

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

May 10, 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; DR.-ELISE KIMBLE; MS. JO ANN HEIMER; MS. HOLLY BERRYMAN; MR. KALEB OLSEN; MR. STEVE WALKER; MR. WALLY WOLFE; MS. TARA PIANTANIDA, MS. JENN STAUFFER; MS. TERRI WARD; MR. BOB KRENZ; MR. DEAN BRUCE; MS. ILENE OLSON, the *Powell Tribune*; MR. MARK KEIERLEBER, MR. SEAN RYAN and MR. RON FEEMSTER, the *Trail*; 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, May 10, 2010, at 3:00 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA:

Board President Vogt requested that the introduction of student groups be moved up immediately following the study session. He also noted that agenda item #10 "Sexual and Other Forms of Harassment Policy" should be an action item. **A motion was made by Trustee Coe and seconded by Trustee Hedderman to approve the agenda as amended. Motion carried.**

**STUDY SESSION:
FOUNDATION GRANTS
AND SCHOLARSHIPS**

Foundation Executive Director Shelby Wetzel and Financial Aid and Scholarship Director Tara Piantanida gave a presentation on Foundation grants and scholarships. Ms. Wetzel began with a history and overview of the NWC Foundation which operates under a Memorandum of Understanding detailing the relationship between the Foundation and the College. The early focus of the Foundation was on land acquisition but changed to student scholarships in the 1990s. She gave an overview of the Foundation's assets, finances and accounting practices. Ms. Wetzel distributed and reviewed a list of Foundation grant funds extended annually to NWC. Since 2004, grants from the NWC Foundation total \$724,000 as well as other earmarked program funds. Scholarships remain a priority for the Foundation. For fiscal year 2010, 44% of the students received scholarships with the average scholarship being \$2,389. The Foundation handles 245 private scholarship accounts. Before the VISTAs campaign, available scholarship funds totaled \$185,929; in 2009 at the end of the VISTA campaign, scholarship funds amounted to \$435,107. The Foundation will contribute \$811,000 for 2010-11 scholarships. The Foundation and Scholarship Office collaborate in a partnership to award scholarships.

Ms. Piantanida spoke on the student side of scholarships and explained the two reasons to provide scholarships are to recruit and retain students. She gave a history of the Trapper Scholarship Program. Prior to 2009-2010, an EXCEL spreadsheet was used to

track the awarding of scholarships; however, now the STARS scholarship data base is used. She reviewed the packaging policy for awarding in-state and out-of-state scholarships. Ms. Piantinda went on to explain the application process and each of the scholarships. With students dropping and losing eligibility, all of the budgeted funds were not being spent, so they proposed a policy change to over award by 10% in order to increase the number and caliber of students. Other scholarship changes include a redistribution of \$80,000 in academic scholarships across the seven divisions in order to distribute funds more equitably according to the number of enrollees or majors. Funds are also available for the Academic Advisory Council to award to specific programs in order to help increase enrollment. In addition, funding is provided for competitive team scholarships.

A question/answer session followed and the Board thanked Ms. Wetzel and Ms. Piantinda for the very informative presentation.

INTRODUCTION OF STUDENT GROUPS

Assistant Professor of Business/Accounting Dean Bruce, who is advisor to the Students In Free Enterprise (SIFE) organization, told the Board a little about some of its activities as well as the community projects in which the group has been involved, after which the students introduced themselves.

Admissions Manager West Hernandez introduced the Trailblazers who help out immensely with tours and other recruitment efforts.

On behalf of the Trustees, Board President Vogt thanked the students for their leadership skills and thanked Mr. Bruce and Mr. Hernandez for their advisory roles.

A APPROVE MINUTES OF THE REGULAR MEETING OF APRIL 12, 2010:

A motion was made by Trustee Housel and seconded by Trustee Hedderman to approve the minutes of the regular meeting of April 12, 2010 as presented. Trustee Vogt was informed that the ACCT Conference proposal was submitted, after which he thanked Trustees Coe and Danko for their involvement. **Motion carried.**

A APPROVE MINUTES OF EXECUTIVE SESSION OF APRIL 12, 2010:

A motion was made by Trustee Danko and seconded by Trustee Sessions to approve the minutes of the April 12, 2010 executive session as presented. Motion carried.

