

NORTHWEST COLLEGE BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

April 8, 2019

- MEMBERS PRESENT:** President MR. DUSTY SPOMER; Vice President/Secretary DR. MARK WURZEL; Treasurer MR. LUKE ANDERSON; and Trustees MS. CAROLYN DANKO, MR. JOHN HOUSEL, MS. NADA LARSEN, and MR. BOB NEWSOME.
- 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; MR. MARK KITCHEN, Vice President for College Relation; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. JILL ANDERSON; MR. BRAD BOWEN; MR. DEAN BRUCE; MS. ANNA CRAGOE; MS. ELAINE DEBUHR; MR. TONY ENERVA; MS. LISA SMITH; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary for 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, April 8, 2019, at 3:00 p.m. in the Yellowstone Building Conference Center.
- A APPROVE THE AGENDA:** **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the agenda. Motion carried.**
- STUDY SESSION:** The Board of Trustees held a work session to continue developing the Board Operational Plan and Committee Assignments based on the FY20 College Priorities as approved by the Board at their February 11, 2019 meeting.
- Trustees discussed the role of the committees and how committee work can facilitate a proactive, rather than reactive, decision-making process for the Board. They discussed the need for the Board to reach general consensus regarding key issues. Trustees agreed that the Board's focus should be on the big-picture decisions with a 5-, 10- and 20-year outlook, rather than the month-to-month operations of the college.
- The focus of the Summer Board Retreat (date still to be determined) will be sustainability over the next 5, 10, and 20 years.
- MISSION MOMENT:** President Hicswa introduced the Visual & Performing Arts and Humanities Division. Division Chair, Elaine DeBuhr, gave an overview of the work that is being done by the division faculty and the impact that work is having on the NWC Vision and Strategic Enrollment Management goals. Division faculty and staff, who were able to attend, introduced themselves: Milo Asay, Jennifer Dare, Morgan Tyree, Reneé Dechert, Connie Moore, Denise Kelsay, and Jeff Troxel.
- A CONSENT AGENDA:** **A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the consent agenda as presented.**
- President Hicswa responded to questions on the check register and other reports.
- Motion carried and the consent agenda, including the minutes of the March 11, 2019 regular meeting, was approved.**
- DISCUSSION/
INFORMATIONAL ITEMS:**
- Infrastructure Survey Overview Mr. Cody Schatz from Engineering Associates presented an overview of the Utility Infrastructure Survey. He explained the uses and functions of the Global Information System (GIS). The mapping which has been done and the data provided by this system provides the College with critical information which can

Wyoming Community College
Commission Fall 2018
Enrollment Report

be used to determine needed upgrades and improvements, help plan for future projects, and assist in forecasting maintenance work.

A copy of the Wyoming Community College Commission Fall 2018 Enrollment Report, as well as a summary provided by Institutional Researcher Lisa Smith, was included in the Board packet. Based on the data provided in this report, showing enrollment declines, Trustees discussed potential next steps for the Board and for the College, the impact of lower enrollment on funding and budgets and the need to have on-going conversations about NWC sustainability 5, 10, and 20 years down the road.

Board Policy Manual
Organization

Vice President Watson and Diana Gwynn presented a demonstration of the new online Board Policy Manual, its overall organization, and several online features. They outlined a brief history behind and the current status of the transition from the Employment Handbook to a best-practices Board Policy Manual. They explained that the work of transitioning to the Board Policy Manual is still in progress, but an overview of this new organizational format has been presented to constituent groups across campus.

