

NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 3, 2020

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 (via telephone), and MR. BOB NEWSOME.

MEMBERS ABSENT:

OTHERS PRESENT: DR. STEFANI HICSWA, President; DR. GERALD GIRAUD, Vice President for Academic Affairs; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. JILL ANDERSON, MS. DEIDRE ASAY, MR. DALTON BANKS, MR. LEE BLACKMORE, MR. BRAD BOWEN, MS. KAREN BOWEN, MR. DEAN BRUCE, MS. ANNA CRAGOE, MR. CASEY DEARCORN, MS. RENÉE DECHERT, MS. KAREN ELTON, MR. TONY ENERVA, MS. RACHEL HANAN, MR. JASON HORTON, MR. JEREMIAH HOWE, MS. BETH HRONEK, DR. AMY MCKINNEY, MS. CAREY MILLER, MS. NANCY MILLER, MR. DENNIS QUILLEN, MR. GREG THOMAS, MS. KATE VINCENT, MS. SHELBY WETZEL, MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. DIANA GWYNN, 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, February 3, 2020 at 3:07 p.m. in the Yellowstone Building, Room 105.

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

WORK SESSION: During the Work Session, the Board of Trustees held a panel discussion regarding the impact of budget cuts with NWC Constituent Group Presidents: Jason Horton, Faculty Organization President; Greg Thomas, Professional Staff President; Sami Ashcraft, Classified Staff President; Bossan Abdyeva, Student Senate President; and Nancy Gilmore, College Council President.

Each constituent group president expressed their appreciation for the opportunity to share the following concerns from their respective constituent groups:

Faculty:

- Workload and Employee Turnover
Reduction in faculty members; number of Division Secretaries has been reduced which directly increases faculty workload; reduction in computing services; reduction in prep work for labs; faculty level of excellence is reduced because of increased responsibilities; job security uncertainty; faculty have had to look for ways to supplement funding;
- Travel
Travel budgets have been drastically cut, which reduces opportunities for both faculty and students; professional development opportunities reduced; funding for recruiting trips is significantly less so faculty have to seek other funding avenues; reduction in motor pool budgets
- Student Opportunities
Library hours reduced; Enactus; college newspaper; activities-based classes; overloaded faculty are less able to sponsor many activities and events; lab equipment budgets have been cut; quality of instruction is being impacted; employee morale; student engagement

P-Staff:

- Cross-training throughout campus

- Reduction in personnel
- Limited hours available for serving students
- Library hours reduced
- Negative impact on day-to-day maintenance
- Reduced ability to innovate
- Difficulty in providing the best service and taking pride in what we do and offer to students
- Inability to excel
- Employee morale – not being able to the best at your job or provide the best possible service because of the time and energy required just to maintain basic functions
- Being barely able to sustain, can eventually leads to shortages

Classified Staff:

- Increased workloads
- Lack of support
- Difficulty in completing all jobs
- Reduction in integrity of work
- Elevated stress levels
- Employees are expected to do more with less
- Feeling overwhelmed
- Employees feel they cannot use sick/annual leave because there is no one to cover their position
- Uncertainty about future
- Difficulty in serving on committees
- Financial hits due to job loss
- Inability to plan in individual/personal lives
- Division between constituency groups
- Many love their jobs and are happy to have job
- General understanding that budget cuts are necessary
- Ability to do things differently
- Ability to innovate

Student Senate:

- Change from one-on-one tutoring to drop-in tutoring
- Loss of Student Health Services; hospital/doctor accessibility is inconvenient; students are unsure of charges for health services
- Positive hourly minimum wage increase, but students are experiencing difficulty finding jobs on campus
- International club held less frequently
- Trash cans no longer available in classrooms, but students seem to be adjusting
- Reduction in Library hours impacts students' ability to study and utilize resources

College Council:

- Concurred with the concerns that have been shared and expressed how grateful all constituent groups were for the opportunity to give input.

After listening to the concerns presented by the constituent group presidents, Trustees expressed their understanding of the issues presented. They echoed the

concerns regarding employee morale due to the impacts of the budget cuts. Trustees encouraged employees to contact their legislators about the situation and their concerns, and to use their voices to impact changes at the state level. They also encouraged employees to help community members grasp the gravity of the situation and solicit their help in efforts to influence change.

MISSION MOMENT:

Jason Horton gave a brief overview of the Livestock Judging Team and then had the team members introduce themselves to the Board. The Trustees recognized team members Courtnee Clairmont for winning High Individual and Ethan Beery for winning 2nd High Individual at the recent National Junior College Carload Cattle Judging Contest.

