

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
July 2, 2012**

MEMBERS PRESENT: President MARK WESTERHOLD; Vice President/Secretary MARTY COE; Treasurer RICK LAPLANTE; Trustees CAROLYN DANKO and GLORIA HEDDERMAN.

MEMBERS ABSENT: Trustees JOHN HOUSEL and JIM SESSIONS.

OTHERS PRESENT: DR. PAUL PRESTWICH, President; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. RONDA PEER, Interim Vice President for Academic Affairs; MS. SHELBY WETZEL; MR. SHELDON FLOM; MS. JILL ANDERSON; DR. STEVE WALKER; MR. ROBERT BECKER; MS. LISA SMITH; MS. HOLLY BERRYMAN; MS. LORILYN BECK; 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, July 2, 2012, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

A APPROVE THE AGENDA: The Budget Hearing was advertised for 4:30 p.m. and Finance Director Flom asked that the agenda be modified accordingly. Board President Westerhold asked Finance Director Flom to present the list of Accounts Receivable write-offs after the check register. **A motion was made by Trustee Coe and seconded by Trustee Hedderman to approve the agenda as amended. Motion carried.**

STUDY SESSION: The study session was a continuation of the presidential search discussion. Board President Westerhold summarized that at the Board's special meeting last week, members selected the Gold Hill firm to assist with the search. The Board also agreed to hire an administrative secretary to provide confidential administrative assistance to the search committee. Since that time, search committee co-chairs (he and Trustee House) made a decision to hire Ms. Lorilyn Beck for the position.

At today's study session, Board President Westerhold asked that the Board determine the search committee composition as well as the competencies and qualifications the next president should have. He added that all of the work being done on the presidential search is preliminary and that the final determination will be made by the search committee in September.

Board President Westerhold explained that while Board members are not required to serve on the search committee, they are welcome to serve with the stipulation that they commit until the end of the search (or until the end of the Trustee's term). The five Trustees in attendance agreed to serve on the presidential search committee. Search committee meetings will be open unless members are discussing names, in which case they will go into executive session.

In further discussion, the Board agreed that the remainder of the search committee be comprised of two vice presidents (one being the Academic Affairs Vice President), two faculty members (one from degree transfer and one from career programs), one PSO member, one

CSO member, one Student Senate member, one Foundation Board member and one Alumni Board member. Each group is requested to submit the names of three individuals for the Board to select from.

With regard to the core competencies the next president must possess, Trustee LaPlante explained they are soft skills that the search committee and search firm will be looking for and should not be included in the job listing. After a brief discussion, the list of core competencies was narrowed to six. The search committee will go through the same exercise.

**A APPROVE MINUTES OF
REGULAR MEETING OF
JUNE 11, 2012:**

Board President Westerhold called attention to the portion of the minutes about the Board's concern regarding the College's iPad purchases and the lack of a policy regarding their use. He asked Vice President Mills to see that Computing Services has a set of outcomes for the device and that a plan be developed for their use (how they're paid for, who owns them, the cost of apps downloaded, security, how they're being used, etc.). However, Vice President Mills questioned his request to have Computing Services manage an Academic Program. Assistant Professor Steve Walker interjected that he sits on the Academic Computing Committee and will check to see if there is such a policy. He will report his findings to the Board. **A motion was made by Trustee LaPlante and seconded by Trustee Danko to approve the minutes of regular meeting of June 11, 2012 as presented. Motion carried with Trustee Coe abstaining.**

**A APPROVE MINUTES OF
EXECUTIVE SESSION OF
JUNE 11, 2012:**

A motion was made by Trustee LaPlante and seconded by Trustee Danko to approve the minutes of the executive session of June 11, 2012. Motion carried with Trustee Coe abstaining.

**CONSTITUENT GROUP
REPORTS:**

Faculty Organization (FO) President Steve Walker reported that several faculty members, including some new faculty members, have gone through Moodle training this summer. Through informal discussions, he feels faculty members are impressed with how the Board is conducting the presidential search.

Professional Staff Organization (PSO) Executive Committee Chair Lisa Smith reported that Matthew Ewers was elected to fill the vacant position on the PSO Executive Committee. Susan Richards will be Acting Chair during Lisa's maternity leave.

Classified Staff Organization (CSO) member Holly Berryman reported they are working to fill an open position on the Executive Committee. The CSO awarded their scholarship to Megan O'Halloran. A CSO meeting is being planned to discuss plans for the 2012-13 year.

A CHECK REGISTER:

Finance Director Flom distributed to Trustees a list of the Accounts Receivable write-offs for their review. All accounts have been sent to collections. After a brief question and answer session, **a motion was made by Trustee Hedderman and seconded by Trustee Danko to approve the check register as presented. Motion carried.**

A BUDGET HEARING:

A motion was made by Trustee Coe and seconded by Trustee Hedderman to temporarily adjourn the regular meeting for the Budget Hearing. Motion carried.

