

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

February 13, 2017

MEMBERS PRESENT:

President MS. NADA LARSEN; Vice President/Secretary MR. DUSTY SPOMER; Treasurer Ms. CAROLYN DANKO; and Trustees MR. LUKE ANDERSON, MR. JOHN HOUSEL, MR. BOB NEWSOME, 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; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. SHELBY WETZEL; MS. JILL ANDERSON; MR. BRAD BOWEN; MR. DEE HAVIG; MR. DAVE PLUTE; DR. GREG THOMAS; MR. STEVE THULIN; MR. DENNIS EGGE and MR. DAVE WEBB of Wyoming Construction Management; MR. DON COGGER, *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, February 13, 2017 at 3 p.m. in the Yellowstone Building Conference Center.

A APPROVE THE AGENDA:

Board Chair Larsen requested the agenda be amended to move new business items “major maintenance-prior year” and “major maintenance-FY18 request” to the beginning of the business meeting in order to accommodate Wyoming Construction Management staff Dennis Egge and Dave Webb. **A motion was made by Trustee Housel and seconded by Trustee Newsome to approve the agenda as amended. Motion carried.**

STUDY SESSION:

Board goals, priorities and operational plan

The study session was devoted to a discussion and revision of the Board’s goals/priorities for fiscal year 2018 and its operational plan.

A NEW BUSINESS

Major maintenance – prior year

Vice President Watson introduced State Construction Department (SCD) staff Dennis Egge and Dave Webb. She explained that on July 1, 2013, the Department of Administration & Information, Construction Management (AICM) assumed the management of all design, construction, renovation and major maintenance projects for Wyoming’s community colleges. In 2016, the SCD was established and this responsibility was transitioned to them.

In order to align Board approval with State appropriations cycles, Vice President Watson and Facilities Director Plute will begin submitting major maintenance project requests for Board approval before they are submitted to the Wyoming Community College Commission (WCCC) and SCD/CM. As part of this transition, NWC has identified a list of major maintenance projects that were previously submitted and have been approved by the Wyoming AICM/SCD. The projects are funded through major maintenance monies appropriated by the Wyoming legislature. The current NWC major maintenance fund balance is \$1,859,185. Phase one projects listed in the Board materials are planned and ready to move

forward with request for proposals and construction in 2017-2018. Phase two projects listed in the Board materials are still in planning stages and projected to commence in summer 2018. President Hicswa recommended the Board approve the phase one and phase two projects.

A motion was made by Trustee Spomer and seconded by Trustee Danko to approve the phase one and phase two projects as listed in the Board materials. In further discussion, Facilities Director Plute explained that the major maintenance funds approved are for the project cost only and does not include engineering costs, etc. Vice President Watson added that if the bids received for some of the projects seem out of line, the project can be pulled and the money carried over. **Motion carried.**

Major maintenance -- FY18 request

Northwest College identified and prioritized ten major maintenance projects for fiscal year 2018 which were described in the Board materials and for which Board approval is requested. Upon approval from the Wyoming SCD, project planning will be completed and cost estimates will be presented to the Board for review. Construction will commence and projects are estimated to be completed by fall 2019 based on available major maintenance funds. No funding approval is requested at this time.

Mr. Egge commented that he is uncertain state funds will be available after 2017 and the College may need to re-prioritize or fund some of its own projects. There was a brief discussion regarding the longevity of the carillon which was built in 1987.

A motion was made by Trustee Wurzel and seconded by Trustee Spomer to approve the FY18 major maintenance projects as listed and prioritized in the Board materials for consideration by the SCD/CM. Trustee Spomer thanked Mr. Egge and Mr. Webb for their interest in our campus and for representing the community colleges at the legislative session. **Motion carried.**

A CONSENT AGENDA:

A motion was made by Trustee Spomer and seconded by Trustee Anderson to approve the consent agenda as presented. In response to Trustee Housel's request, Vice President Barthuly described how high school visits are conducted.

