

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 12, 2012**

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

**OTHERS PRESENT:** DR. PAUL PRESTWICH, President; DR. SEAN FOX, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MR. KIM MILLS, Vice President for Administrative Services; MS. SHELBY WETZEL; DR. STEVE WALKER; MS. NANCY GILMORE; MS. JILL ANDERSON; MR. DAVE PLUTE; MS. RONDA PEER; MR. SHELDON FLOM; MR. SHAWN WARNER, Alumni Association; MR. JIM VOGT; MS. NADA LARSEN; DR. PAUL FEES; CTA ARCHITECTS; MR. DENNIS EGGE; MR. WAYNE HERR; MR. DENNIS DAVIS; MS. VICKY PRICE; MR. CALEB GANZA; MS. CHANDINI DAHLBERG; MR. JEFF VICTOR, the *Trail*; 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, November 12, 2012, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

**A APPROVE THE AGENDA:** Trustee Hedderman asked the Board to approve a resolution to oppose raising the 12-credit “tuition cap” for Wyoming community college students. Board President Westerhold said the request would be considered in “Other Business.” **A motion was made by Trustee Houssel and seconded by Trustee Coe to approve the agenda as presented. Motion carried.**

**STUDY SESSION:** CTA Architects presented the final schematic design for the Yellowstone Academic and Workforce Training Building. Wyoming Project Manager Dennis Egge was also available to respond to questions. Using slides, foam board diagrams and a model of the proposed building, CTA Associates walked Trustees through updates that were made based on discussion at the last presentation. One learning lab and a faculty office were eliminated in order to make two smaller classrooms. They reviewed the floor plan, discussed possible materials for the building exterior, and responded to various questions about the covered walkway, windows, etc. An outside view of the building from different perspectives was also presented to show how the new building fits into the campus landscape and architecture.

Vice President Giraud reported that members of the Academic Advisory Council are satisfied with the number of classrooms and offices in the new building, and Dean Ronda Peer reported that it meets the needs of the Center for Training and Development. According to CTA Associate Jim Biel, the project is on schedule and within budget.

**A APPROVE MINUTES OF REGULAR MEETING AND EXECUTIVE SESSION OF AUGUST 13, 2012:** **A motion was made by Trustee LaPlante and seconded by Trustee Hedderman to approve the minutes of the regular meeting and the executive session of August 13, 2012 as presented. Motion carried with Trustees Coe, Danko and Westerhold abstaining.**

**A APPROVE MINUTES OF  
REGULAR MEETING OF  
OCTOBER 8, 2012:**

In response to an inquiry by Trustee Danko, Vice President Mills reported that wireless Internet has not yet been installed in the bus. **A motion was made by Trustee Coe and seconded by Trustee Danko to approve the minutes of the regular meeting of October 8, 2012 as presented. Motion carried.**

**A APPROVE MINUTES OF  
SPECIAL MEETING OF  
OCTOBER 18, 2012:**

**A motion was made by Trustee Danko and seconded by Trustee Hedderman to approve the minutes of the special meeting of October 18, 2012 as presented. Motion carried with Trustees Coe and Sessions abstaining.**

**CONSTITUENT GROUP  
REPORTS:**

Faculty Organization (FO) President Steve Walker reported that most FO discussion has focused on the faculty position regarding concurrent and dual enrollment, as well as the quality of math instruction that students are receiving in high schools. Faculty concerns about the Strategic Plan have been referred to the Institutional Effectiveness Committee (IEC) which hasn't met yet.

Professional Staff Organization (PSO) Executive Committee member Dave Plute reported the PSO will be meeting to develop interview questions for the presidential candidates and provide feedback on Employment Policy Review Committee (EPRC) proposed policy revisions.

Classified Staff Organization (CSO) President Nancy Gilmore reported that the CSO is also compiling interview questions for the presidential candidates. The CSO will be hosting a Wassail Party on December 7<sup>th</sup>.

**A CHECK REGISTER:**

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

**QUARTERLY BUDGET AND  
CASH FLOW REPORT:**

Finance Director Flom offered to respond to questions on the First Quarter Budget and Cash Flow Report in the Board materials. In response to several inquiries, he attributed the decrease in auxiliary fund revenue to a decline in Bookstore and summer conference sales.

**PRELIMINARY AUDIT  
REPORT:**

Finance Director Flom distributed copies of the preliminary audit report for fiscal year 2011-2012. Mr. Wayne Herr, CPA and a partner in McGee, Hearne & Paiz, LLP, reviewed the document with the Trustees. He told the Board that his firm is prepared to offer a clean opinion on the College's financial statements based on their audit.

