

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

December 11, 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. GERALD GIRAUD, Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. SHELBY WETZEL; MR. BRAD BOWEN; MR. DEAN BRUCE; DR. VERN DOOLEY; DR. GREG THOMAS; MR. DENNIS EGGE; MR. DON COGGER, *Powell Tribune*; and MS. CYNTHIA CICCII, 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, December 11, 2017, at 4 p.m. at the Yellowstone Building Conference Center.

**A APPROVE THE AGENDA:**

**A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the agenda as presented. Motion carried.**

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

Board President Larsen reported that the Executive Committee acted as the nominating committee for officers for the coming year. The current officers have agreed to serve another year but nominations from the floor were welcome.

Nominations for President opened. **A motion was made by Trustee Newsome and seconded by Trustee Danko for nominations to cease. Motion passed and Trustee Larsen was re-elected Board President.**

Nominations for Vice President/Secretary opened. **A motion was made by Trustee Anderson and seconded by Trustee Newsome for nominations to cease. Motion passed and Trustee Spomer was re-elected Vice President/Secretary.**

Nominations for Treasurer opened. With no nominations from the floor, nominations ceased and **Board President Larsen called for a vote. Trustee Danko was re-elected Treasurer.**

Board President Larsen reappointed the current members to the Policy and Student Success Committee: Trustees Spomer (Chair), Anderson, and Wurzel.

The current members on the Finance Committee were also reappointed: Trustees Danko (Chair), HouseL, and Newsome.

The Facilities Committee was created as an ad hoc committee; however, Board President Larsen proposed making it a standing

committee until such time it is no longer needed. She reappointed the current members to the Facilities Committee: Trustees Anderson (Chair), Spomer and Danko.

Representatives on the Boards of Cooperative Educational Services (BOCES) will also remain the same:

- 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.

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). Trustee Wurzel will serve as an alternate.

**A ANNUAL SIGNATURE ON BOARD CODE OF ETHICS AND CONDUCT AND CONFLICT OF INTEREST DISCLOSURE FORM:**

Trustees signed the annual Conflict of Interest Disclosure Form and the Board Code of Ethics and Conduct.

**A CONSENT AGENDA:**

**A motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the consent agenda as presented.**

Board President Larsen briefly reported on last week's Board retreat, the NWC Holiday Party, and a legislative visit she attended with President Hicswa and Vice President Kitchen.

In his report from the Facilities Committee, Trustee Anderson reported they discussed the dirt work project for Ashley Hall. They also discussed the state of Cody Hall. He expects the Committee will have a recommendation to the Board for its January meeting. The Facilities Committee received an update and clarification on the cost and scope of the utilities infrastructure repair project that includes the carillon. President Hicswa will keep them updated.

Trustee Danko reported that the Finance Committee meeting discussion focused on compensation.

President Hicswa responded to questions on the reports in the Board materials.

**Motion passed and the consent agenda was approved which includes the minutes of the November 13, 2017 regular meeting.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Completion Summary

Institutional Researcher Smith presented information on the number of completions and completers NWC had in the 2016-17 academic year.

Overall, NWC had 354 total completions which is down 4.1% from last year; 283 students earned a degree or certificate which is an 11.3% decrease compared to last year. The changes seem to mirror enrollment.

NWC Dual/Concurrent Enrollment  
Report

All Wyoming community colleges and the University of Wyoming submit concurrent and dual enrollment information to the Wyoming Community College Commission (WCCC) annually. Institutional Researcher Smith presented information from the 2016-17 WCCC Postsecondary Education Options Programs (PEOP) Report.

In 2016-17, NWC had the least number of concurrent enrollment students and the fourth largest number of dual enrollment credits among the community colleges. 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.

Among the Wyoming community colleges, NWC received the smallest amount of revenue for both concurrent and dual enrollment coursework in 2016-17. During the same time period, NWC had the fourth largest concurrent enrollment expenditures and the third largest dual enrollment expenditures of the community colleges. President Hicswa added that several of the other colleges use BOCES funds to pay for concurrent enrollment.