Summer Board Retreat

Board President Spomer reviewed the results of the recent Doodle poll sent out to Trustees. Based on the poll, May 21 was the most likely date for the Summer Board Retreat. Trustee Wurzel will evaluate his schedule and determine if this date will work for him. If not, another Doodle Poll will be sent out.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 5:11 p.m. There were no citizens who wished to address the Board, so the Citizens' Open Forum adjourned at 5:11 p.m.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Policy Revisions (first readings):
1.13.5 Termination: All
Contracts
1.13.7 Financial Exigency
1.13.8 Reduction in Force
1.13.9 Discontinuation of an
Education Program
1.13.9.1 General Procedures
(no proposed change)
1.13.10.6 Conditions

Trustee Wurzel, Board Policy and Student Success Committee Chair, thanked Renee Dechert for her outstanding service as FERC Facilitator and then presented the Board Policy Committee's recommendation for approval of the policy revisions to policies 1.13.5 Termination: All Contracts, 1.13.7 Financial Exigency, 1.13.8 Reduction in Force, 1.13.9 Discontinuation of an Education Program, 1.13.9.1 General Procedures (no proposed change), and 1.13.10.6 Conditions.

A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the policy revisions to policies 1.13.5 Termination: All Contracts, 1.13.7 Financial Exigency, 1.13.8 Reduction in Force, 1.13.9 Discontinuation of an Education Program, 1.13.9.1 General Procedures (no proposed change), 1.13.10.6 Conditions as presented. Motion carried.

All-Policy Language Updates
(first reading)

Trustee Wurzel outlined the all-policy language updates which include:

- Where appropriate, references to "NWC" or "Northwest College" or derivative(s) to be changed to "the College" or "College"
- Uses of the word "will" to be changed to "shall", where the intent of the statement is in the present tense (shall) vs. future (will)
- References to "Employment Handbook" or derivative(s) to be changed to "Board Policy Manual" or derivative(s) to coincide with the transition to the Board Policy Manual.

Trustee Larsen recommended reviewing all policy for the use of the word "should" to "shall" where appropriate, for a future all-policy language update.

A motion was made by Trustee Wurzel and seconded by Trustee Larsen to

approve the All-policy Language Updates as presented. Motion carried.

FY20/FY21 Major Maintenance
Project Submittal (first reading)

President Hicswa and Vice President Watson responded to questions about the list of proposed Major Maintenance projects for FY20/FY21, which NWC is required to submit to the Wyoming State Construction Department.

A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the proposed revisions and new requests for FY20/FY21 Major Maintenance projects. Motion carried.

Level III Approval:
Student Center (first reading)

President Hicswa prefaced her recommendation to the Board for Student Center Level III approval with a brief explanation about the strategy of seeking Level III funding for the Student Center this year and Level III funding for the Visual & Performing Arts project next year.

A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the Level III project work for the Student Center. Motion carried.

Simpson Hall Exterior Repairs
(first reading)

Trustee Anderson, Board Facilities Committee Chair, explained that the projected future use of this building is quite high, and whereas insurance does not typically cover damage from birds, the Board Facilities Committee recommends approval of the Simpson Hall exterior repair project.

A motion was made by Trustee Anderson and seconded by Trustee Larsen to approve the Simpson Hall Exterior Repairs project. Motion carried.

ANNOUNCEMENTS:

Athletics Award Banquet, April 10, 2019, 5:30 p.m., Yellowstone Building
WACCT Board meeting, April 10, 2019, Casper College
WY Community College Commission meeting, April 11, 2019, Casper College
Juried Student Art & Design Exhibit, April 16, 2019, 7:00 p.m., Northwest Gallery
Outstanding Student Awards, April 18, 2019, 3:00 p.m., Yellowstone Building
Rodeo Team Graduation Ceremony, April 29, 2019, 4:00 p.m., Yellowstone Bldg
Faculty Showcase, May 2, 2019, 4:00 p.m., Yellowstone Building
Nurses Pinning, May 3, 2019, 3:00 p.m., Nelson Performing Arts Auditorium
Distinguished Alumni Reception, May 3, 2019, 5:30 p.m., Hinckley Library
Commencement Exercises, May 4, 2019, 10:30 a.m., Cabre Gym
Alumni Board Meeting, May 4, 2019, 1:00 p.m.
Next Meeting, May 13, 2019, 3:00 p.m., Yellowstone Building

A ADJOURNMENT:

The meeting adjourned at 5:35 p.m.

MARK WURZEL, Vice President/Secretary

Date