

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
April 8, 2013**

MEMBERS PRESENT: President MARK WESTERHOLD; Vice President/Secretary JOHN HOUSEL; Treasurer RICK LAPLANTE; and Trustees CAROLYN DANKO, PAUL FEES and JIM VOGT.

MEMBERS ABSENT: Trustee NADA LARSEN.

OTHERS PRESENT: DR. PAUL PRESTWICH, President; DR. SEAN FOX, Vice President for Student Services; MR. MARK KITCHEN, Vice President for College Relations; DR. MATTHEW EWERS; MR. SHELDON FLOM; MS. SHELBY WETZEL; MS. JILL ANDERSON; MS. LISA SMITH; DR. STEVE WALKER; MS. NANCY GILMORE; 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, April 8, 2013, at 3 p.m. in the DSC Trapper Room.

STUDY SESSION: The subject of the Board's study session was the Life and Health Science and Ag Division which is the largest of the six divisions. Division Chair Floyd Young highlighted some information about several programs, and Assistant Professor Keith McCallister responded to questions about a proposed new AAS degree in Outdoor Recreation Leadership. Board members visited a research lab in the Science and Math Building and enjoyed a presentation by Biology Instructor Eric Atkinson. Then Trustees followed Athletic Trainer Liz Flom to the Cabre Gym where she presented information on her program and showed off the College's excellent therapeutic facilities. Afterwards, Assistant Professors Vern Dooley and Micah Humphreys led Board members to the Ag Department and Greenhouse where they heard how students learn about various soils and plants. Trustees thanked Mr. Young and the faculty members for their presentations.

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

INTRODUCTION OF WRESTLING TEAM: Coach Jim Zeigler introduced the Wrestling Team and told the Board that in addition to being outstanding athletes, the young men are good students and are active in community service. The wrestlers introduced themselves including their majors and future plans. Board President Westerhold thanked the wrestlers for representing NWC.

A APPROVE MINUTES: **A motion was made by Trustee Housel and seconded by Trustee Vogt to approve the minutes of the regular meeting of March 11, 2013 as presented. Motion carried with Trustee Danko abstaining.**

CONSTITUENT GROUP REPORTS: Faculty Organization (FO) President Steve Walker reported that faculty voted to leave recaptured funds in the faculty box this year. They also voted to send the dual/concurrent enrollment report to the Board. FO elections will be held soon and the new president will be introduced at the Board's May meeting.

Professional Organization (PSO) President Lisa Smith reported that PSO elections will also be held soon and that she will report the results at next month's Board meeting.

Classified Staff Organization (CSO) President Nancy Gilmore reported that the CSO is in the midst of elections for next year and that the CSO raised approximately \$500 in its scholarship fund drive.

A CHECK REGISTER:

Trustee Vogt recalled Vice President Kitchen reporting to College Council that operating funds cannot be used to purchase gifts, and then called attention to a check register item for a retirement gift. Finance Director Flom will investigate the charge and report back to the Board. At the request of Board President Westerhold, Mr. Flom will also research iPad and iPod purchases listed on the check register. **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the check register as presented. Motion carried.**

**2013-14 BUDGET
OVERVIEW:**

Finance Director Flom reported that the Action Resource Plan (ARP) Review Committee has met twice since the last Board meeting. The committee has identified enough cuts to bring the required budget reduction of \$900,000 to \$40,000. Carryover funds from this year can be used to cover the deficit. Mr. Flom will present a preliminary draft of the budget at next month's Board meeting.

Board President Westerhold asked Mr. Flom to explain how the required \$900,000 budget cut was reduced to \$40,000. President Prestwich explained the ARP process and told the Board that he will be communicating that information to the campus later this week after confirming the budget decisions with the ARP Review Committee.

Trustee LaPlante requested the Board see a list of the where the budget cuts were made. And to determine if the cuts were deep enough in order to be able to invest in the areas listed in the Strategic Plan, he requested a summary of the money that is going to support each of the three imperatives. President Prestwich responded that his email to the campus will describe where budget cuts were made and where investments are being made. Board members asked to see the communicate prior to sending it to the campus so they are informed and can respond to questions.

In response to an inquiry by Trustee Housel, Finance Director Flom said it's not yet known what impact the 5% reduction in mineral royalties from the federal government will have on the state's budget and consequently, the colleges.

**A APPROVAL OF FY14
EMPLOYEE
COMPENSATION PLAN:**

The 2013 State Legislature approved a Retention Incentive Payment of 1% of each qualifying employee's base salary up to \$120,000, as of July 1, 2013, and to be distributed in the October payroll. The way in which the community colleges are funded means the state only covers 62% of that amount. The President's Advisory Council (PAC) recommends the College cover the remaining 38% so that operating fund employees receive the full 1% Retention Incentive Payment. It's also recommended that the auxiliary and grant-funded employees receive the 1% Retention Incentive Payment as well. Auxiliary employees would be paid from FY13 unspent auxiliary funds, and grant-funded employees would be paid from either the grant or from

accumulated grant overhead funds. Given the budget cuts the College is absorbing, no ongoing salary increase is recommended for staff in FY14. Also, the FO voted to leave recaptured funds (generated from the replacement of faculty members who have left the College) in the faculty box, so no salary or step increases are recommended for faculty in FY14.

