

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

February 13, 2023

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

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; MR. DUSTIN DICKS; MR. BEN DOVER; MR. DAVE ERICKSON; MS. TRACY GASAWAY; MS. JO ANN HEIMER; MS. MICHAELA JONES; MS. JEN LITTERER-TREVIÑO; MS. NANCY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. SARAH ROBERTS; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *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, February 13, 2023, at 4:35 p.m. in the Yellowstone Building Conference Center.

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

MISSION MOMENT President Watson introduced Northwest College student Sarah Roberts, one of eight recipients of the Shaping Wyoming's Future Award presented by the Wyoming Business Alliance and WACCT. She joined the other award recipients in Cheyenne, who were honored at a reception and recognized during the Joint Legislative Session the following day.

Sarah is a non-traditional student with two A.S. degrees in Criminal Justice and English. She also plans to continue her education by pursuing her B.A.S. in Criminal Justice. Sarah is an active student body member who serves as Vice President of the Student Senate and President of the Gay-Straight Alliance and the Criminal Justice Club. She has also served as President of the Trading Card Club and as a member of the Japanese Club. In addition, Sarah works as a peer mentor in the TRiO program while remaining heavily involved in Student Activities.

Sarah expressed her appreciation for the opportunity to attend the Session, hear the Governor speak, and meet the other award recipients.

Trustees congratulated Sarah on her award.

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

In response to a question from Trustee Housel, President Watson stated that the proposed policy changes to Board Policy 2500 Board Meetings eliminate the semester designator in which Board meetings must be held in Cody and Meeteetse but continues the requirement to meet in the two communities annually. This will allow the College and the Cody and Meeteetse communities to be more flexible with schedules.

The Board Policy and Student Success Committee met earlier to discuss the proposed changes, which will come before the Board for the first reading in March.

In response to a question from Trustee Housel, President Watson explained that many buildings on campus were built during different years and therefore have

differing ADA-compliance regulations. The College is ADA-compliant in all facilities.

She further explained that as part of the Perkins Grant requirements, the State cyclically inspects a certain percentage of the College for ADA compliance and outlines areas where improvements should be made. The first inspection identified some findings, such as bathroom plumbing coverings and missing signage. However, the second inspection revealed that the College had met and complied with all current recommendations.

Trustee Housel referenced the turnover and hiring report FY2022 in the Administrative Services and Finance Report, stating that 65% of employees who left the Institution did so to accept positions elsewhere. He questioned whether exit interviews indicated the employees were leaving for higher-paying jobs.

President Watson stated that in addition to employees leaving because of compensation differences, their spouses are finding opportunities with significantly higher compensation resulting in losses to the campus and community.

Trustee Housel congratulated the Forensics team who attended the UTEP Classic Invitational and the Great Salt Lake Tournament. They placed second overall in both tournaments and won individual events sweepstakes at the UTEP Classic.

Trustee Housel stated he is encouraged to see that the number of international students has increased to 82 students from 31 different countries.

In response to a question from President Wurzel, President Watson stated that the FY2023 budgets were built on estimated enrollment. Therefore, the increase shown in the financial report is not necessarily a year-over-year increase but a budget to actual increase in revenue due to higher enrollment and housing numbers than were budgeted.

President Watson pointed out that the Welcome to Wyoming Scholarship was over budget by \$75,000, which is a positive outcome as more students are attending. This was a BETA test year in which Athletics and the International program could offer the new scholarship to prospective students. Next year, a national campaign hopes to attract even more students.

Motion carried, and the consent agenda, including the minutes of January 9, 2023, regular meeting and January 9, 2023, Executive Session, was approved.

DISCUSSION/ INFORMATIONAL ITEMS:

Completions and Transfer
Summary

Lisa Smith shared highlights of the Completion and Transfer Summary. There were 255 graduates earning 278 degrees or certificates for 2021-2022. The Nursing program awarded the most degrees and certificates (65), followed by General Studies (56), Agriculture (25), Education (21), Computer Science (15), and Business (14). Of the degree/certificate-seeking students who did not re-enroll, 27% transferred; 69% of those transferred to a 4-year institution, and 31% transferred to a 2-year institution. Most students who transferred to a 4-year institution transferred to the University of Wyoming (56), followed by MSU-Billings (13).

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 UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

A NEW BUSINESS:

Designation of depositories

A motion was made by Trustee Laursen and seconded by Trustee Todd to approve the Designation of Depositories as presented.

President Watson reminded Trustees that the banks themselves submit their interest and corresponding documentation to be designated as a depository for Northwest College.

Motion carried.

FY2024 Proposed mandatory student fees

President Watson stated that in the annual review of student fees, inflation, and affordable student costs were considered. As part of the analysis, the regional colleges' fee schedules were also considered to remain competitive. Although inflationary indexes indicate increases could range from \$2.65 to \$6.43, the College recommends an increase of \$2.00 per credit hour.

