

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

April 10, 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.

**MEMBERS ABSENT:**

**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; DR. RENEE DECHERT; DR. VERN DOOLEY; MS. TINA KING; MR. STEVE THULIN; MR. SHAWN WARNER; 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, April 10, 2017, at 3 p.m. at the Yellowstone Building Conference Center.

**A APPROVE THE AGENDA:**

President Hicswa requested that discussion on the Board Code of Ethics and Conduct recommended policy revisions be moved in advance of the consent agenda in order to accommodate College legal counsel Tracy Copenhagen. **A motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the agenda as amended. Motion carried.**

**STUDY SESSION:**

Predictive Scheduling Initiative

Interim Dean of Student Learning & Academic Success Greg Thomas and Director of Nursing/Chairperson for Life and Health Science Division Marnee Crawford gave a presentation on predictive scheduling and how student initiatives are being implemented. Ms. Crawford chaired the Course Scheduling Committee that was developed to overhaul the course schedule so that classes are offered at times that meet student needs.

Dr. Thomas and Ms. Crawford described how President Hicswa's three student success initiatives fit into course scheduling: **Guided Pathways** (clearly defined maps showing what classes to take); **Gateway Courses** (identify foundational classes that have high risk/high enrollment and help students complete them in the first 30 credits); **15 to Finish** (encourages students to realize that if students complete in two years, it costs less and they are more likely to finish their degree). In addition, more courses and online classes will be offered during the summer in order to meet student need.

The new student planning software implemented by the Registrar's Office helps keep students on track because it lists the classes needed in order to finish in four semesters.

While the committee has only been working for the past nine

months, there is evidence of improvement already. The percentage of course capacity used has increased 13% in course offerings. All programs will soon have a completed guided pathway. Comments from students indicate the registration process has improved.

Predictive scheduling connects students to a degree plan, fosters completion and promotes efficiency. All of this ties to the Mission and Vision 2020.

President Hicswa is appreciative of how faculty have gotten on board and she thanked Dr. Thomas and Ms. Crawford for their leadership in this effort.

Model United Nations Team  
Introduction:

Dr. Steve Walker, Model United Nations (UN) Team advisor, described two conferences team members attended. Three students participated at the Northwest Conference in Seattle last November and four students participated at the National Conference in New York in March. It was impressive how well these NWC students did compared to students from larger colleges. Team members introduced themselves and commented on their experience.

**DISCUSSION/INFORMATIONAL  
ITEMS:**

Recommended policy revision —  
Board Code of Ethics and Conduct:

Board Policy & Student Success Committee Chair Spomer was asked to bring forth a modification to the “Enforcement of Code of Ethics and Conduct” document in the Board materials following a discussion at the January Board retreat. The Committee recommends approval of the policy. It is being presented as an information item for discussion and will be an action item on next month’s Board of Trustees meeting agenda. College legal counsel, Tracy Copenhaver, was on hand to respond to questions and clarify policy language.

Trustee Housel raised a number of questions and concerns about the policy and expressed reservations about the enforcement aspect. He agreed that it is good to review standards of Board performance and recommended dealing with it at Board retreats at which a consultant could refresh Trustees on these matters.

Trustee Spomer said that while there could be wording changes in general, the Committee chose to specifically address conduct. An enforcement section is needed to address performance issues. Hopefully, all matters would be handled at level 1. He stated that there is some level of enforcement needed and the Board should consider having a process.

It was Mr. Copenhaver’s understanding that as a result of a Board retreat, Trustees desired to have an enforcement policy. It is not required by law, and as Trustee Spomer pointed out, there is subjectivity involved because you cannot specify every possible situation. Mr. Copenhaver stated that the Board does have the power to determine if a Trustee must be removed for cause. He agreed that some paragraphs can be combined or eliminated.

President Hicswa recalled that having an enforcement section was brought up at a Board retreat as a “best practice.” She will work

with Mr. Copenhaver and the Policy Committee on editing the document with the suggested changes for the next Board meeting.

