

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

May 9, 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; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MS. DIEDRE ASAY; MR. ROBERT BECKER; MS. LESLIE BIGHAM; DR. MICHAEL CUDDY; DR. JENNIFER DARE; MR. DUSTIN DICKS; MR. DAVE ERICKSON; MR. GARETH FLOWERS; MS. TRACY GASAWAY; MS. JO ANN HEIMER; MS. CAREY MILLER; MS. NANCY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. KELI BORDERS, 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, May 9, 2022, at 4:01 p.m. in the Yellowstone Building Conference Center.

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

**A CONSENT AGENDA:** **A motion was made by Trustee Kuipers and seconded by Trustee Danko to approve the consent agenda.**

In response to a question from Trustee Housel regarding a payment represented in the check register, President Watson stated that Rapid Fire has been performing inspections on the fire systems and smoke detectors annually in order for the College to remain in compliance.

**Motion carried, and the consent agenda, including the minutes of the April 11, 2022 regular meeting, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

Review President's Office and Board Budgets

President Watson stated that annually, as the College prepares the budget for the next fiscal year, the Board is presented for review with the President's Office and Board budgets along with the budget to actual for the past five years. As a reminder, she stated that in past years, the Dues, Registration and Membership line of the Board's budget was quite large. This was reduced in the current fiscal year and going forward because the Foundation is paying the WACCT membership fees in order to make clear to the Legislature there is no inappropriate use of funds to support lobbying activities.

President Watson stated that in the President's Office budget, the Strategic Initiative line was cut as part of the most recent budget cuts; however, there was money in that line in the current fiscal year to cover the final payment to CampusWorks. That line will be budgeted at zero going forward.

President Wurzel stated he would like to get back to having new Board members attend the ACCT conferences. He feels there is much to be gained by attending the various presentations. The Board has money in the travel line for a couple of Trustees to attend.

President Watson stated the conference will be held in New York in October, and while expensive, carryover funds from the previous year's lack of travel

due to the pandemic could be utilized if Trustees wish to attend.

#### Preliminary Budget Presentation

President Watson stated that the Legislative session went well overall for the community colleges in that Legislators approved an additional \$7.5 million for fixed cost funding and \$8.5 million was allocated for compensation increases. Because FY 2023 is the first year of a new biennium, new data points from 2019 and 2020 were used for the state appropriations. The current allocation model is primarily based on enrollment and because Northwest College's enrollment declined, the allocations from the state go down as well. President Watson stated that earlier calculations using numbers from the last biennium indicated the College may receive approximately \$400,000 from the fixed cost adjustment, but she was disappointed to learn the new data points indicate funding will be decreased by approximately \$400,000 instead. She stated the focus on enrollment and the efforts in marketing and recruiting must continue to be strong.

Local levies as well as oil and gas revenue are currently extremely variable and difficult to determine where they will be in July. Using the information currently available, local appropriations are expected to increase by approximately \$650,000. However, because these figures won't be finalized in time for the budget hearing, local appropriations will not be included in the budget being presented to the Board for approval in June. Instead, it will show a reserve utilization until the numbers are final in July. There is a possibility the College could receive more or less than the projected amount once the recapture and redistribution exercise take place in July. There will then be a budget adjustment in September to reflect the final numbers.

In response to a question from Trustee Kuipers, President Watson stated that according to the WCCC, the mill levies collected by the counties will remain in their respective counties. However, the model itself adjusts the state funding based on how much local levy each of the schools receive.

In response to a question from Trustee Kuipers, President Watson stated that as a result of earlier budget cuts to scholarship dollars, the Athletic coaches were recruiting more students from in-state, rather than internationally or out-of-state, in order to stretch their scholarship dollars. In an effort to increase enrollment of out-of-state and international students, the Welcome to Wyoming Scholarship was developed. These high-cost tuition categories will be eligible for tuition rates similar to WUE cost levels. It is available to all programs at the College to promote continued recruiting efforts. In addition to increasing enrollment, President Watson is hopeful the scholarship will bring in more students to the residence halls, which would increase auxiliary funds as well.