A CONSENT AGENDA:

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

President Hicswa responded to questions on the check register and other reports. She explained that the check register has been enlarged for easier reading, which necessitated the removal of the “Fund” column; therefore, an introductory summary has been added.

Board President Spomer responded to the resolution submitted by the Faculty Senate. President Spomer expressed that he appreciated the effort that went into the message. He then explained that, contrary to the sentiment expressed in the resolution, the Board takes their governance role very seriously and that through committee meetings and other behind-the-scenes work, the Board most certainly did take into consideration the faculty’s concerns regarding the policies which were passed at the December Board meeting. He also stipulated that the faculty’s participation is not at all viewed as “symbolic” by the Board. The Board has had and will have hard decisions that need to be made, but the Board will continue to honor the process which is in place.

Motion carried and the consent agenda, including the minutes of the January 13, 2020 regular meeting were approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Technology in Higher Education

Computing Services Director Casey Dearcorn presented an overview of the changes to and current role of technology in higher education. He explained that technology is rapidly changing and evolving, which comes with a cost. NWC follows several industry standards from a variety of areas to ensure best practices, such as:

1. NIST Standards from the US Department of Commerce, Individually and through state or federal regulation
2. Educause Core Data Services (CDS) for benchmarking and industry standards in Higher Education
3. Gartner Magic Quadrant research methodology for visualization and monitoring the progress and positions of companies utilizing data analysis in technology-based markets
4. Peer Review with other Community Colleges in the State of Wyoming
5. Campus Steering Committees

Director Dearcorn discussed the needs and wants of prospective students and how available technology influences their college selection.

He also explained that the transition from PCs to virtual machines has reduced costs, and how within the next several years, every institution will likely have some combination of on-campus, private cloud, and public cloud utilization. He

stressed that NWC needs to remain flexible and prepared to transition in various different directions with technology.

Director Dearcorn also explained that NWC does have a system in place to audit technology/software to ensure that the College maintains only what is necessary.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 4:57 p.m. There were no citizens who wished to address the Board, so the Citizen's Open Forum adjourned.

Legislative Update

President Hicswa pointed out that the legislative information included in the meeting materials is from Wyoming Association of Community College Trustees Executive Director Erin Taylor. She reviewed a few highlights from the December Joint Appropriations Committee meeting: the \$30M block grant was not supported; capital construction was supported; \$10M in funding for the NWC Student Center was included in the Governor's budget; WyIN funding was reduced by half; \$4M additional funding was recommended for the Wyoming Works program. She then explained that updates will be given throughout the legislative session, which begins on February 10, 2020.

Strategic Visioning

Vice President Giraud gave a brief update on the progress of the Strategic Visioning process. He provided a handout showing the 743 qualitative data points which were gathered at the Strategic Visioning listening sessions. He reported that the Institutional Effectiveness Committee (IEC) used an integrated qualitative analysis method to analyze the raw data and group them into clusters of common themes, or affinity groups. IEC has completed their analysis and are working to finalize affinity groups and subcategories which will be used in the next strategic visioning steps.

President Hicswa explained that after IEC has finished determining affinity groups and subcategories, they will be reviewed by the President's Staff and then presented to the Board for review. After this review, the strategic vision for 2025, derived from this process, will be finalized and presented to the Board for approval. Upon approval, IEC will be charged with setting the Key Performance Indicators for each category.

Compliance Training

President Hicswa reminded Trustees to complete the compliance training using the link most recently sent out via email by February 29, 2020.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

July 2020 Board Meeting Date Change

President Hicswa requested moving the July Board meeting from July 13, 2020 to July 6, 2020, due to a conflict with her schedule.

A motion was made by Trustee Anderson and seconded by Trustee Danko to change the date of the July Board of Trustees meeting from July 13, 2020 to July 6, 2020. Motion carried.

Designation of Depositories

President Hicswa reviewed the list of banks – Bank of Powell, Big Horn Federal, First Bank, Pinnacle Bank, US Bank and Wells Fargo – which have taken the necessary action and submitted the proper documentation required by state statute to be designated as a depository for public funds. She recommended approval of these banks as depositories.

A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the banks as depositories. Motion carried.

FY2021 Proposed Residence
Hall Rates

FY2021 Proposed Meal Plan
Rates

FY2021 Proposed Mandatory
Student Fees

Trustee Anderson reported that the Finance Committee conducted an in-depth review of the proposals for Residence Hall Rates, Meal Plan Rates, and Mandatory Student Fees and recommends approval the rates as presented.