**CITIZENS' OPEN FORUM:**

Alumni Foundation Board President Shawn Warner, requested a Board member attend next month's Alumni Association Board meeting which will be held in Red Lodge at the Pollard and followed by a reception. Trustee Danko volunteered to be the Board of Trustees liaison.

**A CONSENT AGENDA:**

President Hicswa responded to questions on various reports and the check register.

**A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the consent agenda as presented. Motion passed and the consent agenda was approved which included the minutes of the March 13, 2017 regular meeting and the check register as presented.**

**DISCUSSION/INFORMATIONAL ITEMS:**

FY18 Board & President Priorities/  
FY18 Board Operational Plan

The Board reviewed the Operational Plan which was developed as a result of the FY18 Board Priorities. Trustee Danko requested the Board discuss policy governance at its next retreat.

FY17 Board Operational Plan

Many of the activities listed in the FY17 Board Operational Plan have been completed; the document will be updated.

Summer Board retreat

Board members agreed to hold a summer retreat on May 17<sup>th</sup>, from 9 a.m. to 4 p.m. at the Wood River Ranch in Meeteetse.

**A UNFINISHED BUSINESS:**

**A NEW BUSINESS:**

Mandatory student fees

The Board materials included an overview of the student fees recommendations presented at the March meeting. The College is proposing a \$1.75 increase in the student health fee which would support the hiring of an assistant in the Fitness Center and a contractual service line for Title IX process advisors in the health center. A \$0.25 increase in instructional fees is also proposed to assist with offsetting inflationary increases in educational equipment purchases. **A motion was made by Trustee Housel and seconded by Trustee Danko to approve a \$2 increase in student mandatory fees for a total of \$32 per credit as recommended. Motion carried.**

Recommended policy revision –  
Meetings of Board of Trustees (Board  
of Trustees Rules & Regulations,  
Chapter V-Section 7)

The Board Policy & Student Success Committee's proposed revisions to Chapter V-Section 7 of the *Board of Trustees Rules & Regulations* were presented to the Board for approval. Trustee Housel requested the policy be amended to not permit action items be added to the agenda at the beginning of a meeting unless it's an emergency. Board President Larsen agreed that the language be changed. **A motion was made by Trustee Anderson and seconded by Trustee Wurzel to adopt the recommended revisions to Chapter V of the Board Rules and Regulations as amended. Motion carried.**

Recommended policy revision –  
Involuntary Separation from  
Employment (#2.4.1)

The revisions to the Involuntary Separation from Employment policy being recommended are to update the policy to meet state statute. The revised policy has gone through the shared governance process. **A motion was made by Trustee Wurzel and seconded by Trustee Spomer to approve the revisions to policy #2.4.1 as recommended. Motion carried.**

Recommended policy revision –  
Family and Medical Leave Act  
(#3.8.1)

The proposed revisions to the Family and Medical Leave Act policy are to clarify language and align with federal law. The revised policy has gone through the shared governance process. **A motion was made by Trustee Anderson and seconded by Trustee Spomer to approve the revisions to policy #3.8.1 as recommended. Motion carried.**

Recommended policy revision –  
Faculty Employment Policy

The Faculty Employment Policy Review Committee (FEPRC) concluded its consensus work on proposed changes to *The Faculty Handbook*. Faculty Organization President Thulin reported that on April 5-7, faculty members overwhelmingly passed 17 revisions to the Faculty Employment Policy (FEP) most of which was clean-up language. He thanked Dean Bruce and Renee Dechert for facilitating the meetings. In response to an inquiry by Trustee Danko, there was a brief discussion regarding salaries and the faculty box. **A motion was made by Trustee Spomer and seconded by Trustee Anderson to approve the proposed FEP revisions. Motion carried.**

**FUTURE AGENDA ITEMS:**

In preparation for the upcoming preliminary budget, Trustee Housel requested a review of the budgets for the Board of Trustees and the President's Office.

**A ADJOURNMENT:**

**On a motion by Trustee Danko which was seconded by Trustee Wurzel, the meeting adjourned at 5:50 p.m.**