

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

June 13, 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. DIEDRE ASAY; MR. DUSTIN DICKS; MR. DAVE ERICKSON; MS. TRACY GASAWAY; DR. TIM GLATZER; MS. MICHAELA JONES; MS. JENNIFER LITTERER-TREVIÑO; MS. CAREY MILLER; MR. CORY OSTERMILLER; MR. DAVE PATTERSON; MR. DENNIS QUILLEN; 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, June 13, 2022, at 4:01 p.m. in the Yellowstone Building Conference Center.

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

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

President Watson noted that in the accounts receivable write-offs memo, the prior year's bad debt expense was very low because of the Higher Education Emergency Relief Funds used to offset unpaid account balances. Excluding FY2020 and the use of federal money, this year's expense is in line with the average of the past five years. The national average of community college bad debt is approximately 3-5%, while Northwest College's bad debt averages less than 1%.

In response to a question from Trustee Danko, President Watson explained the Child Care Center's bad debt expense is a result of the timing of when those expenses are written off after allowing students time to pay their balances.

In response to a question from President Wurzel, President Watson explained that the Welcome to Wyoming scholarship roll out is in a Beta phase and is actively being used by the international program and athletics for next year. Further research is planned to determine the best marketing strategy to promote the scholarship nationally.

Trustee Housel expressed his appreciation to President Watson for attending the Music Technology advisory committee meeting, which she referenced in her President's report. President Watson stated she has enjoyed attending the various advisory committee meetings this spring and finds them interesting and informative.

**Motion carried, and the consent agenda, including the minutes of the May 9, 2022, regular meeting and the minutes of the May 17, 2022, special meeting, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

2023 Board Goals and 2023  
President Goals

President Watson presented the 2023 Board and Presidential priorities for review. These will be placed at the end of each Board agenda as a reminder of the 2023 priorities. The document is the result of discussions held during the Board retreat on May 17, 2022.

BOCES budgets

President Watson stated that the BOCES budgets are presented annually for review and invited Trustees to speak to their respective BOCES budgets or work being done by the individual boards for which they serve.

In response to a question from Trustee Danko, President Watson explained that some BOCES Boards have voluntarily provided a small amount of funds toward dual and concurrent enrollment at Northwest College. Still, the College has not approached them about providing more. There has been a statewide conversation regarding the issue because Legislators tend to believe colleges are receiving funding from BOCES. Before the pandemic, there was a local discussion about the need for the school Boards, the Northwest College Board, County Commissioners, and Tracy Copenhaver to have a meeting in which options for funding could be discussed. That failed to occur due to the pandemic and should be reconsidered.

Trustee Housel stated he would like more information regarding how the other Colleges have arranged funding from their local BOCES prior to approaching the local school districts.

President Wurzel stated that he attended the PCSD#1 BOCES meeting. He pointed out a correction in the budget presented in the Board packet. The amounts listed in lines 53 and 54 should be reversed, with \$4500 budgeted for printing and \$2100 for advertising. He also noted a surplus in the program carryover line and discussed options for utilizing those funds, such as bicycle safety. President Wurzel stated the budget has not changed much from the previous year and will be finalized later when final figures are known.

In response to a question from President Watson, President Wurzel stated he believes that PCSD#1 BOCES intends to continue providing funds to PVCE for Driver's Education and encourage Shoshone Learning Center students to participate as well.

Trustee Housel stated he attended the BHCS#2 BOCES meeting on the Northwest College campus. He noted the individuals that serve on that Board are very committed to maintaining BOCES and the funding and offering scholarships to students who participate in dual and concurrent courses. They, too, are having continued success with their Driver's Education program and other community evening classes.

**CITIZENS' OPEN FORUM**

The Citizens' Open Forum convened at 5:01 p.m. No citizens requested to address the Board; therefore, the Citizen's Open Forum adjourned.

**A UNFINISHED BUSINESS:**

There were no unfinished business items on the agenda.

**A NEW BUSINESS:**

Preliminary FY23 budget

President Watson expressed her appreciation to Finance Director Bowen and the Budget managers who worked on the budget this year. This budget process requires facilitation, analysis, coordination, and review. The Institutional Effectiveness Committee (IEC), led by Vice President Giraud, has also undertaken the task of reviewing the support service program reviews as part of their assessment work. IEC is comprised of representatives from all constituent

groups.

President Watson stated that the budget revenues have varied for many years and are currently trending positively. Five of the seven community colleges surveyed on local levy projections have been received thus far. Five of the seven also have a large percentage of their local levies tied to mineral production. She is hopeful that due to increased mineral valuation, local levies will be up, and Northwest College will not lose funding through the recapture redistribution process of the allocation model.

Since Northwest College's local levies are expected to increase by 22-40%, Finance Director Bowen and President Watson elected to utilize the conservative 22% increase when preparing the budget book. She reminded Trustees that while the College will keep the four mil value, state appropriations will be adjusted if other counties' levies are down. A conservative view on tuition was also taken. Budget Managers were informed that their budgets would remain the same unless there were areas with critical needs.

President Watson stated that fixed costs, such as utilities, fuel, travel, and insurance expenses, will likely increase significantly. Unfortunately, the surplus in local levies may need to be utilized to address those increases. She is hopeful the Governor could include one-time money to offset these increases in the next budget. Governor Gordon requested the Wyoming Community College Commission (WCCC) gather information related to the increased fixed costs.

The FY2023 budget also includes a 3% compensation increase for all employees. The Governor has also asked the WCCC for updated salary comparators for the colleges. She is hopeful his upcoming budget proposal will include additional funds for compensation increases for the following year. President Watson noted that even with the 3% compensation increase, a few positions are at 83% of the market, making employee recruitment and retainment challenging. For example, the College recently lost a supervisory-level employee who accepted the same position elsewhere for \$25,000 more per year.

