

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

June 29, 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. HOLLY BERRYMAN; MR. FRED BRONNENBERG; MR. DUSTIN DICKS; MS. TRACY GASAWAY; DR. TIM GLATZER; MS. MICHAELA JONES; MS. CAREY MILLER; MS. NANCY MILLER; MR. CORY OSTERMILLER; MS. BOBBIE PATTERSON; MR. DENNIS QUILLEN; MR. JAKE SCHRICKLING; MS. LISA SMITH; MS. LINDA SPOMER; MR. OSCAR TREVIÑO; MR. DAVE WEBB; MS. SHELBY WETZEL; 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 Wednesday, June 29, 2022, at 4:01 p.m. in Yellowstone Building, Room 226.

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

A BUDGET HEARING: The regular meeting recessed at 4:02 p.m. for the Budget Hearing. After the budget business concluded, the Budget Hearing adjourned at 4:06 p.m., and the regular meeting resumed.

A APPROVAL OF MINUTES: **A motion was made by Trustee Todd and seconded by Trustee Kuipers to approve the minutes of the regular meeting of June 13, 2022. Motion carried.**

**DISCUSSION/
INFORMATIONAL ITEMS:**

KPI's Vision 2020 final

President Watson stated that due to the recent transformational work and concentrated efforts to address the pandemic, the transition to Vision 2025 was delayed. As a result, the Vision 2020 Key Performance Indicators (KPIs) report was extended to include six years' worth of data. This will complete the Vision 2020 work as the College's efforts move to strategic planning for Vision 2030.

Lisa Smith provided several successes and challenges from the previous six years' KPIs and the full report in the Board packet. Successes are as follows:

- Respondents to the graduate exit survey indicated that 90% felt they achieved their student learning outcomes.
- Throughout all six years, completion rates have remained high, increased yearly, and reached all-time records multiple times.
- The College has regularly been at the top of the state for the number of degree completions per 100 FTE.
- Employee satisfaction with the benefits package remained high.
- Employees and students indicate high satisfaction with how college technology and facilities meet their needs.

Challenges are as follows:

- In the last year, students reported lower levels of engagement than they had previously.
- Retention rates have decreased, likely due to COVID.
- Wages and salaries have lost ground compared to regionally competitive market wages and salaries.
- Employee satisfaction with professional development and training opportunities decreased.
- Employee pride in the institution decreased.

Lisa explained the last two items were pulled from the PACE 2020 results. The most recent PACE 2022 survey indicates those values have increased.

In response to a question from Trustee Kuipers, Lisa stated the source of information at the beginning of her report is the CCSSE survey (Community College Survey of Student Engagement), which is used nationwide. The survey is administered every two years and is conducted by all Wyoming Community Colleges.

In response to a question from President Wurzel, President Watson stated it is difficult to pinpoint the exact reason numbers decline, followed by an increase in areas such as employee satisfaction with professional development opportunities. The College has undergone several changes that could have attributed to the decrease, such as the pandemic, budget cuts, and the change in Presidency. The College has invested in virtual training opportunities for faculty and Professional and Classified Staff. President Watson stated she feels the recent increase in employee pride could be attributed to including people in the conversation related to transformational change and encouraging forward-thinking opportunities for the College.

In response to concern from Trustee Housel regarding the drop in student and faculty interaction, President Watson stated that while the campus was open this past year, many classes were offered in a hybrid delivery in which students could attend virtually or in person. Many students participated virtually in classes, contributing to less engagement. Building connectivity with students was a topic of discussion during the all-employee strategic planning workshop in May.

Lisa Smith stated the CCSSE survey took place in the Spring of 2021, when, because of the pandemic, most classes were taught online and may have contributed to the perception of decreased student engagement by respondents.

Student Center update and
Temporary Dining

President Watson stated the Student Center project is progressing on schedule. She expressed her appreciation to the architects, representatives from State Construction, Groathouse Construction, and campus representatives Shelby Wetzell, Dee Havig, Dennis Quillen, and Lee Blackmore. Over the past year, they have spent many hours per week working on Phase III of the Student Center project.

President Watson stated they are working on a guaranteed maximum price for the temporary dining facility, which is currently at \$1.48 million, including contingencies. The facility is scheduled to be completed in December, but contingency has been built for unforeseen delays. If construction is not complete by the beginning of the spring semester, meals will be served short-

term in JFC Trapper gym. Any contingency funds not utilized will shift to the Student Center building.

