

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
December 14, 2009**

MEMBERS PRESENT: Board President JIM VOGT; Vice President/Secretary CAROLYN DANKO; Trustees MARTY COE, GLORIA HEDDERMAN, JOHN HOUSEL, JIM SESSIONS, and MARK WESTERHOLD.

OTHERS PRESENT: DR. PAUL PRESTWICH, President; DR. SHER HRUSKA, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. DANA YOUNG, Vice President for Student Affairs; MS. SHELBY WETZEL, Foundation Executive Director; MR. SHELDON FLOM; MS. HEATHER KOBBE; DR. DUANE FISH; DR. RENEE DECHERT; MR. SCOTT HORTON; DR. RENEE DECHERT; MR. STEVE THULIN; DR. ELISE KIMBLE; MR. BOB KRENZ; MR. RON FEEMSTER; MS. VIRGINIA FISH; MS. TERRI WARD; MS. ILENE OLSON, the *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: The regular meeting of the Northwest College Board of Trustees was held on Monday, December 14, 2009, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: **Board President Vogt requested that agenda items #9 and #10 be moved prior to #4. A motion was made by Trustee Hedderman and seconded by Trustee Westerhold to approve the agenda as amended. Motion carried.**

STUDY SESSION: COLLEGE RELATIONS & PRINTING SERVICES: Board President Vogt thanked Vice President Kitchen and the Office of College Relations and Printing Services staff for the very informative study session.

INTRODUCTION OF VOLLEYBALL TEAM AND STUDENT SENATE: Members of the 2009 NWC Volleyball Team gave a brief introduction of themselves. Board President Vogt thanked them for representing the College so well which was echoed by President Prestwich adding that the games were very exciting.

Student Senate members also gave a brief introduction of themselves after which Board President Vogt thanked them for their service.

A ELECTION OF OFFICERS: Board President Vogt opened nominations for the office of President. Trustee Danko nominated Trustee Vogt and Trustee Coe nominated Trustee Westerhold. Nominations ceased after which a ballot vote was taken resulting in Trustee Vogt being elected by a vote of 5-2.

Trustee Coe nominated Trustee Westerhold for the office of Vice President/Secretary. Nominations ceased and Trustee Westerhold was elected Vice President/Secretary.

Trustee Westerhold nominated Trustee Danko for the office of Treasurer. Nominations ceased and Trustee Danko was elected Treasurer.

A motion was made by Trustee Coe and seconded by Trustee Housel to approve the nominated slate of officers. Motion carried.

Trustees Housel, Sessions and Westerhold were appointed to serve on the Finance Committee.

Trustees Housel and Hedderman agreed to continue serving on the Park County School District #1 and Big Horn County School District #2 Boards of Cooperative Education Services (BOCES).

Board President Vogt and Board Treasurer Danko offered to continue serving as the Wyoming Association of Community College Trustees (WACCT) voting delegates with Trustees Hedderman and Westerhold as alternates. Board President Vogt encouraged Trustees to attend the annual WACCT conference in February.

INTRODUCTION OF NEW EMPLOYEES:

Foundation Executive Director Wetzel introduced Megan Wilson who was recently hired as the College's new Grant Writer. It is a shared position between the College and the Foundation and has been moved under the auspices of the Foundation which is paying half salary.

A APPROVE MINUTES OF EXECUTIVE SESSION OF OCTOBER 23, 2009:

A motion was made by Trustee Westerhold and seconded by Trustee Coe to approve the minutes of the executive session of October 23, 2009 as presented. Motion carried with Trustees Housel and Sessions abstaining.

A APPROVE MINUTES OF THE REGULAR MEETING OF NOVEMBER 9, 2009, THE SPECIAL MEETING OF NOVEMBER 17, 2009, and THE SPECIAL MEETING OF DECEMBER 1, 2009:

Board members reviewed draft minutes of the regular meeting of November 9, 2009, the special meeting of November 17, 2009, and the special meeting of December 1, 2009. There was a spelling correction in the minutes of the regular meeting of November 9, 2009. **A motion was made by Trustee Danko and seconded by Trustee Coe to approve the minutes of the regular meeting of November 9, 2009 as corrected and to approve the minutes of the special meetings of November 17, 2009 and December 1, 2009 as presented. Motion carried.**

CONSTITUENT GROUP REPORTS:

Administrative Staff Organization (ASO) representative Shelby Wetzel reported that members were involved in developing budget saving ideas and that ASO President Dee Havig attended the budget meeting between the President's Advisory Committee (PAC) and constituent group representatives.

Faculty Organization (FO) President Elise Kimble reported that Vice President Hruska was an invited guest at its November meeting where the budget shortfall was discussed. Also, the faculty voted on several Faculty Employment Policy proposals.