The Budget Hearing adjourned and the regular meeting resumed.

REPORTS:

Board President:

Board President Westerhold summarized the Board's June 26th special meeting to discuss the presidential search. Trustees discussed search firms, core competencies, and hiring a search committee coordinator. He and Trustee Housel were appointed co-chairs of the Presidential Search Committee. Also, the Board's ad hoc Finance Committee met with the College administration on June 28th to discuss financing of the College's share of the cost of the new building. Discussion is ongoing; they are getting closer to finalizing a plan which will be presented at an upcoming Board meeting.

Board Committees:

Trustee Danko reported that Wyoming Association of Community College Trustees (WACCT) Executive Director Steve Bahmer is working on a Trustee education opportunity in the fall.

With regard to the Lovell Board of Cooperative Educational Services (BOCES) budget for 2012-13 which was included in the Board materials, Trustee LaPlante commented that concurrent enrollment costs are high and they have declining enrollment. The projected budget deficit will be paid from reserves.

College President:

President Prestwich expounded on the College's progress regarding a plan to finance the Yellowstone Academic/Workforce Training Building. He will be discussing the tentative plan with individual Trustees before it is presented at a Board meeting.

In response to an inquiry by Trustee LaPlante, President Prestwich reported that last week's Strategic Plan Development Work Group meeting was mostly devoted to the imperative that Ronda Peer and Kay Dooley are co-chairing. A smaller subcommittee was formed to develop/create a fourth imperative which will be discussed by the larger group at a meeting next week. The Strategic Plan Development Work Group will meet again during the fall semester in-service when the "Great Colleges to Work For" survey data will be available.

Vice Presidents:

Vice President Mills gave an update on the Bid and Contract Status report. He explained to the Board that the College budgets \$130,000 each year in the one-mil fund to replace motor vehicles. Due to changing transportation requirements, the College would like to use a portion of these budgeted funds to replace one of the people movers with a used 55-passenger motor coach. With the coach, the College would be able to more efficiently move larger groups of students (such as music groups and men's and women's sports teams traveling together) with only one vehicle. The coach would be safer and more comfortable for the students as the people movers are not able to maintain inside temperatures of greater than 50 degrees when operating in the winter. He asked permission to look for a used motor coach costing less than \$100,000; one of the people movers would be sold to off-set the cost.

In response to an inquiry by Trustee LaPlante, Vice President Mills said the cost of chartering a motor coach is prohibitive at approximately \$3,000-\$4,000 per trip. He will email the Board a cost analysis and utilization report of motor pool busses before the next meeting. **A motion was made by Trustee LaPlante and seconded**

by Trustee Danko to table action on the request until after Trustees have reviewed the report. Motion carried.

CITIZENS' OPEN FORUM:

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

REPORTS (CONTINUED):

HR Director Anderson presented the Personnel Status Report. President Prestwich explained that the President's Advisory Council (PAC) reviewed a list of vacant positions and converted ones that are needed, regardless of a budget shortfall, to regular status so as to not affect the quality of candidates. Ms. Anderson identified which positions are interim and permanent. There will be many candidates on campus in the next couple of weeks.

In response to a couple of questions on the Administrative Services report in the Board materials, Vice President Mills reported that Internet service has been restored to the Center for Training and Development (CTD), and the ADA access ramp to the basement of Frisby Hall is being constructed.

Vice President Kitchen offered to respond to questions on his written report in the Board materials. Trustee Hedderman complimented him on the idea to piggy back the NWC Alumni reunion with the Powell High School Alumni reunion. He responded that it was the Alumni Board's idea and that the event gathered 22-25 people. It was a good first event and they would like to continue it in the future.

Interim Vice President Peer highlighted from her written report that Northwest College hosted the WyDEC in May and she thanked Trustee LaPlante for his involvement. In a week-long workshop, ten new faculty members learned about online teaching pedagogy and how to use the Moodle Learning Management System.

In the absence of Vice President Fox, President Prestwich offered to respond to questions on his written report in the Board materials.

In addition to her written report in the Board materials, Foundation Executive Director Wetzel reported that \$174,000 in donations (for the Intercultural Center) were submitted to the National Endowment for the Humanities (NEH) grant certification process. The amount was \$22,000 over the \$152,000 required at this stage of the project.

Other Business

The August pre-Board meeting study session will be devoted to the presidential search.

Trustee LaPlante reported that Board members had discussed the need for a policy regarding family relations. The Board's HR Committee will meet with HR Director Anderson to discuss various models, etc.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, August 13, 2012, in the cafeteria of Meeteetse school.

A ADJOURNMENT:

On a motion by Trustee Danko, the meeting adjourned at 5:26 p.m.