

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

December 14, 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. TARA KUIPERS, MR. BOB NEWSOME, and DR. LARRY TODD.
- MEMBERS ABSENT:**
- OTHERS PRESENT:** MS. LISA WATSON, Interim President; DR. GERRY GIRAUD, Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MS. BOBBIE BELL; MS. LESLIE BIGHAM; MR. BRAD BOWEN; MS. KAREN BOWEN, MR. DEAN BRUCE; MS. JENNIFER CANNIZZARO; MR. JAY COSTIGAN; DR. MARNEÉ CRAWFORD; MS. JENNIFER DARE; MR. CASEY DEARCORN; MS. ELAINE DEBUHR; DR. RENEÉ DECHERT; MR. DUSTIN DICKS; MS. AMANDA ENRIQUEZ; MR. DAVE ERICKSON; MS. NANCY GILMORE; MS. CHRISTI GREAHAM; MS. LAURA GWINN; DR. RACHEL HANAN; MS. JOANN HEIMER; MS. JENNIFER LITTERER-TREVIÑO; MS. KELLY MCARDLE; MS. CAREY MILLER; MS. NANCY MILLER; MR. DAVE PATTERSON; MR. DENNIS QUILLEN; MS. HALEY SORENSON; MR. GREG THOMAS; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. KELI BORDERS, Interim 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, December 14, 2020 at 3:17 p.m.in the Yellowstone Building Conference Center.
- OATH OF OFFICE:** Ms. Bobbie Bell, NWC Administrative Secretary for Academic Affairs and Notary Public, administered the Oath of Office to newly elected Trustee Tara Kuipers and re-elected Trustees Bob Newsome, Larry Todd and Mark Wurzel.
- A APPROVE THE AGENDA:** **A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the agenda. Motion carried.**
- WORK SESSION:** Trustees heard from the Presidential Search Steering Committee regarding their work on the upcoming search process.
- A CONSENT AGENDA:** **A motion was made by Trustee Wurzel and seconded by Trustee Todd to approve the consent agenda.**
- Interim President Watson responded to questions on the check register and various reports included in the consent agenda.
- Trustee Housel echoed the appreciation stated in the Professional Staff report extended to Mr. Dustin Dicks and Mr. Oscar Treviño for their specialized service during the COVID pandemic in regards to ensuring the Board of Trustees meetings and other campus meetings continued and that students received the best education possible under the circumstances.
- Trustee Housel inquired about the WCCC Marketing Committee mentioned in the Communications and Marketing report. At Interim President Watson's invitation to speak of the committee's work, Ms. Carey Miller stated this is a group of Marketing Directors from Wyoming Community Colleges that have met annually during the WACCT banquet in order to network and more frequently via Zoom. The group has received various grant funds and have been collaborating on numerous statewide campaigns to promote community colleges. Interim President Watson stated there are many groups across campus, such as Marketing, Finance, Human Resources, Institutional Research, etc. that meet regularly to collaborate on state issues, problems they may be

facing, etc., and are then able to collaborate and communicate across areas on campus, report to WACCT and the Governor's office if need be.

Trustee Housel inquired about the Library's report of necessary cuts of resource databases and how those are prioritized. Interim President Watson stated the Wyoming community college library consortium works together to prioritize the resources. Library Director Nancy Miller works closely with faculty and Vice President Giraud to ensure necessary resources are available. Interim President Watson also stated NWC is very fortunate to have the aid of NWC Foundation funds specified for the library that help offset the gap in funding.

Board President Spomer stated he and Trustee Wurzel and Trustee Todd met with the NWC Foundation Board Chairman and three other Board members to discuss the role the Foundation can take in supporting the College with the budget shortfall.

Motion carried and the consent agenda, including the minutes of the November 9, 2020 regular meeting, the minutes of the November 9, 2020 executive session, the minutes of the November 19, 2020 special meeting and the minutes of the November 19, 2020 executive session was approved.

DISCUSSION/ INFORMATIONAL ITEMS:

Panel Discussion on Policies
2140 and 3800

Board President Spomer invited constituent group Presidents to speak to the work done on policies 2140 Board Policy Development and 3800 Faculty Employment Policies.

Classified Staff President Nancy Gilmore stated the group was very successful in their collaborative efforts and are pleased with the outcome. Ms. Gilmore also stated she was very happy to be a part of the process.

Professional Staff President Greg Thomas commended the constituency groups for coming together and finding a solution that works for everyone. Mr. Thomas also stated he feels the collaboration bodes well for the Policy Committee that is proposed in Policy 2140 and future policy work going forward.

