

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

April 11, 2022

MEMBERS PRESENT: President DR. MARK WURZEL; Vice President/Secretary DR. LARRY TODD; Treasurer Ms. CAROLYN DANKO; and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MR. BOB NEWSOME, and MR. DUSTY SPOMER

MEMBERS ABSENT:

OTHERS PRESENT: MS. LISA WATSON, President; DR. GERRY GIRAUD, Vice President for Academic Affairs; MS. JILL ANDERSON; MR. FRED BRONNENBERG; DR. MICHAEL CUDDY; DR. JENNIFER DARE; MS. ELAINE DEBUHR; MS. TRACY GASAWAY; MS. NANCY GILMORE; MS. JO ANN HEIMER; MR. JEREMIAH HOWE; MS. JENNIFER LITTERER-TREVIÑO; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MR. MORGAN TYREE; 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, April 11, 2022, at 3:03 p.m. in the Cody Center, Room 2201.

A APPROVE THE AGENDA: **A motion was made by Trustee Kuipers and seconded by Trustee Todd to approve the agenda.**

WORK SESSION President Watson referred Trustees to the Student Center update included in the Board book, which is an extended version of the typical monthly report. She would like to spend time during the Work Session to inform Trustees of the status of the project and then later, as a New Business item, request they move to support its continued development.

President Watson explained that in March 2022, Legislators approved the capital construction bill that includes the Student Center project with an approved cost estimate of just over \$25 million. This figure contains the match requirement, which states that expenses must be shared equally between the State and Northwest College. Community colleges also received supplemental funds of \$4.8 million for inflationary increases. These funds are also subject to the match requirement. Each college may request the use of these inflationary funds for their projects, but these funds are available on a first-come-first-served basis.

President Watson stated that \$25 million for the Student Center is a significant burden when considering the required \$12 million match by the College. As a result of Level 2 work, the original design estimated the cost of the Student Center to be a little over \$21 million. With inflation, the same design is estimated to be over \$26 million. Northwest College has been working closely with project architects and the CMAR (Construction Manager at Risk) to decrease costs. Significant modifications through value engineering have been made to the Level 2 design, such as reducing the square footage of glass on the exterior of the building and reducing the square footage of the main hallway and second floor. These reductions were made with no loss of programming space. New cost estimates after value engineering are \$20.6 million for the Student Center alone. President Watson stated that while this estimate includes contingency money for overages etc., a January 2023 start date could increase inflationary costs and supply chain issues.

President Watson stated that in addition to the Student Center building, two alternative plans were created to allow the College to utilize the match dollars from the state. Alternative one calls for building a temporary dining facility that would prevent the College from discontinuing academic or student space

for dining while also providing an athletic building at the soccer field, which has been in the master plan for over twelve years. Including a temporary kitchen in the project would be cost-prohibitive, as is renting a mobile kitchen. President Watson has been working with County Commissioners on the possibility of leasing the kitchen in the large exhibit hall at the fairgrounds and transporting the food to the temporary dining facility. President Watson feels the use of the fairgrounds would benefit the College by reducing kitchen costs while also helping the county keep those dollars in the community.

The architect and CMAR were asked to consider the bare minimum of what would be needed in the building to serve students from a dining perspective. The building would also need to have the ability to be converted to accommodate athletics when no longer needed for dining. President Watson stated the temporary dining facility would be approximately 35,000 – 43,000 square feet. The ground floor space would need to include locker room space, a coach's office, and a very basic concession area. The second floor would be utilized for video viewing and game announcing. In addition to the Student Center building cost stated earlier, the temporary dining facility cost is estimated at \$1.3 million.

Alternative two calls for additional academic space in the Student Center to accommodate the Outdoor Recreation program. It would include an academic lab with a climbing wall, an office, and equipment storage. It would allow the program to be moved from the FAB Annex and become more centralized and more accessible to the community for Delta and Community Education opportunities. The cost estimate of Alternative 2 is \$1.8 million.

President Watson stated that the project's total cost, including the two alternatives and contingency money, comes to \$23.8 million. This figure is still below the \$25 million approved for the project by the legislature. The challenge will occur when the bids come in for costing.

President Watson stated that the College's portion of the Student Center building, before alternatives and including financing costs, is approximately \$10.3 million. The Foundation has committed to a \$3.5 million campaign to raise funds for the project, of which \$1.4 million has been raised. An additional \$850,000 in endowed Aramark money can be used to purchase kitchen equipment. Also, if the College uses 50% of its unrestricted reserves (leaving 50% untouched), approximately \$4.7 million could be contributed to the project by the College. The remaining amount to be financed is roughly \$1.3 million.

Alternative 1, the temporary dining facility, adds \$677,000 to the College's match requirement. The Foundation has stated they have \$500,000 of unrestricted reserves they would be willing to utilize in helping the College to move one of the Master Plan buildings forward. That leaves \$177,000 the College would need to come up with for the temporary dining facility. President Watson stated there might be an operating surplus at the end of the fiscal year that could be utilized. There are also student facilities fees that could be considered.