President Watson stated the Student Center building contains an 18% contingency. The project will go out for bid in September, at which time actual costs will become known. The state requires a 5% contingency on the project, so every effort is being made to stay within that constraint. Future updates will include a spreadsheet with total costs as the project progresses.

President Watson stated the goal is to build the best building possible while meeting the needs of the programmatic spaces and staying within the College's financial means.

Trustee Spomer stated that in addition to monthly cost updates, he would also like to see the revenue breakdown from the state, the Foundation, the College, etc. He feels it is the Board's responsibility to understand the complete picture while leaving the decisions regarding programmatic space to the College administration.

Fred Bronnenberg from Groathouse Construction stated there have been scheduling issues with the mechanical units from the beginning, as they were told there would be a 28-week lead time on delivery. After discussing the matter with Interim Facilities Director Dennis Quillen, the College procured the units at a very good price. In doing so, it saved a significant amount of money, as well as time on the project.

Fred stated they had been made aware there could be delays in receiving the electrical panels and the 400-amp service. He noted these delivery issues necessitate the need for a contingency plan if construction of the Temporary Dining facility extends beyond the desired December completion date.

Overall, Fred is pleased with the bids on the Temporary Dining facility, as they are very close to the project estimates. This also provides an elevated level of confidence in the Student Center's projected cost estimations.

In response to a question from Trustee Spomer, Dave Webb, Construction Supervisor with State Construction, stated the change order should be finalized by the end of the following week.

President Watson stated the last estimation of the Student Center building's total cost is approximately \$600,000 over prior estimates. Value engineering options continue to be considered. She said that the final fiscal 2023 state funding levels would be known by August once the recapture redistribution calculations are complete. The College would know at that point if additional funds could be utilized toward the project. The Foundation is working diligently on the fundraising campaign, and efforts will increase when the final numbers are known.

President Watson stated the planning group continues to meet to finalize the design and construction documents and hopes to have them completed by the first part of August.

Accreditation Review

Upon invitation from President Watson, Vice President Giraud came forward to provide an accreditation update. He stated that in 2018, Northwest College had a comprehensive review by the Higher Learning Commission (HLC) regarding the College's accreditation. The review went very well, and the College was moved from the standard pathway to the open pathway.

This move signified the Commission's confidence in Northwest College's

ability to operate without their constant supervision, which is a milestone for the College as it has been on the standard pathway for many years.

Dr. Giraud stated that part of the open pathway consists of a four-year interim review instead of a complete comprehensive review. This review serves as a college update to the HLC in the ten-year accreditation period. The College will address the five assurance arguments written for the 2018 comprehensive review and make any changes relevant to the institution's current state. This document must be submitted by July 25, 2022, and will then be reviewed by a team of peer reviewers.

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:

Preliminary FY23 budget

President Watson stated the budget book has changed very little since the first reading, as county valuations have yet to be finalized. She also reminded Trustees of the Plant Fund line, which is budgeted at \$27 million and includes the state-approved total of \$25 million for the Student Center. The College is hopeful the project can be completed for closer to \$23 million. Including the full state-approved amount gives the College the flexibility to build the best building it can afford.

A motion was made by Trustee Kuipers and seconded by Trustee Newsome to approve the FY2023 budget as presented. Motion carried.

A NEW BUSINESS:

There were no new business items on the agenda.

FUTURE AGENDA ITEMS FEEDBACK TO CITIZENS' OPEN FORUM TOPICS:

August 8, 2022, upcoming:

- Year-end budget adjustments
- Review Vendor Contracts
- Review Residence Life Master Plan
- Other TBD

ANNOUNCEMENTS:

AACC – Presidents Academy, July 9-12, Dana Point, CA
Trapper Classic Car Show, July 9, 10:00 a.m. – 2:00 p.m., Campus Mall
WACCT Special Board meeting, July 13, 2022, 4:00 p.m., Zoom
Next Board meeting, August 8, 2022, 4:00 p.m., Yellowstone Building
WCCC Commission (special) August 26, 2022, 8:30 a.m., CWC or Zoom
State of the College Address, August 29, 2022, 8:30 a.m. Yellowstone Building
NWC Employee Luncheon, August 29, 2022, 11:30 a.m. Yellowstone Building
WCCC Commission meeting October 5-6, 2022, 8:30 a.m., Gillette College
ACCT Leadership Congress, October 26-29, 2022, New York, NY

A ADJOURNMENT:

The meeting adjourned at 5:02 p.m.

LARRY TODD, Vice President/Secretary

Date