Faculty Senate President Dr. Rachel Hanan thanked Board members for the opportunity to speak of the development of the proposed language in Policy 2140. After the Board's decision on September 14, 2020, to send the policy back to committee to address portions of the language, Faculty Senate, Division Chairs, members of FEPRC and EPRC gathered to discuss revisions. Faculty Senate conducted an all faculty survey to identify the items they most wanted retained or changed in Policy 2140. The Faculty Senate then formed an ad hoc committee to begin developing procedural language for both Policy 2140 and Policy 3800. After many drafts, the group began what became several long meetings with the other constituency groups. Dr. Hanan expressed her appreciation to the Classified Staff and Professional Staff representatives for their work. The resulting language was amenable to all groups and was then forwarded to FEPRC and EPRC. The revised Policies 2140 and 3800 were then sent to Faculty members for a vote and the results were in favor of the proposed changes.

Trustee Wurzel stated the policy revisions were discussed in the Board Policy and Student Success Committee meeting and he wished to express his gratitude for the timeliness of the revisions, that a consensus was reached, and for the efforts of those involved. He also stated the Board Policy Committee and

Student Success Committee would like a clarification to be made regarding the Compliance Officer, which is the Vice President of Administrative Services and Finance. The Committee would like to add Compliance to the title of that position for clarification. They are also recommending grammatical/stylistic changes to two sentences. The Committee does not feel these are substantive changes and therefore they shouldn't need to go before the constituency groups for approval. If approval is necessary, the policies would likely be delayed by one month and come before the Board in February. Interim President Watson stated that she can work with the Constituent Presidents on process.

Board President Spomer stated he would like to keep the timeline of a January vote by the Board of Trustees if possible. He expressed his appreciation of the efforts of those involved in the process and for responding to the Board's request to reach a consensus.

Institutional Transformation Update

Interim President Watson referred Board members to the memo prepared by Communications and Marketing Director Cary Miller included in the Board Book. She noted that NWC is at a pivotal point in its work with CampusWorks, as Phase 1 of the process is complete and the College will be moving on to Phase 2. At Interim President Watson's invitation, Ms. Miller stated she has created a webpage, which can be found at <https://nwc.edu/transformation>, that describes the work completed during Phase 1 and will be adding presentations, documentation, raw data, feedback and other related items during Phases 2 and 3 as well.

Budget Update

Interim President Watson referred Board members to the FY2022 Preliminary Budget Review document included in the Board Book. Typically, this document is prepared later in the spring budgeting cycle. With the Governor's mandated reductions, it is necessary to address the current cycle of budget reductions earlier. There has been a great amount of effort put into budgets and input has been sought across campus. Feedback from various committees and work groups of employees has been reviewed extensively and taken into consideration. The Board Finance Committee has met numerous times as well. Items considered during the budget reduction process include revenue, non-personnel reductions, support service program reductions and academic program reductions. While every effort has been made to minimize the effect, ultimately, NWC will be forced to make decisions that will have a large negative impact on the campus. The Board Finance Committee will be meeting on December 15, 2020 to discuss options and a final determination by the Board of Trustees will be made in January 2021.

Trustee Housel stated he feels strongly that NWC needs to move forward with renaming the College "Yellowstone College". He reiterated that in previous public input sessions, the predominant message was to rename the college. Trustee Housel would like to see an item put into the next budget cycle for that purpose. He also proposed that the Board of Trustees form an ad hoc committee to begin preliminary investigation into possible statutory obstacles, seek input from the NWC Foundation regarding their support of the idea, limitations from WCCC, analysis on the scope of necessary changes (i.e. printed products, website updates, etc.) and potential costs.

Board Chair Spomer stated his support of an ad hoc committee to begin investigating critical items related to the name change.

Interim President Watson referred Board members to Ms. Miller's CampusWorks presentation. In Phase 2 of their work, CampusWorks will be

conducting rebranding assessment and suggested the Board ad hoc committee work in alignment with CampusWorks.

Board Chair Spomer stated he would be willing to serve on the committee along with Trustee Housel.

Interim President Watson stated she will notify CampusWorks that rebranding is considered to be a high priority for the Board of Trustees and that they have formed an ad hoc committee to work with them.

In response to Board Chair Spomer's question as to whether Interim President Watson desired input from the Board on any particular items in the Budget report, she directed Board members to the recommendation to eliminate all remaining soft dollar scholarships for athletics. In previous budget reductions, soft dollar scholarships have been reduced and this would eliminate the remaining amount. With additional support from the NWC Foundation, a portion of those have been replaced with hard dollar scholarships and fundraising efforts could minimize the effect even further.

Trustee Danko questioned the source of funding for the Trapper Scholarships to which Interim President Watson replied they are funded by the Foundation. She also stated that during the meeting that took place between Trustees and Foundation Board members, Foundation Director Wetzel stated that after the budget reductions take place, the Foundation expects to be providing over \$2 million annually in support to NWC.

Trustee Kuipers inquired as to whether the list of criteria contained in the Preliminary Budget Review document used for evaluation of an academic program is in a prioritized order of factors to consider. Interim President Watson replied that the criteria is not prioritized and that in conversations with Academic Advisory Council, Curriculum Committee, College Council, Faculty Senate, etc., the discussion has been centered around discontinuation of academic programs, or the reduction in course offerings to provide as much flexibility as we consider institutional transformation.

