

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

August 8, 2022

**MEMBERS PRESENT:** President DR. MARK WURZEL; Treasurer MS. CAROLYN DANKO; and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MR. BOB NEWSOME, and MR. DUSTY SPOMER

**MEMBERS ABSENT:** Vice President/Secretary DR. LARRY TODD

**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. DUSTIN DICKS; DR. TIM GLATZER; MS. MICHAELA JONES; MS. CAREY MILLER; MS. NANCY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LINDA SPOMER; MR. OSCAR TREVIÑO; MR. DAVE BONNER, *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, August 8, 2022, at 4:01 p.m. in Yellowstone Building Conference Center.

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

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

In response to a question, President Watson stated the payment to Alliant Insurance listed in the check register is for the employer's employee liability coverage and the employer's practices liability insurance. She stated there were a number of insurance policy premiums in the check register this month as it is the annual renewal period.

President Watson explained the payment to Rainmakers Irrigation reflected in the check register is for the contract work on the sprinkler system setbacks for all of the buildings. This work has taken place over the past few years.

President Watson stated that a payment for asphalt preservation was in relation to the parking lot work that as described in the Administrative Services report. This summer's work has focused primarily on slurry seal and striping of the lots that were in good condition, with the exception of the complete replacement of the FAB Annex east lot and the Trapper Main lot. Additional parking lot work will take place next summer.

Trustee Housel stated he is pleased to see the asphalt preservation work, as the parking lots often provide the first impression of the campus to individuals visiting for the first time.

Trustee Housel expressed his appreciation to the NWC Foundation for donating the 2.2 acres of land to the College for the temporary dining building site and for their continued support.

In response to a question from Trustee Housel regarding the diminishing size of candidates in job searches, President Watson stated the College is working to conduct quicker turnaround times in the hiring process to hire qualified individuals before they are hired elsewhere. She also agrees more work needs to be done in relation to compensation to become more competitive in the market. HR Director Jill Anderson attended a conference in Colorado in which she gained ideas regarding employee recruitment.

Trustee Kuipers stated she would like to acknowledge the diligent work of HR Director Jill Anderson for her efforts to recruit job candidates amidst the challenging job market that employers are currently facing.

In response to a question from Trustee Housel, President Watson stated there have been COVID cases reported on campus during the summer months. The number of cases fluctuated from week-to-week, with an entire department working from home at one point. Thankfully, most have experienced mild symptoms and there were no serious illnesses reported. She stated the College has been working on updated protocols and intends to move forward with wellness guidelines which will promote staying home when sick and working with healthcare providers, etc. The CDC continues to recommend masking and vaccination as the best prevention.

In response to a question from President Wurzel, President Watson stated the change orders for the temporary dining facility were finalized and the guaranteed maximum price is \$1.482 million. Planning and Zoning has approved the project and a formal meeting with the County Commissioners will take place later in August.

In response to a question from President Wurzel, President Watson stated the recapture/redistribution calculations have yet to be received from the state but are expected at any time.

**Motion carried, and the consent agenda, including the minutes of the June 29, 2022, regular meeting and the minutes of the June 29, 2022, budget hearing, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

Policy updates review 2021-2022

President Watson shared a report outlining the various policy changes that took place in the past year and explained that limited policy work took place because of the Presidential search, the work surrounding transformational change, etc. With the start of the new academic year and the new membership on the Policy Review Committee, she expects the work to pick up as there are a number of small items that can be addressed very quickly. There could also be changes to federal regulations that will affect existing Title IX policies that will also need to be addressed.

Vendor Contract Review

President Watson explained the Vendor Contract Review that is provided to Trustees annually provides an opportunity to see who the College is contracted with. Many of the operational contracts listed on the report are ongoing in nature. The report represents vendor contracts as well as contracts in which the College is the recipient of funds.

President Watson stated Northwest College recently signed a lease with the Wyoming Department of Education for them to occupy space in the Frisby Building. There are additional state agencies who were in the Fitch Building will be displaced and are considering leasing space from the College as well.

In response to a question from President Wurzel, President Watson stated future Contract reports submitted to the Board will indicate whether the contract provides revenue to the College or if it is an expenditure.

In response to a question from Trustee Housel, President Watson stated the BOCES contract is treated like a grant, in that they provide \$100,000 to the College and the College then provides classes, equipment, administrative services, etc., equal to that amount.