The Alternative 2 Outdoor Recreation space requires \$932,000 in College match dollars. There is approximately \$150,000 from the WIP award (\$1.8 million the College received for equipment, etc., to expand the Outdoor Recreation program) that can be utilized toward the architect's project planning. That leaves \$782,000 the College would need to provide. Potential sources could come from the student facilities fees, budget surplus, possible

upward trending of local levies, or it could be added to the amount the College needs to finance.

President Watson stated the Level 3 workgroup consisting of the architects, the CMAR, and College representatives continue to meet weekly to finalize the design. For instance, prices have been varying on wood vs. steel frames for the temporary dining facility, and the Outdoor Recreation space finishes have yet to be determined.

The CMAR, Fred Bronnenberg of Groathouse Construction, stated last week's meeting determined the temporary dining facility would be a wood-frame structure, and the footprint would be approximately 4100 square feet. He also said he has been very impressed with the way the architectural team has reacted to input with respect to the budget. He feels the team approach to this project has been considerably better than most projects where he has been involved.

President Watson stated the Board Finance Committee had considered various financing options, but a formal financial plan has not yet been brought to the Board of Trustees for approval.

A CONSENT AGENDA:

A motion was made by Trustee Todd and seconded by Trustee Kuipers to approve the consent agenda.

In response to a question from Trustee Housel, President Watson stated the HEERF (Higher Education Emergency Relief Fund) is the federal money the College received for pandemic-related relief. The utilization of these funds is reported monthly to the Board as part of "other financial reports." The funds were spent on instructional equipment and personal protective equipment as well as for recapturing lost revenue as a result of the pandemic.

Motion carried, and the consent agenda, including the minutes of the March 9, 2022, special meeting, the minutes of the March 14, 2022, regular meeting, and the minutes of the March 14, 2022, executive session, was approved.

DISCUSSION/ INFORMATIONAL ITEMS:

Major Maintenance projects
update

President Watson stated that annually, the College brings an updated list of projects that are eligible for major maintenance fund utilization to the Board to answer any questions and to seek the Board's support in moving forward. These projects have been reviewed by the state in terms of their support. President Watson clarified that the College had not been notified of its amount in major maintenance funds yet, but typically receives approximately \$1.5 million per year. There has been no indication the amount will be cut; however, the funding is subject to an allocation model based on the square footage of all of the colleges.

In response to a question from President Wurzel, Physical Plant Director Dennis Quillen explained that the Phoenix Hood system in the Science and Math Building is an old system that was installed when the building was built in 1992. It is well past its life expectancy, and replacement parts and technical support are no longer available. The College will replace it with a new system in two phases.

In response to a question from President Wurzel, Dennis explained that as part of the HEERF expenditures, there had been some security upgrades to the campus by exchanging all door locks for Core Max cores. Over the years, keys have been lost, and many grandmaster keys have been checked out. The new

Core Max locks to prevent entry by any of the older keys. It was a large project that was completed by College staff. In addition to the new locks, at least one new door has been ordered for every building on campus. These doors will utilize card readers when the College moves to keyless entry on all facilities. The card reader doors will enable buildings to be locked and unlocked from a phone app. The new Student Center will have card reader access and cameras at the main doors. A security consultant completed an on-campus review and identified buildings for Phase 1 card reader access to be completed in 2023. Phase 2 will incorporate the same to all buildings on campus. This project is listed as a major maintenance project in 2025.

In response to a question from Trustee Housel, Dennis explained the Trapper Arena improvements pertain to the insulation, electrical, and heating issues. While the main arena is heated, some heaters have never worked that will be replaced. Trustee Housel requested that Trustees receive a tour of the arena when the work has been completed.

A motion was made by Trustee Spomer and seconded by Trustee Danko to approve the revisions and additions to the Major Maintenance projects memo. Motion carried.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 5:00 p.m. No citizens requested to address the Board; therefore, the Citizen's Open Forum adjourned.

A NEW BUSINESS:

Academic program approval

Vice President Giraud stated the proposed program is a multi-disciplinary program put together by the Visual and Performing Arts and Humanities Division members. The program is a digital and social media degree, and the certificate prepares students for the technical and creative production of online media. The program utilizes a multi-disciplinary approach, including strong written skills, graphic and visual design, audio recording, and the principles of marketing and business and ethical messaging. It includes twelve hours of practicum credits which will fortify concepts with portfolio-ready production projects. The program intends to prepare students to work in business and the community.

The certificate program provides the same focus without the general education requirements. This certificate could be of value to a student interested in another degree area and could also obtain a digital and social media certificate.

Vice President Giraud pointed out that all of the courses in the program are currently being offered at Northwest College. The proposed program will require no new investment in personnel or equipment to offer it to students.

Vice President Giraud acknowledged Renee Dechert and Morgan Tyree, who initiated the idea, and Elaine DeBuhr as Division Chair for bringing it together, including other faculty who are teaching courses within the degree and finalizing the proposal.