Mr. Herr pointed out an adjustment to the financial statements for the year ending June 20, 2011 due to an error they discovered, which he explained was a non-expendable item and didn't affect the result. A test was conducted on student financial aid which resulted in a repeat finding from last year; however, it occurred while the Financial Aid Director was in the process of implementing a Corrective Action Plan which is now in place. Government Auditing Standards have been revised which affect the way audits are conducted; however, the College will not see any changes. The Board will be asked to approve the audit at next month's meeting; he encouraged Trustees to contact him with questions beforehand.

**A APPROVAL OF FCC  
LICENSE FOR RADIO  
RELAY STATION:**

Since the NWC radio station KNWT-FM went on the air in November 2010, the College has continued to find ways to improve its operation and coverage. Assistant Professor Dennis Davis explained that the College has an opportunity to purchase a construction permit for a non-commercial FM radio station that would serve the southern part of NWC's service area as well as reach into Fremont and Natrona counties. The acquisition would distribute student work to a wider area, help reach more of the College's service area, and provide a public service through College programs to more listeners. Mr. Davis requested Board approval to authorize purchase of the construction permit and subsequent construction, and the FCC licensing of the station.

Mr. Davis assured the Board that a private donor pledge has been secured to fund the project if grant funds are not received. The transaction will go through the NWC Foundation. The current budget for KNWT will cover ongoing expenses but if there is a big increase, he will get them underwritten and the College will not incur any additional cost. President Prestwich has communicated with the President of Central Wyoming College who indicated there are no territorial concerns. **Trustee Housel motioned to approve the FCC license for the radio relay station. The motion was seconded by Trustee Danko. Motion carried.**

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5 p.m. Trustee Danko reported that a constituent called her about the lack of adequate lighting around the Cabre Gym parking lot and the Nelson Performing Arts Center, which is a concern since many older community members attend College functions. The concern was duly noted.

**INTRODUCTION OF  
STUDENT SENATE:**

Student Senators introduced themselves, telling Trustees their hometown, their major and why they decided to attend NWC.

Student Senate (SS) President Vicky Price reported that the SS has been working on ranking a number of large funding requests. The Budget and Legislative Committees are both meeting this week to develop a plan for evaluating requests. They are also researching what other colleges are doing. At the suggestion of Trustee Danko, Ms. Price will organize a Student Senate campaign to communicate by letter, email, or phone with legislators.

**A 2013 TRUSTEE  
LEADERSHIP AWARD  
NOMINATION:**

Board members reviewed the Wyoming Association of Community College Trustees (WACCT) Leadership Award criteria for the Trustee category and nominations were opened. **Trustee Hedderman nominated Board President Westerhold, which was seconded by Trustee Coe. There were no other nominations and Board President Westerhold was nominated for the 2013 Trustee Leadership Award.**

**REPORTS:  
Board President:**

Board President Westerhold reported that he is appreciative of CTA's work on the Yellowstone Academic and Workforce Training Building since the last meeting. In addition to the Men's Soccer Team "send-off," he attended the Foundation Gala at which he enjoyed Rob Stothart's presentation and suggested he repeat it for the Board.

**College President:**

President Prestwich reported the College has had a very good fall semester including the success of the athletic, Forensics and Livestock Judging Teams. It's a good time of the year for Music and Art events which showcase work by students and faculty. He commended Foundation Executive Director Wetzel, her staff, and volunteers on the successful Foundation Gala fundraising event.

In response to an inquiry by Trustee LaPlante regarding the Strategic Plan, President Prestwich explained that the next step is the tactical part and that the Vice Presidents are working on operational plans for their areas. The other oversight group, the IEC, will meet soon to deal with a request to establish a process for amending the Strategic Plan.

In preparation for the Higher Learning Commission (HLC) focused visit at the end of March, the College is working on addressing planning and budgeting concerns identified in the Review Committee's report. The HLC report was based on NWC's previous Strategic Plan which is very different from the recently approved *2012-2017 Strategic Plan*; however, it continues to guide our Action Resource Plan (ARP) process and budget planning. Trustee LaPlante asked that President Prestwich and/or the IEC report to the Board twice per semester.

**Vice Presidents:**

Vice President Mills gave an update on the Bid and Contract Issuance Report. He also reported that in addition to the new light fixtures installed in the DSC Trapper Room, there will soon be a self-registration login process for wireless internet. Other improvements being considered for the Trapper Room include a white board, speaker system, and an HVAC upgrade.

Vice President Mills requested Board approval for three new projects: 1) construction of a fence on the southeast side of the Equine Center creating an outdoor riding arena at a cost not to exceed \$24,000; 2) construction of two new tennis courts north of Simpson Hall (to replace the two that will be displaced by the new building) at a cost not to exceed \$220,000; and 3) a concrete/pavement repair project to be phased in over four years at a cost not to exceed \$75,000/year. The fence and pavement repair projects would be paid from major maintenance funds and the cost of the tennis courts would come from reserves.