Vice President Watson gave a brief overview of the process used to determine the proposed rates for residence halls and meal plans as well as mandatory student fees. The recommended reductions in residence hall and meal plan rates allow NWC to offer students a combination of housing and meal plan for under \$3000 per semester. She explained that the proposed housing rate model assumes that Ashley, Colter, and Cody Halls will be closed as a cost-savings measure based on estimated enrollment for FY2021.

Vice President Watson reported that these new rates and student fees have been presented to Student Senate and that students supported the residence hall and meal plan reductions and seemed amenable to the \$2 increase in student fees.

A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve the FY2021 proposed reductions to Residence Hall Rates. Motion carried.

A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve the FY2021 proposed reductions to Meal Plan Rates.

Discussion ensued about the future utilization of the Einstein's Bagel space. Vice President Watson also responded to questions from Trustees regarding the change from Chartwells to Sodexo and the associated fees and rates.

Motion carried.

A motion was made by Trustee Anderson and seconded by Trustee Danko to approve the proposed FY2021 Mandatory Student Fees. Motion carried.

Residence Life Master Plan

Board President Spomer explained that because the Residence Life Master plan was presented to the Trustees late on Friday, the Board may want to postpone a vote until the next meeting. He reviewed several key points included in the plan: divesting Trapper Village West; tearing down Cody Hall; upgrading facilities to meet current needs; and looking forward 10-20 years.

Trustee Anderson pointed out that this is a proposed plan, but it does not include how and when the plan is to be executed.

Vice President Watson gave an overview of the process in creating the plan and then reviewed the summary of the Residence Life Master Plan.

Summary Overview:

Short-term (0-4 years): The goal is to "right-size" bed counts while refreshing existing residential buildings to achieve average occupancy rates of at least 80% during the short term:

- ◆ 1 = Renovate Trapper Main Apartments
- ◆ 2 = Divest of Trapper Village West
- ◆ 3 = Refresh Ashley Hall
- ◆ 4 = Demolish Cody Hall

Mid-term (5-9 years): The goal is to rebalance the unit mix with more apartments located on campus that will offer greater appeal to non-traditional students. Maintain 80% occupancy and shift to 90%:

- ◆ 5 = Transition Colter Hall as temporary residential swing space
- ◆ 6 = Convert Lewis & Clark Hall (L&C) into apartments
- ◆ 7 = Transition Colter Hall to administrative swing space

Long-term (10+ years): The goal is to accommodate occupancy growth by adding capacity for non-traditional students. Occupancy goal is 90%:
◆ 8 = Evaluate to build Phase 1 new student apartments with ~72 beds if at least 1% occupancy growth
◆ 9 = Evaluate to build Phase 2 new student apartments with another ~72 beds if at least 2% occupancy growth

A motion was made by Trustee Anderson and seconded by Trustee Wurzel to postpone the action on this item to the March meeting. Motion carried.

Recommended Policy Revisions:

1. 5400 Annual Leave
2. 5410 Sick Leave
3. 5420 Sick Leave Bank
4. 5440 Leave of Absence without Pay
5. 5450 Professional Development Leave

Trustee Wurzel explained that the Board Policy and Student Success Committee has reviewed the revisions to these policies and that most of the revisions are language clean-up or to make policies more consistent. The committee recommends approval of the proposed revisions.

President Hicswa recommended that these revisions take effect on July 1, 2020.

A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the revisions to policies 5400, 5410, 5420, 5440 and 5450 as presented and to go into effect on July 1, 2020.

President Hicswa pointed out two significant revisions include: 1) updating the Sick Leave Bank policy to align with current the practice that hours remaining in the Sick Leave Bank at the end of the fiscal year do not carry over, and 2) increasing Annual Leave accruals for Classified Staff who have worked for 10+ years from 22 days to 24 days, to align with Professional Staff accruals.

Motion carried.

FUTURE AGENDA ITEMS & FEEDBACK TO CITIZENS' OPEN FORUM TOPICS:

- Rebranding/renaming
- Administrative and board budget cuts
- Draft of policy on Board Committees as a new business item
- Auxiliary funds
- Cody Center lease

ANNOUNCEMENTS:

Wyoming Legislative Session, Feb 10-Mar 12, 2020
WACCT Leadership Awards & Legislative Reception, Feb 12, 2020, LCCC
WCCC Meeting, Feb 13, 2019, LCCC
Next meeting, Mar 9, 2020, 3:00 p.m., Cody Center

A ADJOURNMENT:

The meeting was adjourned at 6:40 p.m.

MARK WURZEL, Vice President/Secretary

Date