus, or build a new student center in the current location.

Based on the experience of its design team and interaction with NWC administrators, faculty and students, both architectural firms are proponents of building a new student center in the current location. The architects reviewed the proposed conceptual design of the new student center and discussed the challenges that need to be addressed up front during the project formulation stage.

Trustee Spomer requested that the Student Center Level I Planning Study be amended to include a conceptual visualization plan for a temporary dining facility so that the Board can decide if it will be a phased or single construction project. The architects agreed to look into including a swing space for a temporary dining facility if feasible.

In response to any inquiry by Trustee Housel, Mr. Odasz explained that the cost estimates included in the executive summary is an estimate. He may be able to bring down the cost a bit but warned that inflation is estimated at around four percent per year.

**OATH OF OFFICE:**

NWC Business Office Manager Jo Ann Heimer administered the oath of office to re-elected Trustees Larsen and Wurzel, and newly-elected Trustees Anderson and Newsome.

**A ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS:**

Board President Housel read a slate of officers proposed by the Nomination Committee: Trustee Larsen-President; Trustee Spomer-Vice President/Secretary; and Trustee Danko-Treasurer. **A motion was made by Trustee Anderson and seconded by Trustee Wurzel to accept the slate of officers presented by the Nomination Committee. Motion carried.**

Trustee Housel stated that he enjoyed his two years as Board President and is in favor of two-year appointments in the future so that others have the opportunity to serve. After reciting a poem, he handed the gavel to Trustee Larsen.

On behalf of the Board of Trustees, Board President Larsen presented Trustee Housel with a plaque in acknowledgement of his service as Board President the past two years.

Board President Larsen announced her committee appointments to which all agreed:

Finance Committee — Trustees Danko (Chair), Housel, and Newsome.

Policy and Student Success Committee: — Trustees Spomer (Chair), Anderson, and Wurzel.

Trustees Danko and Larsen will continue to be delegates to the Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC).

Boards of Cooperative Educational Services (BOCES):

- Park County School District #1 (Powell): Trustees Spomer and Wurzel
- Big Horn County School District #2 (Lovell): Trustees Housel and Anderson
- Big Horn County School District #3 (Greybull): Trustees Larsen and Newsome.

**A ANNUAL SIGNATURE ON ETHICS STATEMENT:**

President Hicswa presented documents to be reviewed annually by Trustees: Statement of Board Member Responsibilities, Board Code of Ethics, Conflict of Interest Disclosure Form, and Disclosure of Interest. Trustees were asked to return the signed documents by the January Board meeting.

Trustee Housel expressed concern about signing some of the documents without knowledge of the consequences for non-compliance.

**A CONSENT AGENDA:**

**A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the consent agenda as presented. The motion passed and the consent agenda was approved which included the minutes of the November 14, 2016 regular meeting and executive session.**

**A FINANCIAL REPORTS:**

At President Hicswa's request, Trustee Spomer expounded on the van purchase listed in the check register. He explained to the Board that the Powell BOCES van was sold to NWC and that any future transportation needs will be processed and billed according to its Agreement for Services with the College. Vice President Watson clarified that the van replaced a car in the fleet and the number of fleet vehicles remains the same. **A motion was made by Trustee Anderson and seconded by Trustee Spomer to approve the check register and financial reports as presented. Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Vision 2020 Key Performance Indicators

In December 2014, the Board approved the strategic plan "Vision 2020" which was the culmination of months of work campus-wide to determine NWC's strategic initiatives for the next five years.

Instead of a traditional strategic plan with specific goals, President Hicswa described the strategic visioning process and research methodology used to determine strategic initiatives. Over the six months that followed, the Institutional Effectiveness Committee (IEC) brainstormed potential performance indicators for each strategic initiative (Experience, Connections, and Environment) based on data gathered during the strategic visioning development process. The categories were refined and a measurability was determined for each item.

Progress for each Key Performance Indicator (KPI) will be tracked annually over the next five years. Annual campus-wide operational planning will focus on improvement for various KPIs as appropriate. Institutional Researcher Lisa Smith will develop a glossary of terms for the Vision 2020 Key Performance Indicators.

Completion Summary

Institutional Researcher Smith presented charts showing the number of completions and completers at NWC in the 2015-16 academic year broken down by types of degrees. Overall, NWC had 369 total completions which is a 12.5% increase over the previous year; 319 students earned a degree or certificate which is a 17.7% increase over last year. Another chart compared the number of degrees and certificates completed the past ten years. Top degree programs in 2015-16 were General Studies A.A., General Studies A.S., Nursing A.A.S., and Photographic Communications A.A.S.