Trustee Danko expressed her excitement for the proposed program and stated businesses would be excited to hire graduates.

In response to a question from Trustee Kuipers, Vice President Giraud stated the intention for the practicum hours is that students will find a placement in which they can practice and apply the skills they have learned. Students will be supervised by the appropriate faculty member related to the work being done and who will provide guidance and support.

Student Center Project

A motion was made by Trustee Danko and seconded by Trustee Kuipers to approve the Digital and Social Media AAS and Certificate academic program as presented. Motion carried.

A motion was made by Trustee Danko and seconded by Trustee Todd to support the continued development of the Student Center project with the Temporary Dining Facility and the Outdoor Recreation program space as alternates. Understanding the challenges with inflation and the supply chain and with ideas for financing, the Board supports the College's continued efforts in design development and exploring financing options.

Trustee Spomer stated he would like the limitation of total costs for the project to be represented in the spreadsheet as discussed earlier under the title "Level 3 after Value Engineer Student Center," \$20,614,560. During Level 2 work, it was decided the College should design the building at the cost of approximately \$20 million and not the \$25 million that was approved by the legislature. He feels it's important for the Board to establish what the cost limits are expected to be and the methods with which the College will pay for the project. He would like to have those limitations stated in the motion.

President Wurzel stated that with unknown variables regarding additional funds being available, such as a year-end budget surplus discussed during the Work Session, he is comfortable with limitations not being imposed.

Trustee Spomer reiterated that while the cost of the building is estimated to be \$20.6 million, he would like something in place that states that if bids come in much higher, the project will be trimmed to come within budget. His concern is that if the project costs more than anticipated or if the Foundation's campaign doesn't raise the expected amount, the overage burden will have to be taken from reserves or financed by the College. He feels the motion on the table is an authorization of expenditure, and he feels it should include actual figures.

President Watson stated the intent of the memo being presented for consideration is not to seek expenditure authorization but to inform the Board of the progress and to receive its blessing to continue the work. She is also concerned with keeping costs down and the funding sources. The reason for separating the alternate plans from the main project was to designate priorities. Final design drawings aren't yet complete, and potential funding sources have yet to be determined. President Watson clarified that once more details are finalized, she would be asking the Board to make final determinations on various options related to project scope and funding sources. She stated a list of items could still be cut if need be, but she hopes they do not have to cut programmatic space. She said the Board could decide to place a cap on the project cost; however, she feels that there will be a better sense of what options exist by the end of the fiscal year.

Trustee Spomer stated he is concerned that a firm threshold has not been established for the project. He is uncomfortable with determining the cost first and then establishing that figure as the budget. However, he will go with the consensus of the Board if they are comfortable with the motion as is.

President Wurzel stated it is his understanding the Board will continue to receive monthly updates and may make adjustments if costs are getting too high or also if too much is being cut from the project. He is comfortable using the information received thus far as a guideline and further details will become clear as the planning and design move forward. He reminded Trustees of

President Watson's diligence in seeking approval on spending over \$50,000.

Trustee Housel stated that during the Board Finance Committee meeting, he and Dusty's principal concern was the effect of inflation, which can't necessarily be forecast. While there are contingency funds built into the cost estimates, it is something of concern and must be watched closely.

In response to a question from Trustee Housel, President Watson stated there is a \$100,000 statutory requirement for art in the building. The State Building Commission suggested that the College ask the Arts Council if the fireplace could be considered significant enough to qualify as a piece for artistic focus. The Arts Council agreed, and an RFP will go out for artists to submit their ideas for the fireplace finish. In essence, the College will build the framework of the fireplace, and the selected artist could complete the finish within parameters set by the College as part of the statutory requirement.

Trustee Kuipers stated that given the information Trustees received during the Work Session, she feels comfortable with supporting the continued development of the Student Center project. She understands that there will be a point when costs and financing become finalized.

Motion carried.

A UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

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

May Upcoming:

- College Board Priorities
- College Priorities for President
- Review President's Office and Board Budgets
- Preliminary Budget Presentation
- PVCE contract for services renewal
- Other TBD

ANNOUNCEMENTS:

Next meeting, May 9, 2022, at 3 p.m., Yellowstone Building
WCCC meeting, April 20-21, 2022, Rock Springs
Paramedic Coining Ceremony, May 6, 2022, 10:00 a.m., Yellowstone Building
Nurses Pinning, May 13, 2022, TBD, NPA Building
Commencement Exercises, May 14, 2022, 10:30 a.m., Cabre Gym

President Wurzel reminded Trustees of the Board retreat on Tuesday, May 17, 2022.

President Wurzel stated three Board members can not attend the scheduled July regular meeting due to conflicts. Keli will send a Doodle Poll to distinguish everyone's availability in finding an alternative date.

A ADJOURNMENT:

The meeting adjourned at 5:02 p.m.