To help offset increases in both supply and labor costs associated with facility maintenance and repair, the Facilities Fee would increase by \$1.00. The Student Technology Fee would also increase by \$1.00 to support cyber security and technology enhancements.

A motion was made by Trustee Newsome and seconded by Trustee Laursen to approve the FY2024 proposed mandatory student fees as presented. Motion carried.

FY2024 Proposed residence hall rates

A motion was made by Trustee Kuipers and seconded by Trustee Spomer to approve the FY2024 proposed residence hall rates as presented.

President Watson stated that the College is not requesting an increase in the residence hall rates. A recent increase in occupancy has helped minimize the impact of inflation and allowed the College to prioritize affordability for students.

The College proposes a 3-6% increase in apartment rates, depending on the unit type. While demand for apartments remains high, the utility, repair, and inflationary costs associated with each unit cannot be absorbed by increased occupancy. President Watson considers this a conservative increase to aid in alleviating increased expenditures while keeping costs in mind for students.

In response to a question from Trustee Spomer, President Watson stated that Trapper Main apartments are primarily for traditional-aged sophomore students. When determining apartment rates, consideration is given to living in a hall vs. independent living on campus. In addition, the College includes cable, internet, and utilities in the rent, making the rates seem higher comparatively.

Rental rates have spiked in the community, but comparative rates were hard to obtain. She explained that Northwest College looked at available rentals for comparators, and there weren't many available since the market is so tight. However, the College will continue to utilize comparative rates whenever

possible.

Trustee Spomer noted that the comparison dates in the proposal's graph indicate that the comparators are three years old. President Watson stated she believed current rates were used, but the dates on the charts weren't updated correctly. She will verify that information and relay it back to the Board.

In response to a question from Trustee Laursen, President Watson stated that a decent percentage of sophomore students elect to stay on campus and either choose to continue to live in the residence halls or move to Trapper Main. However, current students are more cost conscience, and there is an increase in the number of local students living at home.

Motion carried.

FY2024 Proposed meal plan rates

A motion was made by Trustee Spomer and seconded by Trustee Kuipers to approve the FY2024 proposed meal plan rates as presented.

President Watson stated that when considering meal plan rates, the College must consider the impact of inflation and the challenges associated with feeding students in temporary facilities while attempting to provide the same options for the next eighteen months.

The conversion from the Student Center to the Trapper Gym went well, but there will be challenges with the new temporary dining space once completed since the area is much smaller.

Inflationary indexes indicate an increase of 7.1% to 15.6%. The increases vary for labor costs and food costs. President Watson is proposing an increase in meal plan rates of \$100 (5.65%) on each offered plan. The goal is to keep the price reasonable compared to the other colleges in the state, manage the inflationary increases, and work with Sodexo to control costs.

In response to a question from Trustee Laursen, President Watson stated that the College has been managing the increased food price for the past several months by altering the options being served. There is also a slight decrease in labor costs since the operations have moved to the fairgrounds. However, additional costs are associated with the temporary dining, such as transitioning from plates and silverware to disposables.

Trustee Kuipers stated she understands the complexities of determining the meal plan rates and appreciates that quality, value, and student choice have been the focus throughout the process.

President Watson stated that the on-site Sodexo management team has been excellent to work with regarding their flexibility and effort in light of the Student Center project and temporary dining facilities.

Motion carried.

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

March 13, 2023, upcoming - Cody:

- Quarterly budget adjustments
- State performance indicators report
- Workforce Development Activities report
- Schedule Spring Board retreat date
- Other TBD

ANNOUNCEMENTS:

President Watson stated that the Jones Family Endowed Chair for Science had been awarded to Deepthi Amarasuriya, Assistant Professor of Physics. The Jones Family Endowed Faculty for Education was awarded to Cammy Rowley, Assistant Professor of Education, and Jo-el Sauers, Instructor of Education. Their terms will run through the spring of 2026.

The Jones Family Endowed positions result from a \$3 million gift from a Northwest College alum couple funded through NWC Foundation investments to ensure they last forever. The endowed position holders receive annual funding to support innovative student learning initiatives and professional development. The remaining endowment income supports compensation costs.

President Watson expressed her appreciation to the Jones family for their generous gift and congratulated the appointees for the endowed positions.

Men's and Women's Basketball, February 15, 2023, Sophomore Night
WCCC Meeting, February 16 & 17, 2023, LCCC, Cheyenne
Western States Communication Tournament, February 17-19, 2023, AZ
JazzFest 2023, February 21, 2023, All day, NPA
Last day of the Legislative session, March 3, 2023, Cheyenne
March Board meeting, March 13, 2023, 3:00 p.m., TBD, Cody
NWC Spring Break March 13-17, 2023

A ADJOURNMENT:

The meeting adjourned at 5:33 p.m.

TARA KUIPERS, Vice President/Secretary

Date