

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 11, 2010**

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

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; MR. DEAN BRUCE; MS. TERRI WARD; MS. ILENE OLSON, the *Powell Tribune*; and MS. CYNTHIA CICCIO, 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, January 11, 2010 at 3:30 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

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

A EXECUTIVE SESSION **On a motion by Trustee Westerhold which was seconded by Trustee Hedderman and carried, the Board moved into executive session to discuss a personnel matter.**

The executive session was adjourned and the regular meeting was reconvened at 4:05 p.m.

A APPROVE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2009: **A motion was made by Trustee Coe and seconded by Trustee Hedderman to approve the minutes of the regular meeting of December 14, 2009 as presented. Motion carried.**

A APPROVE MINUTES OF EXECUTIVE SESSION OF DECEMBER 14, 2009: **A motion was made by Trustee Westerhold and seconded by Trustee Sessions to approve the minutes of the executive session of December 14, 2009 as presented. Motion carried.**

INTRODUCTION OF WOMEN'S BASKETBALL TEAM:

Members of the 2009-2010 NWC Women's Trapper Basketball Team gave a brief introduction of themselves. Trustees thanked them for coming.

CONSTITUENT GROUP REPORTS:

Administrative Staff Organization (ASO) president Dee Havig reported that ASO met twice fall semester and that some representatives have met with President Prestwich regarding proactive budget-saving ideas.

Faculty Organization (FO) representative Dean Bruce reported that enrollment looks good and classes are full. Jeremy Johnston is the FO representative for the upcoming budget discussion with the President's Advisory Council (PAC).

The Professional Staff Organization (PSO) had no report.

The Classified Staff Organization (CSO) had no report.

The Student Senate (SS) had no report.

A CHECK REGISTER:

Finance Director Sheldon Flom responded to a question raised at last month's Board meeting regarding a Forest Service charge. After a brief question/answer session, **a motion was made by Trustee Westerhold and seconded by Trustee Housel to approve the check register as presented. Motion carried.**

A FACULTY EMPLOYMENT POLICIES:

President Prestwich explained that Faculty Employment Policy Review Committee (FEPRC) facilitator Bob Krenz was not available to answer questions about the two proposed revised policies for the Faculty Employment Policies which were included in the Board materials. The proposals have gone through the FEPRC process and the results of a faculty electronic vote were included in the Board materials. FO representative Dean Bruce added that faculty members are generally in favor of the proposed revisions but voted them down because they wanted more time to review them and offer potential revisions.

Board President Vogt asked that the changes from the Academic Advisory Council's (AAC) original proposal be highlighted on the FEPRC's amended proposal in order to make it easier for Trustees to track changes. Trustee Hedderman added that it would be helpful to include the current policy as well. Vice President Hruska responded that normally that would be possible; however, these are two emerging situations and there is not a current policy in place.

Trustee Westerhold requested that the policies be examined by the College attorney after the faculty has completed its review and vote.

A motion was made by Trustee Westerhold and seconded by Trustee Housel to table this agenda item. Motion carried.

A 2010-2011 ROOM AND BOARD RATES:

Residence and Campus Life Director Dee Havig distributed budget information for the food service, residence halls, Trapper Village Main and Trapper Village West apartments. He also distributed a room and board rate comparison of Wyoming and regional colleges. Even though the total profit for 2009 does not include the \$400,000+ bond payment, the College still makes a profit, which prompted Board President Vogt to ask why it is necessary to raise rates. Finance Director Flom responded that the College needs to build up a reserve for maintenance of the residence halls as funds previously used to repair the residence halls may no longer be available. There is no cap on the total amount of revenue reserves for auxiliaries and NWC has major apartment and residence hall repair and renovation projects that will require significant funds.

Vice President Mills remarked that NWC's rates are the lowest among the comparators, many of which are expected to increase 2-5% for next year. President Prestwich added that market projections are used to ensure the College has adequate funding to maintain its buildings. Also, including the proposed increase, NWC's rates will still be very competitive with its sister institutions and universities in Wyoming and Montana.

Trustee Danko questioned the food service operating expenses for 2008 and 2009 compared to the two previous years. Mr. Flom will research the information and report back to the Board. In response to an inquiry by Trustee Sessions, Mr. Havig explained that the

proposed increases are based partly on comparator information and partly because rates have been increased only slightly in the past. **A motion was made by Trustee Hedderman and seconded by Trustee Danko to approve the proposed fiscal year (FY) 2011 room and board rates. Motion carried.**

REPORTS:

Board President:

Board President Vogt had no report.