Professional Staff Organization (PSO) President Scott Horton reported that its members have also been working to develop ideas for dealing with the potential budget shortfall.

Classified Staff Organization (CSO) President Terri Ward reported that the by-laws, the toy drive and other projects in progress were discussed at its last meeting and she distributed copies of the CSO newsletter. Ms. Ward participated in the budget meeting between the PAC and constituent group representatives at which she presented proposed budget saving ideas from CSO members.

Student Senate (SS) Vice President Christina Reid reported on the late night breakfast as well as its Toys for Tots, Loaves and Fishes, and recycling projects. SS President Kaleb Olson reported that re-opening the Oasis spring semester is the final project of the SS.

A CHECK REGISTER:

In a brief question/answer session, Finance Director Flom agreed to research a question on Forest Service fees and will email Trustees. **A motion was made by Trustee Coe and seconded by Trustee Westerhold to approve the check register as presented. Motion carried.**

**A SECOND QUARTER
BUDGET ADJUSTMENTS:**

Finance Director Flom presented the second quarter budget adjustments for fiscal year 2010 and reviewed them with the Board. **A motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the second quarter budget adjustments for fiscal year 2010. Motion carried.**

A AUDIT APPROVAL:

Finance Director Flom reported there were no material changes from the draft of the audit report Board members received at last month's meeting. **A motion was made by Trustee Housel and seconded by Trustee Westerhold to approve the 2008-2009 fiscal year audit report as presented. Motion carried.**

**A SOCCER PROGRAM
PROPOSAL:**

President Prestwich and Vice President Young developed a proposal to begin an intercollegiate soccer program for both men and women at NWC to be implemented Fall 2010. President Prestwich explained that such a program will have a positive impact on enrollment and will provide additional opportunities for extracurricular activity for NWC students. The soccer program would begin with a modest budget for scholarships and staff. A cost/benefit analysis indicates the program can be implemented with a net positive impact on the College's overall budget. While the analysis does not include any revenue from the expected increase in FTE, it is anticipated that NWC's budget will be positively affected when future funding allocation models are implemented (that will take these enrollments into consideration). Trustees reviewed the written proposal in the Board materials which included specific details, several advantages to having the program, and a cost/benefit analysis.

Trustee Danko remarked that during the Volleyball Team introductions, the number of students who cited the volleyball program as the reason they came to NWC seems to support the rationale that the soccer program would attract new students.

Trustees raised concerns about finding a half-time coach, recruiting, scholarship support, and housing. President Prestwich responded that there are people on campus and community members who are interested in the sport and that the coach would be a part-time stipend position. Scholarships would come from institutional support like the volleyball and basketball teams. Soccer is an increasingly popular sport although not all Wyoming colleges have the program which may work to NWC's advantage like the wrestling program. Some level of support is needed to offer these potential students. By providing scholarships to a few, additional students (friends) may follow. With regard to housing the additional students, President Prestwich explained that one reason for the high residence hall occupancy this fall was due to the Incheon students who may or may not return next year. Also, the PAC has had good discussions about ways to increase usage in facilities such as Trapper Village West. He went on to say that while it is hoped a soccer program will increase enrollment 3%, it may offset an otherwise 3% decline in enrollment.

President Prestwich told Trustees that the reality is that the College's enrollment increases are not keeping pace with other colleges and we need to create programs that are modest in budget but will attract students who would not have otherwise come to NWC.

In response to an inquiry by Trustee Housel, President Prestwich said there are good referees in the area and that the extent of equipment will be field maintenance. There are no plans for bleachers or a scoreboard at this time.

Trustee Hedderman stated that she will enthusiastically vote in favor of the program and that she liked the cost/benefit analysis which she recommended be done for each of the sports. It's a better program than football, it's a good fit with NWC international students, and she hopes the numbers will prove out.

Trustee Westerhold expressed concern about adding a new program in a time of budget cuts, especially if the numbers don't prove out. President Prestwich responded that the program proposal was not developed with the expectation of a positive revenue. He added that while some programs require lots of equipment and take many more years for a payback, this proposal is cost neutral almost right off the bat. It is not a risky idea because there's not a large revenue output. Board President Vogt asked Finance Director Flom for his perspective. Mr. Flom told Trustees that it is a thin spread and breaking even the first year might be uncertain; however, the College must keep up with enrollment increases. Given the perceived risks of the program proposal versus not increasing FTE, he would choose the soccer program. **A motion was made by Trustee Coe and seconded by Trustee Hedderman to approve the soccer program.**

In further discussion, Mr. Steve Thulin commented that the College Council had voted down the proposal 5-2; however, ASO member Heather Kobbe refuted his claim saying the vote was not representative of the campus community since the constituent groups had not discussed the proposal prior the CC meeting.

