

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

August 13, 2018

**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. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President of Administrative Services and Finance; MS. ELAINE DEBUHR; MR. GREG THOMAS; MS. SHELBY WETZEL; MR. MIKE BUHLER, the *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary 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, August 13, 2018, at 4:03 p.m. at the Meeteetse School Cafeteria.

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

**A EXECUTIVE SESSION:** **A motion was made by Trustee Anderson and seconded by Trustee Spomer to move into executive session. Motion carried. Executive session convened at 4:08 p.m.**

**A motion was made by Trustee Spomer and seconded by Trustee Wurzel to adjourn executive session. Motion carried, the executive session adjourned, and the regular business meeting resumed at 4:35 pm.**

**A CONSENT AGENDA:** **A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve the consent agenda as presented.**

Board President Larsen reviewed the recent cybersecurity attempts to Board members' email addresses. She urged Board members to be wary of suspicious emails that appear to come from her.

Board President Larsen thanked Mr. Buhler, Community Editor, for his recent article about the Photography Department in the *Powell Tribune*.

President Hicswa responded to questions on the check register.

President Hicswa explained the purpose of the Higher Ed Employee Assistance Program. She reported that 30% of NWC employees use this program.

President Hicswa responded to questions about her report to the Board.

President Hicswa responded to questions regarding the Level II legislative footnote. She reported that the State Building Commission approved a motion to recommend the Joint

Appropriations Committee reconsider the 2018 legislative footnote requiring NWC to expend private funds prior to receiving General Fund appropriations for its Level II funding.

Vice President Watson responded to questions regarding the cash flow report.

President Hicswa responded to questions regarding the housing rates.

**Motion carried.**

**CITIZEN’S OPEN FORUM:**

Citizens’ Open Forum convened at 5:00 p.m. There were no citizens who wished to address the Board and the Citizens’ Open Forum was adjourned.

**DISCUSSION/INFORMATIONAL ITEMS:**

Residence Life Master Plan

Mr. Chet Lockard, Principal at MOA Architecture, presented the draft Housing Master Plan.

Mr. Lockard explained that much of the study focused on the important role of housing and residence life in students’ college experience and how to make housing more appealing to students.

Mr. Lockard outlined the process MOA used to assess wants and needs for housing:

- Conducted a student housing survey
- Conducted student focus groups and whiteboard sessions
- Interviewed college stakeholders, staff, and faculty
- Toured all existing residence halls and potential housing sites
- Examined the off-campus rental housing market
- Examined peer institutions’ housing offerings
- Projected future demand for housing

Mr. Lockard presented the findings of their study:

- There is insufficient demand for new/additional housing with the current and projected enrollment level.
- A number of the institutions with which NWC competes for student enrollment, currently offer housing or are contemplating housing which may pose a competitive disadvantage for NWC.
- Students are driven by cost and independence.

Because the current demand for housing does not require Cody Hall to be fully functional, Mr. Lockard proposed using this hall to experiment with different housing layouts and to test the students’ response.

Mr. Lockard presented various scenarios and made the following recommendations for converting Cody Hall:

- Convert doubles to singles
- Create more suite type and or apartment units
- De-densify existing housing by converting private spaces to more semi-private common spaces to enhance the community connection

Mr. Lockard responded to questions from the Board regarding the viability of Trapper Village West housing; the configuration of Colter Hall; the financing of the Cody Hall project; the possibility of converting 3 double rooms in Cody Hall to 2 larger singles; and the impact of the difference in cost to students between single and double housing options.

Mr. Lockard requested an extension for the study to allow MOA to present actual scenarios of the different housing layouts to students and then survey them to find out what they really want.

The Board requested more in-depth recommendations for all NWC housing and recommendations for the next logistical project after Cody Hall.

NWC/Foundation scholarship update

NWC Foundation Director Wetzel reported on the work that she has been doing with Financial Aid Director Shaman Quinn, in conjunction with others on campus, to make changes and additions to NWC's scholarship offerings. She presented several proposals, including:

- Initiating 'Trapper Adult Learner' scholarships for students who are age 24+
- Offering limited Spring Semester scholarships for new or transfer students who enroll beginning in the spring
- Designating up to \$25,000 as a S.E.M. Scholarship fund to help the Admissions Office strategically recruit students
- Eliminating "Scholarship Day" and instead having the Admissions Office coordinate small custom/individualized events for programs that still need a day for students to audition, present portfolios, etc.

Review Vendor Contracts

President Hicswa presented the list of current vendor contracts and responded to questions from the Board.

**A UNFINISHED BUSINESS:**

**A NEW BUSINESS:**

Recommended policy revisions  
(first reading)

President Hicswa presented proposed revisions to 3.6.5 Northwest College Sexual Misconduct Policy. She explained that the revisions were necessitated by requirements from the Office for Civil Rights. President Hicswa reported that attorney Tara Nethercott has reviewed these revisions and her recommendation to the Board is to approve the revised policy on the first reading.

**A motion was made by Trustee Spomer and seconded by Trustee Danko to approve the recommended policy revisions. Motion carried.**

President Hicswa reviewed the process for policy review by campus constituent groups and the dissemination of revised, approved policies to all employees and students. She further explained that each employee will be required to review this revised policy as part of this year's required Title IX training.

Winter Retreat dates

The Board discussed proposed dates for holding their Winter Retreat. Board President Larsen requested that Board members be ready to select a date at the next Board meeting.

NWC President's contract

**A motion was made by Trustee Housel that our College Board President Nada Larsen be authorized to execute, with President Stefani Hicswa, the Presidential Employment Contract which will have a rolling three year term and shall be in effect for fiscal years: 2018-2019, 2019-2020, and 2020-2021, retroactive to July 1, 2018; and that such Contract shall automatically be extended on July 1 of each year thereafter commencing July 1, 2019 for one additional year and extending the rolling three year term for an additional year unless either party, that being the Board or the College President, notifies the other party in writing prior to July 1 of their intent not to extend such Contract; and further, that our Board President be authorized to execute such Contract upon such terms and conditions as were discussed and reviewed in the Board executive session earlier today. Motion was seconded by Trustee Wurzel. Motion carried.**

**ANNOUNCEMENTS:**

Board President Larsen reminded the Trustees of the filing period for Trustee elections: August 8-27, 2018.

The State of the College Address will be held on August 20, 2018, at 9:00 a.m. in the Yellowstone Building. The NWC Family Picnic will be that same day at 5:30 p.m. at the Park County Fairgrounds.

The next meeting will be held on September 10, 2018 in the Yellowstone Building.

The Foundation will host an event featuring the NWC Ag Program on the evening of October 13. Trustees are invited to attend.

WCCC will meet on October 16, at Western Wyoming Community College in Rock Springs.

The WACCT Fall Conference will be held on October 17-18 at Central Wyoming College in Riverton. Campus Safety and Security will be the focus of the conference.

**A ADJOURNMENT:**

**A motion was made by Trustee Anderson and seconded by Trustee Danko to adjourn. Motion carried and the meeting adjourned at 6:21 p.m.**