A APPROVE MINUTES OF SPECIAL MEETING OF APRIL 23, 2010:

A motion was made by Trustee Housel and seconded by Trustee Danko to approve the minutes of the April 23, 2010 special meeting as presented. Motion carried with Trustee Housel abstaining.

CONSTITUENT GROUP REPORTS:

Administrative Staff Organization (ASO) representative Shelby Wetzel reported that members met to prepare for their meeting with the facilitator; Casey Dearcorn and Virginia Fish were selected as the Task Force representatives. The ASO will meet again to elect officers.

Faculty Organization (FO) president Elise Kimble reported on the election results: Dean Bruce-president; Bob Becker-president elect; Jeanne Hunt-treasurer; Jan Kraft-member at large representative on the College Council. She also reported the results of the FO vote on the use of available funds in the faculty box, adding that Steve Walker will have more to report later in the meeting. Deb Koelling and Gary Sturmer will serve as Task Force representatives.

Professional Staff Organization (PSO) representative Jo Ann Heimer reported that its election of officers was postponed until a decision was made regarding the merging of the PSO and ASO. Deb Mills and Kay Dooley were selected to serve as Task Force representatives.

Classified Staff Organization (CSO) president Holly Berryman reported that the CSO held a gathering to show support and appreciation for its members. Its "We Care" scholarship fundraising event raised enough money to award three \$400 scholarships.

Student Senate (SS) president Kaleb Olson reported on its recent election and induction ceremony. He distributed copies of next year's SS budget which has been finalized and he reviewed it with the Board highlighting major changes. On behalf of the Trustees, Board President Vogt thanked Mr. Olson for his service.

A CHECK REGISTER:

After a brief question/answer session, a **motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the check register as presented. Motion carried.**

A SEXUAL AND OTHER FORMS OF HARASSMENT POLICY:

A draft of the Sexual and Other Forms of Harassment Policy with tracked changes was included in the Board materials. Human Resources Director Heather Kobbe explained that the proposed changes incorporate other forms of harassment that may not be sexual in nature, such as bullying. The Employment Policy Review Committee (EPRC) has worked on the policy for the majority of the academic year and it's been reviewed by College Council, the President's Advisory Council and endorsed by legal counsel. There were no major objections to the policy by any groups; however, College Council members voiced some concerns about different perceptions of harassment, whether or not people were able to "opt out" after a claim was made, and concerns about the possibility of employees being disciplined if they are aware of harassment and choose not to report it.

Trustee Housel asked if the HR Director will do all the training for the policy. Ms. Kobbe responded that all current employees have received training and that training is provided for new employees at Employee Orientation. Investigators will need training which will be addressed after the policy is approved. The number of harassment complaints varies from between one to four times per year. Trustee Westerhold called attention to the missing list of people referenced under Reporting Obligations. Ms. Kobbe will make the necessary edit. **Trustee Westerhold moved to approve the Sexual and Other Forms of Harassment Policy for inclusion into section three (All Employee Policies) of *The Employment Handbook* as amended. The motion was seconded by Trustee Coe. Motion carried.**

A FACULTY COMPENSATION FOR FY11:

At last month's meeting, Vice President Mills presented Trustees with the FY11 compensation plan for the College. At that time, however, the FO had not made a decision regarding its recommendation for the use of the funds in the faculty box which became available due to resignations and retirements. In accordance with the Faculty Employment Policies (FEP), members of the Administration and the Faculty Welfare Committee met to discuss various ways the available dollars could be used for faculty salaries. Three options were

presented to the FO for a vote: (1) use the bulk of the recapture funds to provide a step to eligible faculty members and apply the rest to the base; (2) apply all the recapture funds to the base; (3) use the recapture funds for a fixed term faculty position in a high need area. The FO voted for option #1. Finance Director Flom clarified that the recapture funds total \$68,310 of which \$43,637 will go to steps and the remaining \$25,266 will be applied to the base salary. Board President Vogt remarked that while he doesn't believe faculty members are overpaid, he cannot justify a raise for them when the remaining staff get nothing. He added that the College is in a situation in which it is not allowing raises, and even though the recapture funds are from the faculty box, it's still College money.