SS members told the Board they are opposed to adding a soccer program at this time of potential budget cuts and would rather the money be directed toward existing programs that are already successful and could easily add FTE with an increased budget. Other concerns included housing and investing money in another athletic program rather than an educational program. SS members asked the Board to consider their concerns before taking action. Trustee Coe responded that the administration has spent considerable time investigating the program proposal and that it's the Board's role to secure funding for the College which requires increasing FTE. She appreciates their comments but did not see the need to table the item since other people have done the ground work.

President Prestwich asked that the Board take action on the proposal, otherwise it would be difficult to implement for fall 2010. He went on to say that the situation isn't that if the College has a soccer program, no other new ideas will be considered. All proposals to increase FTE brought forward with a cost/benefit analysis will be considered.

Dr. Fish commented that the addition of the soccer program is outside the budget process and it is unknown how the soccer program compares to other ARP ideas and programs. Also, the soccer program proposal has not been discussed by the constituent groups or the College as a whole. He feels the proposal should be looked at with other competing interests that increase FTE.

President Prestwich explained that the ARP expenditures are new expenses that may have a payback of several years. The soccer proposal is a cost neutral program and will not have any bearing on other programs that come through the ARP. Also, there are other initiatives that have fallen outside of the ARP process such as the Film/Radio/TV programs because the College needed to move on it.

Speaking in favor of the soccer program proposal, Vice President Mills reiterated President Prestwich's remarks.

Trustee Housel added that the soccer program may be a way to attract more students from Cody. Trustee Sessions expressed reservations saying legislators may not view a new soccer program as a way to increase enrollment and citing the adamant nature of concerns expressed by SS members. **Motion carried 4-3.**

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:45 p.m. There were no citizens present to address the Board, so Citizens' Open Forum adjourned.

A EXECUTIVE SESSION:

On a motion by Trustee Sessions which was seconded by Trustee Danko and carried, the Board moved into executive session at 5:45 p.m. to discuss applications for the Voluntary Early Retirement Program (VERP). The executive session adjourned at 6:15 p.m. and the regular Board meeting resumed.

A APPLICATIONS FOR VOLUNTARY EARLY RETIREMENT PROGRAM:

The College received three applications from staff to participate in the VERP. According to the policy adopted by the Board in June 2006, the College can spend up to \$200,000 annually for compensation "associated with a [non-faculty] employee retiring prior to what would be considered 'normal' retirement in terms of age and/or length of service." In a memo to the Board which was included in the Board materials, President Prestwich recommended the Board not approve early retirement payments under the VERP policy and listed several reasons. However, Trustees were in favor of honoring the Board's past commitment to an early retirement program for non-faculty employees. Compensation packages for the three applicants totaled slightly above the \$200,000 budget, so each would receive a payout slightly less than 115% of their salary as indicated in the policy. **A motion was made by Trustee Coe and seconded by Trustee Danko to approve the three VERP applications with the payouts prorated to a maximum total of \$200,000. Motion carried.**

FACULTY EMPLOYMENT POLICY REVIEW COMMITTEE REPORT:

Faculty Employment Policy Review Committee Facilitator Bob Krenz presented three Faculty Employment Policy (FEP) proposals which have been through committee process as well as a faculty vote and are ready for Board action. The proposals were discussed at last month's Board meeting.

A FACULTY EMPLOYMENT POLICIES:

A motion was made by Trustee Housel and seconded by Trustee Coe to approve the proposed language changes to FEP section

1.10.3 Faculty Nonresident Alien Hiring and section 1.10.2 relating to the definition of probationary contract status. Motion carried.

Mr. Krenz explained that faculty could not come to an agreement on appendix C of section 1.1.2 Amendment of the Appendices of the Faculty Employment Policies. President Prestwich told the Board that either version meets with the administration's approval and is a step in the right direction for faculty members and administrators to better understand how the process works. **Trustee Housel made a motion which was seconded by Trustee Danko to approve version 2 of appendix C in section 1.1.2 of the FEP. Motion carried.**

A motion was made by Trustee Coe and seconded by Trustee Housel to approve FEP proposal 1.1.2 Amendment of the Appendices of the Faculty Employment Policies which includes version 2 of appendix C. Motion carried.

