

NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 10, 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. DEE HAVIG, Interim Vice President for Student Services; MS. LISA WATSON, Vice President of Administrative Services and Finance; MS. JILL ANDERSON; MR. BRAD BOWEN; MR. DEAN BRUCE; MR. VERN DOOLEY; MS. CAREY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. GREG THOMAS; MS. SHELBY WETZEL; MR. DON COGGER, the *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary to the President and Board of Trustees.

(Attendees at Study Session: MS. MARY FORD, MS. DEB JACOBS, MR. BRAD BOWEN, MR. GREG THOMAS, MR. DENNIS QUILLEN)

CALL TO ORDER:

The regular meeting of the Northwest College Board of Trustees was called to order on Monday, September 10, 2018, at 3:06 p.m. in 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. Motion carried.

STUDY SESSION:

Vice President Watson and Facilities Manager Dennis Quillen presented an update on the Northwest College A.L. Mickelson Field Station.

They presented a brief history of the Field Station as well as its location; current facilities and furnishings; rates for the lodge, cabins and dining; the scope of utilization for the past three years; and the revenue and expenses for the past seven years.

They reported that, since Scott Christensen's passing and Becky Christensen's retirement, the NWC Physical Plant has been handling the management, cleaning, and maintenance of the Field Station, and Chartwells has been catering all meals.

Mr. Quillen explained the work involved in maintaining the Field Station water system.

Vice President Watson and Mr. Quillen outlined the challenges and the opportunities associated with continuing to run and manage the Field Station. They presented many factors for consideration in determining the future of the Field Station. They also explained that there are currently no restrictions on the property with regard to sale.

Following their presentation, Vice President Watson and Mr. Quillen responded to questions from the Board.

INTRODUCTION OF NEW EMPLOYEES:

President Hicswa introduced the NWC Student Senate President, Hannah Becker.

New employees Leslie Bigham, Bethany Conde, Kendle Dockham, Tony Enerva, Richard Ghidella, Jeremiah Howe, Kimberly Kost, Camden Leavett, Zach Paris, Bobby Peters, and Will Rose introduced themselves and were welcomed by the Board.

A CONSENT AGENDA:

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

Board President Larsen reported on the State of the College address. Other Trustees reported on their participation in the Paint the Town Red and Heart of a Trapper Hike/Race.

Board President Larsen reported on her work with the WACCT Education Committee to finalize plans for the WACCT Fall Conference scheduled for October 17-18 in Riverton.

President Hicswa responded to questions on the check register and other questions from Trustees.

Motion carried.

CITIZEN'S OPEN FORUM:

Citizens' Open Forum convened at 5:00 p.m.

Madyson Riedinger, Samantha Becker and Bob Becker addressed the Board regarding the cancellation of Tom Beyeler's sign language classes.

The Citizens' Open Forum adjourned at 5:10 p.m.

DISCUSSION/INFORMATIONAL ITEMS:

Employee Satisfaction/PACE Survey Results

Ms. Lisa Smith, Institutional Researcher, presented a summary of the results of the employee satisfaction/PACE (Personal Assessment of the College Environment) survey.

She reported that this survey is administered every other year. There were four climate factors surveyed: Institutional Structure, Supervisory Relationships, Teamwork, and Student Focus. There was a slightly higher response rate this year, as compared to 2016. She highlighted the statistically significant differences from comparison groups between this survey and the 2016 survey – both those that were higher than comparison groups and those that were lower. She noted that the overall rating was “Satisfied/More Satisfied” and that the survey percentages are markedly higher than the national average. Ms. Smith responded to questions from the Board regarding the survey.

President Hicswa responded to questions from the Board regarding the items that showed higher levels of the “Dissatisfied/Very Dissatisfied” range. She noted that for this process to be effective, the administration needs to pay attention and strategically respond to the feedback received through the survey.

A UNFINISHED BUSINESS:

Winter Retreat dates

After discussion, a motion was made by Trustee Anderson and seconded by Trustee Danko to hold the Board's Winter Retreat on Thursday, December 6, 2018. Motion carried.

A NEW BUSINESS:

Course/lab fee proposals for 2019 spring semester (first reading)

Vice President Giraud responded to questions from the Board regarding the proposed course/lab fee proposals for the 2019 spring semester.

A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the course/lab fee proposals for the 2019 spring semester. Motion carried.

Trustee Nomination for the WACCT 2018-19 Leadership Awards (first reading)

A motion as made by Trustee Danko and seconded by Trustee Anderson to nominate Trustee Spomer as the WACCT Leadership Awards Trustee nominee. Motion carried.

ANNOUNCEMENTS:

A New Employee Reception will be held on Wednesday, September 12, at 5:30 p.m. at President Hicswa's home.

The next meeting will be held on October 8, 2018 in the Yellowstone Building.

The WACCT Board Meeting will be held on October 15, in Rock Springs from 3:00-5:00 p.m.

The 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 Newsome to adjourn. Motion carried and the meeting adjourned at 5:37 p.m.

DUSTY SPOMER, Vice President/Secretary

Date