Trustee Coe agreed saying the recapture funds should be used to hire additional faculty or special positions to help relieve the faculty load which will benefit students as well as the faculty who have to take on extra duties. She added that allowing the faculty a raise, would be inconsistent with the Board's earlier statement of no raises.

Trustee Danko expressed support for faculty early retirement being funded from savings in the faculty box. She was also in agreement with using the recapture funds to provide an additional 1.5 faculty positions and other necessities related to the increased enrollment. Trustee Sessions also concurred with Board President Vogt saying NWC needs to be cognizant of what's going on at the state level which is the College's major funding source, and the direction the Governor has given.

FO Welfare Committee Chair Steve Walker read a statement voicing the FO's opinion. According to the faculty handbook, recaptured money must be returned to the faculty for step increases and/or to base salaries. Nowhere does it say that the money can be taken away. The faculty box was created for financial times like this and if the recapture funds are not used for this purpose, it will violate the intention of the policy. Of the 80% of eligible faculty who voted, not one voted for the administration's proposal. Senior faculty who are "stepped out" and who would not benefit voted for the step-increase option to help new faculty as promised.

Dr. Walker noted that the Governor said that small comparative raises can be given using existing funds. NWC is not alone, as Central Wyoming College is also awarding step increases to its faculty. It's important that we have good teachers. Without quality teachers, students wouldn't have a good experience and wouldn't be able to give back. The statement went on to say that the Board values the President by increasing his contract \$3,800/year by allowing his wife to attend conferences as well as two additional vacation days per year. The recapture money is meant for recruiting and retaining quality faculty; if the Board doesn't vote for this option, it shows Board members don't value teachers.

Board President Vogt responded that the Board's only option is to rescind the faculty box so the College is not faced with this situation again. The Board does value faculty members, but he has a problem giving them a raise and not the rest of the staff.

Faculty member Wally Wolfe spoke to the Board about the history of the faculty box. The money for the faculty pay increases is already available as a result of resignations and retirements. It has provided the step increases for faculty members for years, and is referenced in faculty handbook which becomes part of faculty contracts. During orientation, new faculty members are told they will receive step increases each year. The box provides certainty for faculty salaries regardless of legislative action and is a part of career building. He recalled his first year on campus when the FO voted to give a small amount of available money to the new young faculty. It's critical to keep these fine faculty members and to recruit new quality faculty. Unless we can demonstrate that they can make progress, they will move or not come here. Steps are a way to avoid compounding problems. If steps are not given this year, faculty salaries will never catch up later. Faculty members see this as part of their contract, and failure to respect this will be seen as an affront to faculty.

Trustee Coe said that she wasn't a Board member when the faculty box was created but thinks she understands it now. She believes in early retirement and it's not fully funded for faculty. She is truly amazed by the faculty talent, expertise, and how the students turn out. By not voting for this faculty increase, doesn't mean she doesn't value the faculty. Faculty member Dean Bruce corrected her saying the early retirement box is now fully funded and Finance Director Flom explained. Trustee Coe went on to say that it's her job to look at the entire campus and it doesn't mean she doesn't value faculty.

Board President Vogt commented that faculty compensation has doubled in the past ten years and he doesn't agree that a step increase is not a raise; any extra money in your paycheck is a pay increase. He went on to say with regard to keeping young faculty, the average tenure is so high that NWC is rated fifth in the Mountain States region because of its faculty longevity. He added that NWC faculty can get to the top of their scale in 18 years. That is an advantage for faculty here, but he understands their concern for young faculty.