A SIGNING AUTHORITY FOR INTERNATIONAL AGREEMENTS:

President Prestwich explained that the College is working on a possible relationship with a Chilean organization to bring students to NWC. They are requesting official Board record of who has authority to enter into international agreements and President Prestwich recommended the Board officially give him that authority. **A motion was made by Trustee Coe and seconded by Trustee Hedderman to give President Prestwich signing authority for international legal agreements. Motion carried.**

A APPROVAL FOR GREENHOUSE PROJECT:

NWC is currently working with High Tech Construction of Billings, Montana on the replacement of the greenhouse which is being converted into a late night study area as part of the Hinckley Library renovation. The project has been bid, but further discussions are needed with sub-contractors before a final price can be determined. Engineering and contractor estimates place the cost of the project between \$295,000 and \$300,000. Vice President Mills requested Board approval to allow the College to enter into a Guaranteed Maximum Price contract with High Tech Construction as long as the price of the contract does not exceed the estimated range of costs. **A motion was made by Trustee Hedderman and seconded by Trustee Sessions to approve signing a Guaranteed Maximum Price contract with High Tech Construction not to exceed \$300,000 for the building of a greenhouse. Motion carried.**

A APPROVAL OF ACADEMIC CALENDARS FOR 2011-2012 AND 2012-2013:

Academic Affairs and Student Affairs collaborated on the development of academic calendars for the 2011-2012 and 2012-2013 which were included in the Board materials for review. The proposed calendars have the same number of class days as the current academic calendar and have the support of those involved in the various offices that serve students. **A motion was made by Trustee Danko and seconded by Trustee Coe to approve the academic calendars for 2011-2012 and 2012-2013. Motion carried.**

ACCREDITATION UPDATE:

Dr. Dechert reported that the Accreditation Executive Committee spent fall semester reviewing the five criteria and she distributed an agreed-upon list of strengths and concerns. The final draft will be reviewed once more during spring semester and sent to the printer in May. The Higher Learning Commission evaluation visit is scheduled

for November 15-17, 2010. The visiting team will have questions for the Board and she asked that Trustees make themselves available.

REPORTS:

Board President:

Board President Vogt reported he attended the Wyoming Association of Community College Trustees (WACCT) meeting in Casper along with Trustees Danko and Hedderman. Since a quorum was not present, a group discussion was held rather than a meeting. With regard to NWC's resolution for a .025 percent sales tax, EWC voted in favor of it, LCCC tabled it until the next Board meeting, WWCC would not take action, and the other three colleges wanted more time for review. Mr. Vogt distributed a list of duties for the new WACCT Executive Director who will begin January 1, 2010. Board President Vogt also gave a brief report on the Wyoming Community College Commission (WCCC) meeting. Trustee Hedderman distributed buttons she created to raise awareness during the legislative session that while 54% of higher education students in Wyoming attend community colleges, only 35% of state higher education dollars go to community colleges.

Board Committees:

There were no Board Committee reports.

College President:

President Prestwich reported the greenhouse project is in full swing and that ear plugs are being distributed to library patrons. The WCCC approved the project at its December 5th meeting. During the past several weeks there have been a number of sporting events, concerts, capstone courses in academic courses, etc. The number of activities that NWC students are involved in compared with other colleges is impressive and is a direct result of faculty and staff that look for ways to provide our students with a rich experience.

Vice Presidents:

Vice President Young reported that Child Care Assistant Evelyn Briseno received Child Development Associate certification from the Department of Family Services. Coach Flavia Siqueria was invited to attend the "30 Under 30 Conference" in Miami which is quite an honor. Thanks to the hard work of many staff, the TRIO Grant was successfully submitted. Vice President Young gave an update on athletic event statistics and an enrollment report. Planning is underway for the spring New Student Orientation.

Vice President Mills reviewed the Bid and Contract Issuance Report with the Board.

Human Resources Director Heather Kobbe reviewed the Personnel Status Report with the Board and offered to respond to questions.

Vice President Mills offered to respond to questions on his written report in the Board materials.

Vice President Kitchen distributed copies of the fall issue of *ACCREDITATIONBiz* which he wrote and designed. It is an employee newsletter for the Accreditation Executive Committee and this one focuses on Criterion 3. In accordance with the five-year market research plan, the next survey is scheduled for Washakie County. The materials for the January community survey of Worland and Ten Sleep are being printed. As always, Board members will see the results in an executive summary. Vice President Kitchen called

attention to the light pole banners which display the College's graphic mark in high traffic areas on campus, and he credited Printing Services Specialist Nancy Schuller with its design. Trustee Hedderman thanked Vice President Kitchen for his work in scheduling the meetings with legislators saying she appreciated his efforts and the nice job that he and President Prestwich did in presenting NWC's case.

In addition to her written report in the Board materials, Vice President Hruska reported the Title III Year 4 report was submitted and accepted. This is the last year of the grant which will provide the College with \$365,000 in addition to \$18,000 in carry over funds.

Foundation Executive Director Wetzel reported that staff members are continuing work on a focused fundraising effort to use the remaining endowment matching dollars from the state of Wyoming.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, January 11, 2010 in the Trapper Room located in the lower level of the DeWitt Student Center.

A ADJOURNMENT:

On a motion by Trustee Danko which was seconded by Trustee Hedderman, the meeting adjourned at 7:07 p.m.