NWC Dual/Concurrent Enrollment Report

Institutional Researcher Smith presented a summary of concurrent and dual enrollment in 2015-16. Of the seven community colleges, NWC had the lowest number of concurrent enrollment in the state and the fourth largest number of dual enrollment. NWC students rank slightly higher than the other community colleges in the percentage of concurrent and dual enrollment credits completed with a grade of C- or higher.

Of the seven community colleges, NWC received the smallest amount of revenue for both concurrent and dual enrollment coursework in 2015-16. During the same time period, NWC had the second smallest concurrent enrollment expenditures and the fourth largest dual enrollment expenditures of the community colleges.

Consultants assessment of student recruitment publications and advertising

In Fall 2015, the Board identified a review of the College's promotional/marketing strategies as a priority. President Hicswa charged Vice President for College Relations Mark Kitchen with assessing NWC's student recruitment publications and advertising.

Vice President Kitchen impaneled a project team which developed a Request for Proposal (RFP) that included their identified scope of work, divided into two tiers of desired deliverables. Paskill, Stapleton & Lord of Glenside, PA was selected to provide an external review of the College's student recruitment materials.

The consultant provided a 49-page report with recommendations that were extremely helpful and will inform NWC's future marketing communication activities.

Through subsequent project team meetings, Vice President Kitchen developed an Action Plan for moving forward which he reviewed with the Board.

Web Developer Carey Miller gave a presentation on NWC's redesigned website which looks more modern and showcases more of the College's events. She is able to look at website usage and will continue to refine and update the website.

#### **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.

Statewide legislative agenda

President Hicswa reviewed some of the talking points of the Wyoming community colleges' legislative priorities for 2017. WACCT Executive Director Erin Taylor is developing a brochure which will be shared with Trustees when it is finalized. President Hicswa, Vice President Kitchen, and several Trustees have met with all nine Big Horn Basin legislators regarding the community colleges. President Hicswa will update Trustees throughout the legislative session.

Board of Trustees Operational Plan:

Discussion on the Board of Trustees Operational Plan was postponed until the January meeting.

#### **A UNFINISHED BUSINESS:**

Audit approval

At last month's meeting, Wayne Herr of McGee, Hearne & Paiz, LLP reviewed the draft audit with the Board. The Independent Auditors Report was included in the Board materials. President Hicswa recommended Board approval of the audit which has no findings for the first time in several years. **A motion was made by Trustee Danko and seconded by Trustee Spomer to approve the audit as presented. Motion carried.**

Visual and Performing Arts – Level I second reading

In September 2015, the Board of Trustees approved the request to commission a Level One study for a visual and performing arts building. MOA and HGA Architects were selected to prepare the

report.

In addition to multiple programming meetings with staff user groups, MOA held campus, community, trustee, and student forums to better understand their needs. The architects also engaged the Wyoming construction management departments and the commission office in conversations and input for the project.

The information was then utilized to prepare the draft report that was presented to the Board of Trustees in detail at its November 2016 meeting.

The final report and executive summary was included in the Board materials and Mr. Chet Lockard of MOA Architects was on hand to answer questions.

**A motion was made by Trustee Spomer and seconded by Trustee Wurzel to formally approve the Visual and Performing Arts Level One Report.** In further discussion, Trustee Housel commented that the loss of parking still needs to be addressed.  
**Motion carried.**

**A NEW BUSINESS:**

Policy revision

President Hicswa recommended Board approval to change all references of the term “non-faculty” to “staff” in the Board Policy Manual. **A motion was made by trustee Danko and seconded by Trustee Wurzel to approve the policy revision. Motion carried.**

**ANNOUNCEMENTS:**

The Board of Trustees winter retreat will be held January 11<sup>th</sup> at the NWC Intercultural House.

The WACCT Leadership Awards and Legislative Reception is February 8, 2017 in Cheyenne. Trustee Danko is NWC’s nominee for the Trustee award.

**A ADJOURNMENT:**

**On a motion by Trustee Wurzel and a second by Trustee Anderson, the meeting adjourned at 6:10 p.m.**

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DUSTY SPOMER, Vice President/Secretary

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Date