Trustee Larsen gave a brief report on the successful Board retreat, the Wyoming Association of Community Colleges (WACCT) annual conference, the legislative reception and the Commission meeting. Two NWC nominees were honored as recipients of leadership awards: Trustee Carolyn Danko and faculty member Marnee Crawford.

In response to an inquiry by Trustee Housel, there was a brief discussion about NWC's aviation program. President Hicswa responded to questions on the check register.

The motion passed and the consent agenda was approved which included the minutes of the January 9, 2017 regular meeting, the minutes of the January 11, 2017 special meeting, the check register and financial reports as presented.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:08 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

DISCUSSION/INFORMATIONAL ITEMS:

Student success initiatives

Vice President Giraud reported on the wide variety of resources that have been deployed in order to ensure student success at Northwest College. The following programs are available to support students in all aspects of their academic careers at NWC:

- The Academic and Career Advising Center
- NWC Peer Tutoring Services
- First Year Experience Program
- Peer Mentoring
- Hero Grants

In addition to these primary, well-established programs, NWC is currently working on the implementation of new initiatives which are being spearheaded and supported by several of the aforementioned programs:

- Guided Pathways
- 15 to Finish
- Gateway courses in the first 30 hours

The offices of Academic Affairs and Student Services are collaborating on these initiatives and will continue to explore opportunities to promote student success.

President Hicswa is excited about the progress made on the student success initiatives and is pleased to see the evidence is showing up in the data.

Legislative update

President Hicswa gave an update on some of the bills still moving through the legislature that the community colleges are watching including HB-136 Concealed Carry on Campuses and SF-132 Endowment fund bill.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Recommended policy revision – Interim Housing Immediate Family (Appendix Q-Summary of Benefits & Services)

President Hicswa reviewed the proposed changes to the Interim Housing policy. **A motion was made by Trustee Housel and seconded by Trustee Danko to approve the recommended revisions to the Interim Housing policy as presented. Motion carried.**

2017-2018 room and board rate proposal

With the help of Vice President Barthuly, Finance Director Bowen, and Residence/Campus Life Director Havig, Vice President Watson presented an in depth analysis that supports price increases for student housing and student meal plans for fiscal year 2018. Current inflation, debt service needs, operating and maintenance costs, vendor requests, and reserve balances were analyzed in setting the proposed rates. Even with the proposed increases, NWC's rates are still below the Wyoming Community College average for fiscal year 2017. A brief discussion followed regarding

what effect increased prices would have on the number of meal plans sold.

A motion was made by Trustee Spomer and seconded by Trustee Anderson to approve the proposed 0-15% housing rate increase as indicated in the schedule provided in the Board materials. Motion carried.

A motion was made by Trustee Danko and seconded by Trustee Wurzel to accept the recommended 4% meal plan rate increases as listed in the Board materials. Motion carried.

Designation of depositories

Six banks (Bank of Powell, Bank of the West-Cody, Big Horn Federal-Powell, First Bank of Wyoming-Powell, Pinnacle Bank-Powell/Cody, and Wells Fargo-Powell) have taken the necessary action and submitted the proper documentation required by state statute to be designated as a depository for public funds. Their documentation has been reviewed and found to be in order. **A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve applications for the six banks as depositories. Motion carried.**

DeWitt Student Center roof

In 2012, NWC identified the need to replace the DeWitt Student Center's shingle roof. Since that time, discussions regarding the future use of the facility and its deficiencies have been considered. Currently, the Level One Plan recommends replacement of the facility; however, the condition of the roof continues to deteriorate and requires replacement in advance of any long-term capital building project. The estimated cost to replace the roof is \$147,500 which includes the safety measures necessary for continued use of the facility during the roof project. Funding for the project will come from the auxiliary depreciation fund which has reserves of \$1.5 million. The project is planned to commence immediately and be completed during the summer of 2017.

A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the DeWitt Student Center roof repair and replacement project at a cost not to exceed \$147,500. Motion carried.

A ADJOURNMENT:

On a motion by Trustee Danko and a second by Trustee Wurzel, the meeting adjourned at 6:22 p.m.