

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

June 12, 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, and MR. BOB NEWSOME.

MEMBERS ABSENT: Trustee 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. SHELBY WETZEL; MR. BRAD BOWEN; MR. DEAN BRUCE; DR. VERN DOOLEY; MR. DON COGGER, the *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Assistant to the President and Board of Trustees.

CALL TO ORDER: Board President Larsen called to order the regular meeting of the Northwest College Board of Trustees on Monday, June 12, 2017, at 3 p.m. at the Yellowstone Building Conference Center.

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

STUDY SESSION:
FY18 preliminary budget review

President Hicswa reported that in a shared governance effort, Northwest College's Mission and Vision 2020 strategic plan was the basis in developing the fiscal year (FY) 2018 budget. Priorities outlined by the Board of Trustees also provided guidance. The following examples reflect the application of these priorities in the budget process:

- Title IX and counseling support budgets were expanded to support student retention.
- Deferred maintenance lines were established to address deferred maintenance in the residence halls while maintaining resident life programming.
- Support has been allocated to the Child Learning and Care Center to maintain student services.
- No academic or student services programs were reduced.
- No competitive or co-curricular programs were reduced.
- The President charged the IEC committee to expand programmatic review of academic and non-academic areas during fiscal year 2018 to enhance student success and budgetary prioritization.

Finance Director Brad Bowen reviewed the draft annual budget for fiscal year FY18, which is the second year of the 2017-2018 biennium. He explained the funding formula and the changes that take effect for FY18. Between the 2016 legislative session's \$1.6 million reduction in base state appropriations for NWC and the Governor's additional 7.92% cut to state agencies later that spring,

the cuts translated into a \$2.5 million reduction in state aid for the biennium for NWC.

With an expected decline in valuation projections across the state, Northwest College is estimated to lose an additional \$165,000. Revenue projections for one-mill funds are also estimated to drop. When final levies are available, the Commission will recalculate the funding formula to reflect the new local levy, final appropriation and recapture allocations.

With enrollment projected to be flat, the approved tuition increase will result in approximately \$35,000 of new revenue. The fee increases provide approximately \$65,000 in revenue that will be offset with course costs.

Mr. Bowen reviewed with Trustees the remainder of the draft budget book and each of the funds. Trustee Housel suggested the Finance Committee look at ways to provide salary increases to keep up with market even if it means cancelling programs.

The Board will be asked to approve the budget at next month's budget hearing. Mr. Bowen cautioned Trustees that enrollment, recapture/redistribution, revenue numbers are all still subject to change.

A CONSENT AGENDA:

A motion was made by Trustee Anderson and seconded by Trustee Spomer to approve the consent agenda as presented. In discussion that followed, Trustee Housel reported on the Lovell BOCES meeting he attended and Trustee Spomer reported on the Powell BOCES budget meeting. President Hicswa responded to questions on the check register. In response to a question by Trustee Danko, Vice President Giraud explained how the College bills for and is reimbursed by the high schools for concurrent and dual enrollment expenses. He also discussed the amount of work and resources used in managing the program for which the College is not reimbursed. Other colleges use BOCES funds to pay for dual and concurrent enrollment programs. President Hicswa added that the College is required to provide the same level of services to concurrent, dual and online students as if they were on campus. She suggested the Board discuss the option of levying another mil to help pay for it.

Motion passed and the consent agenda was approved which included the minutes of the May 8, 2017 regular meeting, the minutes of the special meeting/retreat of May 17, 2017, the check register, and the Fourth Quarter Budget Adjustments. Trustee Danko abstained from voting.

DISCUSSION/INFORMATIONAL ITEMS:

Board of Cooperative Educational Services (BOCES) budgets

Trustees reviewed and discussed the BOCES budgets for Park County School District #1, Big Horn County School District #2, and Big Horn County School District #3. Budgets are approved by each of the BOCES Boards.

Workforce/Center for Training and Development (CTD) data

In response to a request by the Board at its March meeting, President Hicswa asked Interim Dean Bruce to present data on Workforce/CTD. He reviewed the graphs in the Board materials which represent an analysis of the number of course offerings, head count, number of tests delivered, and community events offered by location for the fiscal years 2013-2016. A brief discussion followed regarding the types of community events NWC hosts in Cody.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Preliminary budget (first reading)

President Hicswa asked Trustees to continue to review the preliminary budget and to report any changes or improvements to her within two weeks in advance of the July Board meeting.

Recommended new policy – Human Subject Research

The proposed Human Subject Research policy has been through the shared governance process and reviewed by the Board Policy & Student Success Committee. **A motion was made by Trustee Danko and seconded by Trustee Spomer to approve the proposed Human Subject Research policy as presented. Motion carried.**

Recommended policy revision – Personnel Record (#3.3.3)

The revised Personnel Record policy has been through the shared governance process and reviewed by the Board Policy & Student Success Committee. **A motion was made by Trustee Spomer and seconded by Trustee Anderson to approve the revised Personnel Record policy as recommended. Motion carried.**

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 4:52 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

Accounts receivable write-offs

President Hicswa reported the College is requesting Board approval to write off \$275,486 of student account bad debt for fiscal year 2017 in order to adjust the budget accordingly.

Finance Director Bowen described a list of processes the Business Office has implemented to assist students with their account balances. The Business Office is planning additional activities to help students succeed financially during the fiscal year.

Trustee Spomer remarked that the Board Policy & Student Success Committee reviewed the accounts receivable bad debt for FY17 and asked if there is a reason for the increase in bad debt. President Hicswa responded that she did not know the reason as there was nothing done different operationally this year to warrant such an increase. She quoted figures from the "2016 Student Financial Services Benchmarking Report" distributed by NACUBO which indicate that NWC's bad debt write-off is consistent with other community colleges nationwide.

Trustee Spomer asked that the College be more aggressive in collecting accounts receivables and stop the void in revenue. President Hicswa will move forward with a more aggressive approach to collecting on student accounts. **A motion was made by**

Trustee Anderson and seconded by Trustee Danko to approve the accounts receivable bad debt in the amount of \$275,486 for fiscal year 2017. Motion carried.

A ADJOURNMENT:

On a motion by Trustee Housel the meeting adjourned at 5:14 p.m.

DUSTY SPOMER, Vice President/Secretary

Date