In response to a question from Trustee Housel, President Watson stated the Athletic coaches and International program have begun promoting the Welcome to Wyoming Scholarship in their recruiting efforts this spring. The Communications and Marketing department has been working to determine the national target audience and to develop their marketing strategy. President Watson feels the scholarship fits well into the transformation efforts related to destination by promoting the Wyoming experience.

President Watson noted the scholarship is a soft dollar scholarship, which requires no support from the Foundation. The College will not lose money if students aren't utilizing it; however, it has the potential to encourage students to come by lessening their financial burden.

#### Fall 2021 Enrollment Report

Lisa Smith stated the Fall 2021 enrollment report was recently approved at the

April WCCC meeting. She explained the delay in releasing the report in late spring is that once all fall enrollment data is submitted by the colleges in January, the Commission compiles the data and creates the report for approval at their next meeting. Lisa provided a summary of the report in the May Board packet as well as the link to the full report.

The report indicates that Northwest College's unduplicated headcount was 1442, which is down one student from fall 2020. Full time equivalent (FTE) was 1155.2, which is down 4% from the previous year. Lisa explained the continual decrease in FTE over the past ten years indicates more students are taking part-time loads than they have in the past. Northwest College's overall enrollment is sixth for headcount and sixth for FTE out of the seven Wyoming community colleges.

Compared to the other colleges, Northwest College had the largest percentage of full-time enrollment, which has held true since at least the year 2000. Lisa stated that what distinguishes NWC from the others is that it has the highest percentage in the state for students 18-19 years old, and they account for 30% of the student population. The other colleges have a higher population percentage in the under 18 years old category, which is primarily due to dual and concurrent enrollment.

Northwest College has the highest percentage of enrollment from states bordering Wyoming (12%), other states (6%) and international countries (3%) of all the colleges. That trend has remained steady for a number of years as well.

Of all the colleges, Northwest College has the smallest percentage of students taking five or fewer credits (29%) and the largest percentage of students (45%) taking twelve or more credits. The majority of those students are taking 12-14 credits.

Northwest College has among the highest percentage of students in transfer preparation programs (41%) and the largest grouping of the College's students are in the degree programs (AA and AS). Non-degree seeking students make up 38% of the student population. These include the dual and concurrent students. Career and Technical Education only students are 12% of the student population (includes AAS, certificates and CTE) and students majoring in both transfer prep and career/technical education programs make up 7% of the student population. The Bachelor's program holds 2% of the overall student population.

Lisa stated that Northwest College has among the smallest percentage of concurrent enrollment (13%) and the largest percentage of dual enrollment (22%) of all of the colleges. The College also has the largest percentage of students enrolled in distance education comparatively (61%).

#### 2020-21 Concurrent and Dual Enrollment Summary

Lisa Smith explained the timing of this particular report is dependent on the fall WCCC meeting; therefore, 2021-22 reporting will be done in fall 2022.

During the reporting period, Northwest College had 310 students enrolled in 1694 credit hours of concurrent coursework and 411 students in 2957 credit hours of dual coursework. While Northwest College was the lowest for concurrent enrollment credits of the Wyoming community colleges, it was third highest of dual enrollment credits of all of the colleges.

Northwest College students successfully completed 98% of concurrent credits compared to 93% average for all of the community colleges. Similarly, 92% of dual enrolled students successfully completed their credits, while the statewide

average was 86%.

The revenue Northwest College received from the school district for concurrent enrollment was \$242,508, which is then shown as an expenditure as it's paid back to the school. Lisa also pointed out that a number of the other colleges receive BOCES/BOCHES money for their dual and concurrent enrollment, compared to the small amount that Northwest College receives.

