

NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 14, 2018

MEMBERS PRESENT: President MS. NADA LARSEN; Vice President/Secretary MR. DUSTY SPOMER; Treasurer Ms. CAROLYN DANKO; and Trustees MR. JOHN HOUSEL, MR. BOB NEWSOME and DR. MARK WURZEL.

MEMBERS ABSENT: Trustee MR. LUKE ANDERSON.

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; MS. JILL ANDERSON; MR. BRAD BOWEN; MS. ELAINE DEBUHR; DR. GREG THOMAS; MS. KAREN ELTON; MR. MIKE BUHLER, *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, May 14, 2018 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 Danko to approve the agenda as presented. Motion carried.**

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 commented on the many College events marking the end of another academic year.

President Hicswa responded to questions regarding Field Station operations and housing at Trapper Main and Trapper Village West. She also responded to questions about the College's use of a consultant to assist in assessing risk abatement. Trustee HouseL requested that the College's Master Plan be the subject of a future study session. President Hicswa explained what NWC is doing to comply with the new privacy information security law, the Gramm-Leach-Bliley Act (GLBA).

In trying to achieve a better level of understanding about two major capital projects running concurrently, Trustee Spomer requested an in-depth discussion if these are the right size of projects for NWC.

Vice President Watson responded to Trustee Spomer's concern regarding a Denver firm being awarded the Cody Hall project.
Motion passed.

**DISCUSSION/INFORMATIONAL
ITEMS:**

Preliminary FY19 budget review

President Hicswa explained that uncertainty in local and state revenue has made budget development challenging.

Since the Commission voted to make no changes to the tuition structure for FY19 and NWC's enrollment remains flat, tuition revenue is expected to remain flat or possibly trend down slightly. The increase in student fees for FY19 is projected to increase revenue by \$53,000.

Currently, NWC is projecting a fiscal year 2019 budget shortfall of \$650,000. This is a result of a decrease in State Appropriations and the reduction in the use of reserves for FY2019. Total revenue amounts are still outstanding as the College is waiting to receive allocation information as it relates to medical reimbursement, retirement, and local levies. The College will continue to work on reconciling revenues to expenditures as required for the final budget approval in July.

The Budget Committee and budget managers have met monthly throughout FY18. The budget managers have performed zero-based budgeting for work study, motor pool, travel and professional development. The results of the zero-based budgeting exercise will be used to establish the 2019 budget and improve the College's overall processes.

We are projecting flat occupancy levels in the residence halls and meal plan purchases for FY19. However, revenue related to student housing and meal plans is expected to increase by approximately \$120,000 for FY19 due to rate increases approved by the Board of Trustees in March 2018.

From budget ideas and feedback solicited by the Vice President of Administrative Services and Finance, along with feedback from the Board Finance Committee, guidelines were created to assist in the development of the budget for FY19. Using those guidelines and working with the budget managers and Vice Presidents, President Hicswa will continue to evaluate the College's current needs in order to finalize budget recommendations to present at the June Board meeting.

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.

Board of Trustees budget review

The Board's five-year budget-to-actual report was included in the Board materials. There was a brief discussion regarding the necessity of expenditures for professional development. At its upcoming retreat, the Board will discuss future professional development opportunities and who should attend.

President's Office budget review

The five-year budget-to-actual report for the President's Office was also included in the Board materials.

Statewide tuition philosophy

The subject of the Wyoming Community College Commission's retreat on June 6th is tuition. President Hicswa requested feedback from Trustees regarding their philosophy on tuition which she will present to the Commission.

Board President Larsen stated it is unclear why NWC should be concerned what the University of Wyoming does with its tuition. The community colleges could remove the tuition cap or raise tuition and still would not be close to UW tuition rates. She is in favor of raising tuition and was disappointed the Commission went back on its decision to remove the cap.

Trustees Larsen and Danko agreed that all of the Wyoming community colleges should charge the same tuition since it goes through the funding model.

In general, the Board does not want to put any additional unnecessary burden on students, but would like to see a strategic tuition increase over time.