Board Committees:

There were no Board Committee reports.

College President:

President Prestwich reported that this year's intersession generated 30 FTE which is an increase of about 25% over last year. The College's spring semester in-service will be held Wednesday, January 13; classes begin next week. FY11 budget discussions will continue, and at least one more meeting with constituent group representatives will be scheduled for early to mid February. Dr. Prestwich gave a brief update on the facilities improvement renovation projects.

Trustee Danko asked if another meeting/listening session should be scheduled for constituent group representatives and the Board. Board President Vogt suggested setting a date at the February Board meeting for a meeting in March.

Vice Presidents:

Vice President Young reported that the numbers from Scholarship Day indicate enrollment will hold strong for fall. A ceremony is being planned to honor Wrestling Coach Jim Zeigler's induction into the NJCAA Coaches Hall of Fame. The event will take place after the Apodaca Dual Showdown matches on Friday, January 29. In response to an inquiry by Trustee Vogt, Vice President Young explained that the document imaging system is a program that will help the College to go paperless by scanning documents in the Records Office, the Financial Aid Office and the Business Office. It will save the College the expense and space for fire proof filing cabinets. Trustee Westerhold recommended that a very good quality control be set up as the switchover is made.

Vice President Mills offered to respond to questions on the Bid and Contract Issuance Report adding that no new projects have been bid. In response to a concern expressed by Trustee Hedderman, Vice President Mills told Trustees that the mechanical divider curtain to be installed in the Trapper Gym will be raised for morning walkers and for individuals playing basketball.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:00 p.m. There were no citizens present to address the Board, so Citizens' Open Forum adjourned.

Vice Presidents (continued):

Human Resources Director Heather Kobbe offered to respond to questions about the Personnel Status Report.

Vice President Mills offered to respond to questions on his written report which was included in the Board materials. In response to an inquiry by Board President Vogt, Vice President Mills explained the reason for the mobile computer lab in the Science/Math Building is to maximize use of the computers assigned to this particular building. Vice President Mills also updated the Board on the snow-related damage at the Mickelson Field Station.

Vice President Kitchen reported that a January mailing of a Worland and Ten Sleep community survey is on schedule in accordance with the five-year market research plan. New movie theatre ads are being designed with animation included, and he looks forward to reactions. Biographic statements for each of the Trustees are being finalized and will be included on the Board's Web page.

Trustee Danko raised a concern about problems that photo applicants are having with the online scholarship application process. According to Vice President Hruska, the reason is that the STARS scholarship software system is not Mac-friendly. The College is aware of the issue and a meeting is scheduled to discuss the problem.

In addition to her written report in the Board materials, Vice President Hruska reported the College is gearing up for spring semester and is looking to add more course sections.

Foundation Executive Director Wetzel reported that including year-end activity, the Foundation will close at just over \$1.2 million this year. The *Matching Matters* campaign resulted in \$310,000 matching funds from the state. Ms. Wetzel will provide a detailed analysis of the campaign year at the next Board meeting. Trustee Hedderman commented that the College's and Foundation's presence at the Powell Valley Chamber of Commerce's "Country Christmas" was impressive and she thanked Ms. Wetzel for her involvement.

OTHER BUSINESS:

Board President Vogt reported that the Board has received a request for a hearing from a former employee. **Trustee Housel moved to grant Mr. Mike Taylor's request for a due process hearing. The motion was seconded by Trustee Hedderman and was passed.**

A motion was made by Trustee Housel and seconded by Trustee Coe to retain attorney Chris Edwards from Cody to represent the Board at that hearing. Motion carried.

Board President Vogt and Trustee Westerhold will be attending the ACCT Legislative Summit in Washington, D.C. on February 8-10. Trustees were encouraged to attend the upcoming Wyoming Community College Conference in Cheyenne on February 16 and the Wyoming Community College Commission (WCCC) meeting the following day. Trustee Hedderman will act as the alternate voting delegate at the WACCT meeting.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, February 1, 2010 in the Trapper Room located in the lower level of the DeWitt Student Center.

A EXECUTIVE SESSION:

A motion was made by Trustee Danko and seconded by Trustee Sessions to move into executive session to discuss a personnel matter. Motion carried.

The executive session was adjourned and the regular meeting reconvened at 5:44 p.m.

A ADJOURNMENT:

On a motion by Trustee Danko which was seconded by Trustee Housel, the meeting adjourned at 5:45 p.m.