Trustee Hedderman voiced that she very much appreciates the faculty, but with the increased enrollment, it will be necessary to hire additional faculty members.

Trustee Housel thanked Dr. Walker and Dr. Wolfe for their well stated remarks and the history of the box, saying that he appreciates the effort the FO has put into this. He agrees with what they say. A couple of his observations with the policy is that "faculty" is not singular. The Board is bound to honor what previous boards have done. We need to interpret that language as plural not singular. Also, the doctrine of exclusion, when you have one that's specific, you can't read into it, can't strain the language of the provision and, in his opinion, the language doesn't mean that the money can be used for additional faculty. The College is bound by the language. **Trustee Housel moved to adopt the provision the FO set forth in option #1 in which the recapture funds be applied as follows: \$47,904 to provide a step to those faculty members who are eligible, and the remaining \$19,108 to the base. The motion was seconded by Trustee Danko.**

In further discussion, Trustee Coe asked why the Board is even voting if it is bound by the faculty box. If Trustee Housel's opinion is correct in that the Board can only choose between option #1 and option #2, why is it being presented this way if the Board has no choice?

President Prestwich explained that according to the Salary Policy and Procedures there is to be collaboration between the administration and faculty. Use of the recapture funds as described in option #3 was a proposal the group agreed to include as one of the possibilities for the FO to consider.

In response to Trustee Danko, Finance Director Flom said there is no increased budget from the state based on increased enrollment. It will be looked at in 2012 for the 2013-2014 biennium.

Board President Vogt remarked that NWC is the only college in the state with a faculty box. He voted for it when it was created, but would not do so again because of this situation. Trustee Coe said she doesn't want to vote against an existing policy, but asked for additional interpretation of the policy because she's concerned about the College's finances, how it will be perceived by legislators, and her own personal views. Trustee Westerhold remarked that politically he does not agree, but concurs with Trustee Housel regarding the faculty box, adding that he's not a fan of the faculty box, but if that's what we have, we'll have to live with it. With no additional funds for faculty for the increased enrollment, they won't have a cavalry to help them out. **Motion passed 4-3.** Board President Vogt requested that a discussion of the faculty box policy be included on a future Board of Trustees meeting agenda to determine if it's legal to provide pay increases for a particular group of staff and not others.

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.

QUARTERLY BUDGET AND CASH FLOW REPORT:

Finance Director Flom offered to respond to questions on the Third Quarter Budget and Cash Flow Report which was included in the Board materials.

PRELIMINARY FY11 BUDGET PRESENTATION:

Finance Director Flom distributed draft copies of the preliminary budget and reviewed it with the Board. He reported an error in the original figures which resulted in a \$230,000 deficit rather than breaking even as originally planned. As he prepares the draft budget for next month's Board meeting, he will update tuition income which will cover some of the deficit. The remainder of the funds will come from reserves. Mr. Flom reviewed the other adjustments made on the FY11 draft budget. In a brief question and answer session that followed, Mr. Flom was asked to provide Board President Vogt with the breakout figures for the Bookstore. The Board will review a revised draft budget at its meeting next month.

REPORTS:

Board President:

On behalf of the Board of Trustees, Board President Vogt publicly thanked all the College employees, saying that all they do is very much appreciated. Mr. Vogt went on to report on a meeting of the Wyoming Association of Community College Trustees (WACCT) Advocacy Committee which he chairs and which consists of one representative from each college. The committee met in Rock Springs

in conjunction with the April Wyoming Community College Commission (WCCC) meeting. A Trustee Education Committee is also being established; Trustee Hedderman volunteered to serve as NWC's representative. The next WCCC meeting is June 23rd in Thermopolis. The WACCT will meet the day before from 4-6 p.m. and have dinner with the commissioners afterwards.

Trustee Danko reported on a meeting with WACCT Executive Director Steve Bahmer at which Trustees discussed the 2010 legislative summit.

Board Committees:

There were no Board committee reports.