Trustees were asked to contact President Hicswa with further feedback.

A NEW BUSINESS:

Major maintenance FY19-20 requests

President Hicswa explained that in order to align the Board of Trustees project review and approval cycle with State Construction Management's approval, the list of major maintenance project requests is being presented for Board approval before it is submitted to the Commission and State Construction Management. This is a first reading but the Board may approve the list of prioritized major maintenance projects for FY 2019 and FY 2020, and it will be sent to the State.

Vice President Watson added that renovation of the Orendorff Building is listed as a priority on the NWC Facilities Master Plan. The WCCC and the State Construction Management discussed whether it will be categorized as major maintenance or capital construction. The project will not be submitted pending further facility and program assessment. Therefore, the ORB project should be removed from consideration.

Vice President Watson described each of the major maintenance projects on the list for FY 2019. She reiterated that the College is seeking Board approval of the project list before it is sent to the state. If it is approved, the funds will come from the State's major maintenance funds.

A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the FY 2019 and FY 2020 major maintenance projects as listed with the exception of the Level One Study for the Orendorff Building.

As NWC already has two projects for which it paid for the Level One study, Trustee Housel does not believe the College should

have too many of these projects going at one time. Vice President Watson stressed that the Level One ORB project is only for mechanical improvements which are way past their life. The project is included on the list in order to see how the State will categorize it. Vice President Watson explained the difference between capital construction and major maintenance projects. The WCCC has prioritized the Visual and Performing Arts building first and the Student Center second. If we can get the ORB project classified as major maintenance, it's a different kind of funding than the Visual & Performing Arts and Student Center projects.

While the list of major maintenance projects for FY 2020 are not as urgent, the State requires a two-year list of proposed major maintenance projects so they can budget biennial appropriations from the Legislature.

If the Board approves the list of major maintenance requests today, it would be sent to the State. If the State approves the list, the projects would move forward without any further Board approval. Vice President Watson will provide regular updates on the projects.

In response to Trustee Housel's concern that state law prohibits an existing Board from financially binding a future Board, Vice President Watson explained that the Board is being asked to approve projects, not amounts. She will keep the Board apprised of the projects and any changes in her monthly facilities report.

Trustee Spomer requested the motion be strengthened to include all costs associated with the projects including soft costs such as advertising.

Trustee Housel moved to amend the motion to include "Said projects are contingent upon full-funding by the State of Wyoming major maintenance funds." Trustee Wurzel agreed to amend the motion and Trustee Danko seconded the amended motion. Motion passed.

President Hicswa will keep the Board Facilities Committee apprised on the list of major maintenance projects.

Board of Cooperative Education
Services (BOCES) contract

The Park County School District #1 (PCSD#1) Board of Cooperative Educational Services (BOCES) FY18 contract with Northwest College was included in the Board materials.

Powell BOCES representative Trustee Spomer presented two proposed changes to the contract. The gist is to provide the same services for community education but the value of the contract for services to NWC would be a fixed sum rather than a percentage of the mill levy.

The other proposed revision is to clean-up the contract language by referring to BOCES as the contracting entity rather than PVCE.

The contract will be reviewed by the attorney and presented for Board approval at next month's meeting.

ANNOUNCEMENTS:

Board President Larsen extended the Board's condolences to the family of Kolten Moss who died in a tragic car accident last week.

Board President Larsen presented Cindy Cicci with a gift from the Board and wished her well in her retirement.

The Commission is meeting on the Northwest College campus June 6 & 7, 2018. NWC Trustees are invited to breakfast with Commissioners on June 7th at 7:30 a.m. in Room 244 of the Yellowstone Building.

Dean of Student Learning Greg Thomas, Admissions Manager West Hernandez, Academic & Career Advising Coordinator Mike Adkins, and Trustees Larsen and Danko will attend the Complete College Wyoming meeting in Riverton, WY on May 31.

A ADJOURNMENT:

On a motion by Trustee Wurzel and seconded by Trustee Danko, the meeting adjourned at 6:17 p.m.

DUSTY SPOMER, Vice President/Secretary

Date