Citizens' Open Forum procedure review

President Watson provided the Citizens' Open Forum Guidelines and sign-up sheet to Trustees for review.

President Wurzel inquired if Trustees would like to add the six-minute limitation as well as the requirement of refraining from using employees' names in comments to the sign-up sheet. Trustees decided it is not necessary to list the guidelines twice.

Review Residence Life Master Plan

President Watson stated that when the Residence Life Master Plan was completed in 2019, Trustees asked that it be presented every even year so the Board would not lose sight of its efforts related to housing.

In response to a question from Trustee Danko, President Watson stated repairs were made to all livable units at Trapper Village West and they are currently being rented. Originally, there were twelve units in poor enough condition the College was unable to offer them for rent. Of those, the College was able to take fixtures, cabinet doors, etc. from four in the worst condition in order to make repairs to the remaining eight and get them ready for use. Currently, Trapper Village West is only available to students and employees to rent.

President Wurzel stated he would like to clarify that while the plan recommends the demolition of Cody Hall and the sale of Trapper Village West, the College has not taken action on either proposed project.

President Watson updated Trustees on the status of the short-term items of the plan:

- Completed renovation of Trapper Village Main apartments.
- In lieu of divesting of Trapper Village West, repairs have been made to rent as many units as possible in response to a tight housing market.
- Physical Plant personnel have performed walkthroughs of Ashley Hall to determine prioritization and what phases of the renovation could be completed in-house. The project has been on hold during the pandemic as Ashley Hall has been a site for students in isolation and quarantine during the pandemic. She hopes planning for the project can be completed within the year.
- Cody Hall remains decommissioned. Heating has been shut down and limited electrical services remain that would be needed in the event of an emergency. The facility is currently being used for storage and there have been no immediate plans made for demolition.

In response to a question from Trustee Housel, President Watson stated that capital renewal projects are defined as those state buildings needing to replace or repair existing infrastructure without going through a complete renovation or going beyond the walls of the building. It is specifically designated for heating, plumbing, electrical, ADA accommodations and safety projects associated with existing buildings. The state agrees it is their responsibility to fully fund these projects. President Watson submitted a \$4 million request for the Orendorff Building to be considered for capital renewal funds. It was approved by the State Building Commission and will move forward to be considered for inclusion in the Governor's budget. If included in the budget and approved by the legislature, the project will then move to Level II and Level III design work.

Trustee Kuipers stated her appreciation of the forward thinking and

conservative approach of the Residence Life Master Plan. She inquired if the overarching strategy has changed in light of recent events, such as the pandemic.

President Watson stated that each project needs to be reviewed to determine if it continues to make sense for the College. She noted that many of the projects listed were determined to be necessary due to occupancy levels. She noted those numbers have not changed drastically since the Master Plan was created. The biggest driver of each project should be the current and long-term needs of the College. The challenge with residential life buildings is that the state does not support those buildings and all costs associated with renovations must be funded by the College.

**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.

**A UNFINISHED BUSINESS:**

There were no unfinished business items on the agenda.

**A NEW BUSINESS:**

There were no new business items on the agenda.

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

September 12, 2022, upcoming:

- Year-end budget adjustments
- Quarterly budget adjustments
- Draft Strategic Plan 2030
- Big Horn Basin High School report
- New employee introductions (past year)
- Course/lab fee proposals (for spring)
- President's Operational Plan FY2023
- Reserve Overview
- Other TBD

**ANNOUNCEMENTS:**

New Faculty Orientation, August 25-26, 2022, Main Campus  
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., NPA  
NWC Employee Luncheon, August 29, 2022, 11:30 a.m. Yellowstone Building  
1<sup>st</sup> day of fall classes begin August 31, 2022  
Next meeting, September 12, 2022, 4:00 p.m., Yellowstone Building  
Paint the Town Red Event, September 16, 2022, 4:00 p.m., Powell  
Vocal Jazz Academy, October 1, 2022, NPA  
WCCC Commission meeting October 5-6, 2022, 8:30 a.m., Gillette College  
ACCT Leadership Congress, October 26-29, 2022, New York, NY

President Watson stated the funeral service for Coach Jay Collins was held on campus on August 6<sup>th</sup>.

Trustees held a moment of silence in remembrance of Jay Collins.

**A ADJOURNMENT:**

**The meeting adjourned at 5:03 p.m.**