In response to an inquiry by Trustee Spomer, President Hicswa offered to follow up with the Western Wyoming Community College President regarding their dual enrollment and revenue numbers in the report.

President's evaluation

Board President Larsen reported that the Board of Trustees held its semiannual retreat last week. In a review of the past year, the Board members are acutely aware of the many challenges that the College has confronted, including, but not limited to, preparation for and hosting the HLC visit, the fiscal challenges, and the unanticipated issues with Cody and Ashley Halls. The Board sincerely appreciates and commends all of the NWC family members who worked so hard to move the College forward and serve students.

The Board also completed its annual evaluation of the NWC President at the retreat. Trustees commended President Hicswa for her leadership in difficult times. Ms. Larsen stated that the Board is certain that Northwest College will continue to face new challenges and changes which are not always welcomed. Change is hard, but the Trustees have assured President Hicswa that she has the full confidence and support of the Board as she works with the faculty and staff to move the College forward and better serve our students and communities.

**A UNFINISHED BUSINESS:**

Audit approval (second reading)

At last month's meeting, Mr. Wayne Herr of McGee, Hearne & Paiz, LLP presented the audit report for the 2016-2017 fiscal year and reported that NWC was issued a clear audit. **A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the audit as presented.** In response to an inquiry by

Trustee Housel, Vice President Watson explained that the colleges must adhere to the Commission's guidelines in depreciating assets.  
**Motion carried.**

Recommended new policy – Public Records (second reading)

President Hicswa explained that at the time of last Board meeting, College Council had not yet reviewed the draft Public Records policy. As a result of discussion at its recent meeting, the proposed policy was revised to assess fees for expenses incurred over \$200.  
**A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve the revised Requests for Public Records policy as presented. Motion carried.**

## A NEW BUSINESS:

Compensation

Board President Larsen distributed draft resolutions for employee compensation and presidential compensation. As NWC is in danger of falling outside of best practices for compensation, the Board has determined to prioritize compensation for the next biennium. Consequently, the Board has directed President Hicswa to prioritize compensation in the FY19 budget.

President Hicswa added that College Council members have expressed concerns that compensation is becoming a morale issue as income lags behind expenses. With budget cuts, employees are doing more for less pay.

The Resolution for Presidential Compensation is aimed at recruiting and retaining the best possible candidate for the position of President of Northwest College by offering no less than the median salary and benefit package of all community college presidents within the State of Wyoming.

**Trustee Housel moved to approve the resolution pertaining to compensation for all NWC employees. Trustee Spomer seconded the motion.** Trustee Spomer pointed out that the decisions on salaries would be made based on market data and that all employees may not get the same increase. **Motion carried.**

**Trustee Housel moved to approve the presidential compensation resolution as presented. Trustee Danko seconded the motion.** Board President Larsen added that current data will be available soon and the Finance Committee will begin working on a proposal. **Motion carried.**

Ashley Hall dirt work and landscaping (first reading)

President Hicswa reported that the Ashley Hall irrigation, grading, landscaping and subsequent exterior building sealant is estimated to cost approximately \$200,000. State major maintenance and auxiliary funds can be used for the project. Anticipated completion is August 2018.

Policy requires Board approval for purchases over \$50,000. Trustee Anderson stated that the Facilities Committee recommends approval of the expenditure.

Vice President Watson responded to questions regarding funding sources and the need for long term planning. There will be no further engineering or other reports until the project goes out for bid

and we know the final cost.

**A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve up to \$200,000 for the Ashley Hall irrigation, grading, landscaping and subsequent exterior building sealant. Motion carried.**

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:10 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

**ANNOUNCEMENTS:**

Trustees Larsen, Danko and Housel will attend the WACCT Leadership Awards and Legislative Reception on February 21, 2018, in Cheyenne, WY.

President Hicswa presented each Trustee with a copy of the book she wrote a chapter for, "Generation X Presidents Leading Community Colleges: New Challenges, New Leaders."

**A ADJOURNMENT:**

**On a motion by Trustee Anderson which was seconded by Trustee Wurzel, the meeting adjourned at 5:16 p.m.**

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DUSTY SPOMER, Vice President/Secretary

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Date