College President:

President Prestwich reported that work continues on the FY11 budget. Early enrollment numbers are positive for returning and new students, and residence hall numbers are up as well. NWC has turned the corner this year with increased enrollment which became official at the April WCCC meeting when the Enrollment Report was released. The 21% increase is a testament to the good work of everyone and not only the Trapper Scholarship. President Prestwich called attention to the various year-end activities showcasing all the wonderful things students have done throughout the year. A campus visit is scheduled this week for Dr. Pamila Fisher, the facilitator hired by the College.

Vice Presidents:

In addition to her written report in the Board materials, Vice President Young reported on the Rodeo Team's successes. Rodeo Coach Del Nose was awarded Coach of the Year. He submitted his resignation effective June 30 to take a position managing a ranch in Ennis, MT.

Vice President Mills presented the bid and contract issuance report and gave an update on the four projects in progress. The Orendorff Building entrance project has created some angst because the roof was not concrete and had to be re-engineered, costing the College approximately \$8,000. The snag slowed down the project, but is still expected to be completed by mid-July. Mr. Mills requested Board approval to bid five new projects for which funding is available and will come from Major Maintenance, the One-Mill Fund or the Action Resource Plans:

#1 – A new kiln to replace the 40-year-old kiln in Art Department was identified in the Action Resource Plan (ARP). The current one is obsolete and parts are no longer available. The updated model will provide better safety control. The cost is \$13,500 which includes shipping and installation.

#2 – A Computer- to-Plate piece of equipment for Printing Services and Graphic Arts/Printing to replace the current, obsolete system was also identified in the ARP with a cost not to exceed \$70,000.

#3 – Fencing material to replace both fences along the road at both the Equine Center and the Ag Pavilion. The 1,100 linear feet of either metal or vinyl will be funded from Major Maintenance at a cost not to exceed \$24,000.

#4 – Two new 4-wheel drive SUVs to replace two other vehicles in the fleet at a cost not to exceed \$50,000 from the One-Mill Fund.

#5 – Tractor with grooming mower (and four attachments) to help

maintain athletic/activities fields and campus grounds at a cost not to exceed \$36,000 from the One-Mill Fund.

After a brief question/answer session, Trustee Danko moved to approve the five projects at a cost not to exceed the amounts mentioned. The motion was seconded by Trustee Housel and passed unanimously.

Human Resources Director Heather Kobbe gave a Personnel Status Report update and responded to several questions.

In addition to his written report in the Board materials, Vice President Mills commented that with regard to the cost of textbooks and the CDs that go with them, the information is available on the NWC website. Trustee Westerhold clarified that his concern had more to do with if instructors know the cost before selecting a textbook. He's not suggesting that textbooks be based on the cost, but when similar books have a big price difference, hopefully the instructor would choose the less expensive one.

Vice President Kitchen offered to respond to questions on his written report in the Board materials. In response to Board President Vogt's inquiry, Mr. Kitchen reported on the Wyoming Public Relations/Marketing Officers meeting he attended in Lander on April 28.

Vice President Hruska offered to respond to questions on her written report in the Board materials.

Foundation Executive Director Shelby Wetzel reported on the successful Trapper Bonanza golf tournament in which 88 golfers participated. The Foundation Board held its quarterly meeting in late April at which Board members voted on two new directors: Travis Graham and Kathleen Divencio. The Grant Review Committee processed three grants. The Board voted to fund the remodeling of R.A. Nelson house which will be a nice facility for campus use.

A EXECUTIVE SESSION:

At 6:34 p.m., a motion was made by Trustee Westerhold and seconded by Trustee Hedderman to move into executive session. Motion carried.

The executive session was adjourned and the regular meeting reconvened at 6:46 p.m.

OTHER BUSINESS:

Board President Vogt called attention to the dates of the upcoming events listed on the agenda.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, June 14, 2010, in the Trapper Room of the DeWitt Student Center.

A ADJOURNMENT:

On a motion by Trustee Hedderman which was seconded by Trustee Danko, the meeting adjourned at 6:48 p.m. Motion carried.