Board Chair Spomer questioned whether NWC has a choice in implementing the decision by WCCC to increase tuition, to which Interim President Watson replied that tuition rates are set by the Commission and we do not have a choice.

Board Chair Spomer inquired as to whether the level of necessary budget cuts that are needed would jeopardize accreditation. Interim President Watson stated NWC is very cognizant of accreditation and works closely with the Higher Learning Commission (HLC) when considering academic or financial changes. Upon invitation from Interim President Watson, Vice President Giraud stated that HLC evaluates NWC based on its ability to deliver what is promised to students.

Interim President Watson stated that based on policies in place and in the interest of employees' desire to know, decisions related to budget cuts would be made in January. A proposal will be presented to the Board of Trustees during its January 11, 2021, regular meeting. Employees affected by the proposed cuts would be notified that day or before. Interim President Watson stated she would then request a special meeting of the Board to take place later in January for a final vote on the proposed budget reductions. The time in between the two meeting allows leaders to listen to feedback, look at options and to also inform the community. The process is meant to be transparent and provide the information necessary to make the best decision moving forward.

Board Chair Spomer stated that the Board Finance Committee understands Interim President Watson and her administration are making data-based decisions and are working with projections instead of fixed amounts.

Interim President Watson stated in response to a question raised earlier in the day in her meeting with Faculty Senate, projections to revenue streams have been figured conservatively in order to hopefully avoid a second wave of cuts in the spring.

Trustee Danko expressed her approval of the information piece for the community, as she feels it's extremely important for the service area to understand the impact on surrounding communities of cutting NWC's budget by \$3.3 million.

Trustee Spomer echoed Trustee Danko's approval of messaging to the community as he feels there is a disconnect between the voters and what is happening in regards to the budget at NWC.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 5:23 p.m. There were no citizens who requested to address the Board, so the Citizen's Open Forum adjourned.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Recommended Policy Revisions:

1. 5400 Sick Leave
2. 5530 Discipline: Staff
3. 5630 Prohibition of Harassment

Interim President Watson reported that the proposed revisions to these policies are mostly clean-up language and to align with changes in Title IX regulations. Trustee Wurzel stated that the Board Policy and Student Success Committee has reviewed the revisions and recommends approval.

A motion was made by Trustee Wurzel and seconded by Trustee Kuipers to approve the proposed revisions to 5400 Sick Leave, 5530 Discipline: Staff, 5630 Prohibition of Harassment as presented. Motion carried.

Course/Lab Fee Proposals

Interim President Watson stated there is a request for new course fees related to Paramedics, Chemistry, Computer Science, Equine and Engineering. There is also a request to increase existing course fees to better align with instructional costs.

A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the proposed course fees. Motion carried.

ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS

Board President Spomer presented the nominations for officers proposed by the Nomination Committee as follows:

- Trustee Mark Wurzel as President
- Trustee Larry Todd as Vice President/Secretary
- Trustee Carolyn Danko as Treasurer.

Trustees voted to elect Trustee Mark Wurzel as President, Trustee Larry Todd as Vice President/Secretary and Trustee Carolyn Danko as Treasurer.

Board President Wurzel announced the committee and delegate appointments:

- Facilities Committee: Trustees Spomer (Chair), Newsome, Wurzel
- Finance Committee: Trustees Danko (Chair), Spomer, Todd
- Policy & Student Success Committee: Trustees Housel (Chair), Todd, Kuipers

Trustees Wurzel and Kuipers will serve as delegates to the Wyoming Association of Community College Trustees (WACCT) and the Wyoming

Community College Commission (WCCC).

Boards of Cooperative Educational Services (BOCES) will be as follows:

- Park County School District #1 (Powell): Trustees Danko and Wurzel
- Big Horn County School District #2 (Lovell): Trustees Spomer and Housel
- Big Horn County School District #3 (Greybull): Trustees Newsome and Todd

Trustee Danko will serve as the NWC Foundation Board representative.

Annual signing of Ethics Policy
Disclosure of Interest Forms

Board President Wurzel requested that Trustees sign the Ethics Policy and fill out the Disclosure of Interest forms and return them to Keli by the January Board of Trustees meeting.

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

Trustee Housel suggested a future work session be related to the new virtual simulators being used in instruction such as welding, nursing and paramedics courses.

ANNOUNCEMENTS:

Next meeting, January 11, 2021, 3:00 p.m., Yellowstone Building

WCCC Meeting, February 5, 2021, via Zoom, hosted by CWC

ACCT National Legislative Summit, February 7-8, 2021, Washington D.C.

A ADJOURNMENT:

The meeting was adjourned at 5:54 p.m.

LARRY TODD, Vice President/Secretary

Date