Lisa explained that while it's not possible to directly identify costs associated with dual and concurrent enrollment, the state does a proration by calculating the percentage of dual and concurrent credits of all credits taught at the individual college in relation to the overall Instruction and Student Services budget.

Lisa stated the credits dual and concurrent students take at the colleges result in \$129 per credit hour in state allocations based on the current funding model.

PVCE contract for services renewal

President Watson included the PVCE contract for services renewal and stated the College continues to have a great relationship with PVCE and there is great management of the grant as well.

Trustee Kuipers gave a commendation of the way BOCES operates in conjunction with CTD and is impressed with how closely they work together.

## **CITIZENS' OPEN FORUM**

The Citizens' Open Forum convened at 5:02 p.m. No citizens requested to address the Board; therefore, the Citizen's Open Forum adjourned.

## **MISSION MOMENT**

Dr. Michael Cuddy, Associate Professor of Chemistry, stated he was able to reconnect with NWC Alum Gareth Flowers at a recent conference in Laramie, where he's finishing his bachelor's degree in chemical engineering. Gareth has had tremendous success as a student at both Northwest College as well as the University of Wyoming and has a job in Houston that will begin soon. Dr. Cuddy stated he felt Gareth's success really speaks to the strength of what is done at Northwest College. Gareth graduated in 2019, and during his time at the College, he worked in both the chemistry and biology labs; was a tutor in the Tutoring Center as well as in the STEM division; he received the Steve Smith Physical Science Scholarship; was the outstanding student in both Physics and Engineering; was selected to the Wyoming All-State Academic Team through Phi Theta Kappa; and was the recipient of an INBRE Transition Fellowship which is a \$2500/semester award to attend the University of Wyoming where he was involved in research.

Dr. Cuddy explained that INBRE is a program that is supported by the National Institute of Health and stands for Idea Networks for Biomedical Research Excellence. It is designed to promote biomedical research in rural states or states without a dedicated medical school. The grant funds participants at the University as well as the community colleges in Wyoming. Gareth worked with Dr. Cuddy studying water quality in the Shoshone, Clarks Fork and Yellowstone River watersheds in order to evaluate how global warming affects the conditions of those systems.

Gareth explained that not only was he involved in Chemistry and Biology at Northwest College, he was also involved in Music, Engineering, Mathematics, Physics and PTK. He is a Powell native who benefitted from taking dual and concurrent courses in math and chemistry, which is what helped to define his path going forward. Somewhat unintentionally, Gareth received a music scholarship and his time spent in the Music program helped to develop a passion for guitar. He explained that his time spent in the INBRE family is extremely instrumental in where he is today and hopes to be going in the

future. He received an introduction to many advanced technologies and networking opportunities that aren't typically available outside of advanced courses at universities.

Gareth received three Associate degrees in Engineering, Mathematics and Physics from Northwest College. His time at the Institution cultivated a love of science, a love of learning and broadened his horizons. Northwest College is a tight knit family and he is extremely grateful for the opportunities he received as a student.

**A NEW BUSINESS:**

There were no new business items on the agenda.

**A UNFINISHED BUSINESS:**

There were no unfinished business items on the agenda.

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

June Upcoming:

- Quarterly budget adjustments
- Accounts receivable write-off's and demonstration of Student Financial Responsibility Statement
- Preliminary budget
- BOCES budgets for Greybull, Lovell and Powell
- Other TBD

**ANNOUNCEMENTS:**

Paramedic Coining Ceremony, May 6, 2022, 10:00 a.m., Yellowstone Building  
Nurses Pinning, May 13, 2022, 3:00 p.m., NPA Building  
Commencement Exercises, May 14, 2022, 10:30 a.m., Cabre Gym  
Next meeting, June 13, 2022, 3:00 p.m., Yellowstone Building

**A ADJOURNMENT:**

**The meeting adjourned at 5:34 p.m.**

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LARRY TODD, Vice President/Secretary

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Date