President Watson also drew attention to the Summary of Budget on page 9 of the proposed budget, which includes close to \$28 million in plant funds. That figure includes the total approved by the State for the Student Center project. President Watson intends to discuss budget projections for the temporary dining facility and the Student Center during the June 29, 2022, Board meeting. The revenue section of the budget includes gifts from the Foundation, reserve utilization, loans, etc., to indicate how the project could be funded.

In response to a question from Trustee Kuipers, President Watson stated that when the WCCC analyzed compensation increases, they requested a supplemental budget appropriation of \$19 million to get all of the colleges to the mid-point of the market, of which \$8.5 million (half) was approved. The WCCC is hopeful the other half will be included in the next Governor's proposal.

In response to a question from Trustee Housel, President Watson stated the budgets are being reduced in Stabling and food service for the Field Camp. The Stabling revenue has been less than it used to be, so that budget is being reduced by \$18,000. The Field Camp is not currently in use; therefore, the budget line was but could be added as a budget adjustment initiative.

**A motion was made by Trustee Housel and seconded by Trustee Kuipers to approve the course/lab fee proposal as presented. Motion carried.**

Course/lab fee proposal

BAS in Criminal Justice Studies  
Program approval

President Watson stated that from an HLC and WCCC perspective, Northwest College is allowed to offer two different BAS degrees and must be able to advocate as to why those programs are beneficial to the State. HLC allows additional tracks within those degrees that provides specialization. At the WCCC meeting, there was a request to look at future BAS development and begin discussions about changing the rule to allow for more BAS degrees. In the meantime, Northwest College is excited to propose the Criminal Justice Studies program as its second BAS offering.

Vice President Giraud introduced Dave Erickson, longtime Division Chairperson of Social Sciences, and Dave Patterson, Assistant Professor of Criminal Justice, who instructs at Northwest College after a long career in law enforcement. VP Giraud stated the program had been approved internally by the Curriculum Committee and, if approved by the Board of Trustees, will go before the WCCC at their October meeting before being submitted to the HLC for final approval.

Dave Erickson explained they began developing the program by surveying all current Criminal Justice, Psychology, and Sociology students and those who graduated within the past ten years to gauge their interest in the potential program. Of those surveyed, over half indicated they would be interested in starting the program within a one-year time frame, in addition to those students who stated they would be interested in starting outside of one year if the program is offered.

Dave explained that he, Dave Patterson, and Justin Spaulding, Instructor of Criminal Justice, then spent months developing the program that aims to add a practical aspect to the training that differs from the program at the University of Wyoming. For instance, there is a course on report writing and transitioning to the court system for successful prosecution and a course relative to interviewing and interrogation. While seven classes replicate offerings at UW, these are foundational courses expected to be offered in any Criminal Justice program nationwide. Given the current issues police forces are dealing with related to mental illness, the program also ties into psychology with the Criminal Psychopathy and Deviant Behavior classes that explore these issues.

Trustee Kuipers expressed her appreciation for the thoughtful approach taken in selecting courses for this program.

Dave stated the program would also provide an opportunity for law enforcement personnel already working in the field to continue their education as the model offers the same flexible delivery as the BAS in Professional Studies degree at Northwest College.

In response to a question from Trustee Housel, Dave Patterson stated that most of the current Criminal Justice students come from Wyoming and Montana, with several from Idaho and Utah. He also teaches at the police academy and has connections with law enforcement throughout the State and beyond. He feels these connections will be beneficial in recruiting individuals into the program. The department will be applying for grant dollars to boost marketing in Montana, especially as they feel there is an opportunity to serve the Billings Police Department and the Yellowstone Sheriff Department.

In response to a question from Trustee Housel, Dave Erickson stated Northwest College's state-of-the-art simulator had been a great recruiting tool; however, firearms training classes will be elective instead of required courses because they would lack the ability to be offered within the flexible delivery model.

In response to a question from Trustee Housel regarding the current trends for those who would pursue a law enforcement degree, Dave Erickson stated he feels Wyoming has been spared most of the controversy due to the smaller population and rural nature of communities within the State. Dave Patterson feels the negativity surrounding law enforcement has diminished as communities realize the need for skilled and trained professionals to fill those positions.

In response to a question from Trustee Kuipers, VP Giraud stated conversations have begun regarding developing various pathways for the Professional Studies program that would allow individuals to specialize in specific industry fields such as Healthcare Management.

President Watson stated the College is currently building relationships with the military and other government agencies to potentially provide further opportunities to grow the Criminal Justice BAS program with additional tracks that would meet the needs of surrounding communities. VP Giraud stated, for instance, that an obvious track for the new program would be Conservation Law Enforcement since it is currently offered at the Associate's degree level.

**A motion was made by Trustee Housel and seconded by Trustee Danko to approve the BAS in Criminal Justice Studies program. Motion carried.**

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

June 29, 2022, upcoming:

- Year-end budget adjustments
- Budget hearing
- Annual hearing for the Mil levy approval
- KPI's Vision 2020 wrap up
- Student Center update
- Other TBD

**ANNOUNCEMENTS:**

Summer classes begin June 1, 2022  
Wyoming Community College Commission meeting, June 8-9, Sheridan  
College Rodeo National Finals, June 13-19, Casper  
Next meeting, June 29, 2022, 4:00 p.m., Yellowstone Building  
Trapper Classic Car Show, July 9, 10:00 a.m. – 2:00 p.m., Campus Mall

**A ADJOURNMENT:**

**The meeting adjourned at 5:26 p.m.**

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LARRY TODD, Vice President/Secretary

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Date