In response to several questions by Trustees, Vice President Mills said he would see if the College's Welding Department could help with the fencing project, but that the materials would need to be bid.

There was a brief discussion about student usage and the number of tennis courts the City of Powell maintains. Vice President Mills will develop a usage report including the number of FTE generated by classes. Board President Westerhold suggested using the Facilities Master Plan to prioritize the project.

The campus is being surveyed for concrete and pavement projects which will be prioritized. Vice President Mills requested the College budget \$75,000/year for four years to address them.

**A motion was made by Trustee Housel and seconded by Trustee LaPlante to defer all three items until the December meeting when more information is available. Motion carried.**

HR Director Anderson gave an update on the Personnel Status Report and the Presidential Search. Dr. Preston Pulliams of Gold Hill Associates has been networking and feels confident in the number of applications. The Presidential Search Committee has been working on a final list of interview questions and will meet on December 10<sup>th</sup> to determine which candidates to interview on December 17<sup>th</sup> by video. She will forward the list of interview questions to the Trustee-elects for their feedback and will provide them with access to the applications after they have been sworn in. Ms. Anderson also reported that the EPRC is still reviewing policies, some of which have gone to the constituent groups. Hopefully, the College Council will review the revised policies in January so they can be presented for Board approval in February.

Vice President Mills offered to respond to questions on his written report in the Board materials. In response to an inquiry by Trustee Danko, HR Director Anderson explained that the feedback from the *Great Places To Work* survey identified areas for improvement which require behavioral changes. A product that provides a variety of training has been identified and is being evaluated by PAC.

Vice President Giraud responded to questions on his written report in the Board materials.

Vice President Fox offered to respond to questions on his written report in the Board materials. He added that the Men's Soccer Team is at the national tournament, which is impressive since it's only NWC's third year and will be a good recruiting tool.

Vice President Kitchen offered to respond to questions on his written report in the Board materials and reported that the Alumni Association Board meeting scheduled for last Saturday was cancelled due to inclement weather.

In addition to her written report in the Board materials, Foundation Executive Director Wetzel reported on the October 24<sup>th</sup> NWC Foundation Board meeting. Much of its work focused on the new Yellowstone Academic and Workforce Training Building. An audit review of the NWC Foundation was completed and the Audit Committee awarded a new three-year contract to McGee, Hearne & Paiz, LLP. A contract on the Crawford land was signed; pending approval of development activities by City of Powell, they will close on the property next spring. Leadership solicitation and pledging for the Yellowstone Academic and Workforce Training Building is being conducted with Foundation Board members, the Board of Trustees and PAC. Over \$300,000 in pledges have been raised. The Foundation is off to a great start and excited about the project.

### **Other Business**

As she completed her term on the Board, Trustee Hedderman spoke passionately about the College and thanked Board members and NWC staff for their service to Northwest College. **Afterwards, Trustee Hedderman motioned to adopt a resolution to oppose raising the 12-credit "tuition cap" for Wyoming community college students.** This tuition structure encourages students to explore academia and increases participation in physical education, music and the arts. Full immersion in the college experience also increases the odds of degree or certificate completion. **Trustee Housel seconded the motion. Motion carried.**

**RECOGNITION OF  
OUTGOING TRUSTEES:**

President Prestwich and Board President Westerhold thanked outgoing Trustees Coe, Hedderman and Sessions for their service on the Board and presented them with a framed picture of the campus to help them fondly remember their time on the Board.

**NEXT MEETING:**

The next regular Board of Trustees meeting is scheduled for Monday, December 3, 2012, in the DSC Trapper Room. New Trustees Paul Fees and Nada Larsen will not be present at the meeting so other options will be explored for getting them sworn in as soon after December 1<sup>st</sup> as possible. Human Resources Director Anderson will meet with the new Trustees to orient them on the presidential search in preparation for the December 10<sup>th</sup> special Board meeting at which they will select presidential candidates to be interviewed as semi-finalists.

Trustees Danko, Housel and LaPlante will attend the WACCT Leadership Awards and Legislative Reception in Cheyenne on February 7, 2013.

Board President Westerhold will attend the National Legislative Summit in Washington, D.C. on February 11-14, 2013.

**A ADJOURNMENT:**

**On a motion by Trustee Coe, which was seconded by Trustee Hedderman, the meeting adjourned at 6:32 p.m. Motion carried.**

---

JOHN HOUSEL, Vice President/Secretary

---

Date