In response to inquiries by Trustees, Mr. Flom said employees could receive just the 62% of the 1% Retention Incentive Payment, but the College wanted to provide the full 1% to everyone because it's such a small amount. Trustee LaPlante remarked that the College needs to realize/accept that there are different kinds of employees who should probably not be treated the same because of funding sources. **A motion was made by Trustee Fees and seconded by Trustee Housel to approve the FY14 Employee Compensation Plan as presented. Motion carried 5-1 with Trustee Vogt voting against.**

**A APPROVAL OF NEW AAS
OUTDOOR EDUCATION
DEGREE:**

Dean Ewers presented for Board approval a proposed new Associate of Applied Science (AAS) degree in Outdoor Recreation Leadership based upon the current Associate of Science (AS) degree in Outdoor Recreation Leadership. The program will be offered in a block format which is expected to have a positive effect on retention and completion rates. The new AAS degree is considered a terminal degree that prepares graduates for employment opportunities with the United States Forest Service, the Bureau of Land Management, and the Wyoming Game and Fish. With Board approval, it's expected the new program will be easily approved by the Wyoming Community College Commission (WCCC).

Trustees expressed concern about the lack of information in the proposal regarding budget, competitive analysis and job outlook. In addition, Trustee LaPlante asked why there needs to be another such program if Central Wyoming College is already providing it and how this new program fits into the College's Strategic Plan.

Dean Ewers took responsibility for the incomplete information, as it was not required by the WCCC and offered to get the information being requested. He added that the program would be piloted for three years and that no new equipment is needed so there would be no budget impact. There is no down side to the new program, plus three years of data will be gathered to see if the block format works. **A motion was made by Trustee Housel and seconded by Trustee Danko to approve the AAS Degree in Outdoor Recreation Leadership as presented. Motion carried 5-1 with Trustee LaPlante voting against.**

CITIZENS' OPEN FORUM:

There were no citizens present to address the Board, so Citizens' Open Forum adjourned.

**A NAMING THE NEW
BUILDING:**

The Board of Trustees is charged with naming buildings, and the new building needs to be officially named in preparation for the upcoming groundbreaking ceremony. President Prestwich explained that when the new building was proposed to the WCCC and to the State Legislature, it was important to provide a name for the building that described its functions. The name "Yellowstone Academic and Workforce Training Building" served that purpose, but the name is

too long to serve as a good working name. As plans for the building have progressed and fundraising efforts have developed, many have begun to simply call it the “Yellowstone Building.” In response to an inquiry by Trustee LaPlante, it was clarified that the new name would be permanent until the naming rights are completed. **A motion was made by Trustee Vogt and seconded by Trustee Housel to approve the recommendation to name the new building the Yellowstone Building. Motion carried.**

**POLICY REVIEW
DISCUSSION:**

In approving employment policy revisions at last month’s meeting, Trustees discussed the need to review policies on a regular basis. One suggestion was to have the Board’s Human Resources (HR) subcommittee present sections of the *Employment Handbook* to the Board for review on a periodic basis.

Trustee LaPlante reported on an integrated set of governance methods developed by the Board of Trustees at Austin Community College. They developed short policies that provided strategic direction on top level policies they thought were critical for the entire Board to review. This NWC Board has no systematic way to review policies, and he would like the Board to develop a list to discuss periodically. If NWC is to be a policy governance institution, it should practice policy governance.

President Prestwich told the Board about a structure he’s familiar with in which the Board had two subcommittees — curriculum/personnel and finance/facilities — that held regular meetings, reported at Board meetings, and identified things the Board should be reviewing.

The website to which Trustee LaPlante referred: www.austincc.edu/board/policyrole.php# will be emailed to Board members who were asked to study the information on policy governance and be prepared to discuss it at next month’s meeting.

REPORTS:

Board President:

Board President Westerhold reported that he attended the Multicultural Showcase on March 23rd which was a nice event.

Board Committees:

Trustee Vogt reported that the Powell Board of Cooperative Educational Services (BOCES) is considering purchasing a van and that the Director is trying to provide more activities for outlying areas. President Prestwich added that Greybull (Big Horn School District #3) is interested in setting up a BOCES which will be presented for Board approval at its May meeting.

College President:

President Prestwich reported that the Yellowstone Building will be bid soon and invited Trustees to attend the groundbreaking ceremony on May 16. The final meeting with the architects is this week.

Vice Presidents:

In the absence of Vice President Mills, Finance Director Flom offered to respond to questions on the Bid and Contract Issuance report. He requested Board approval to bid the repair of the Cody Hall elevator at a cost not to exceed \$121,000 to be paid from Emergency Repair/Preventative Maintenance Funds. **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the Cody Hall elevator project at a cost not to exceed \$121,000. Motion carried.**

In an update on the Personnel Status Report, Human Resources Director Anderson reported the Instructor/Assistant Professor of Music search failed and that, hopefully, there will be a new pool of candidates by end of the month. President Prestwich added that the Vice President of Administrative Services search will be postponed until the arrival of Dr. Hicswa. At Trustee Vogt's request, Ms. Anderson will email the Board a report of the number of faculty who are 60+ years old and their length of service.

In response to inquiries on the Administrative Services report, Finance Director Flom explained that he and Vice President Mills were able to negotiate a new liability insurance policy for the College with improved coverage at a \$20,000/year savings.

In addition to his written report in the Board materials, Vice President Kitchen reported that responses from the 2013 community survey of southern Big Horn County residents have been tabulated, and he will report the results at next month's Board meeting. Also, he invited Trustees to attend the Alumni Association Board meeting on April 27th at Choice Aviation in Cody. In response to an inquiry regarding a vendor's licensing agreement for a two-day Crisis Communication Plan workshop, Mr. Kitchen explained that all Wyoming community colleges are participating in the workshop to develop a common Crisis Communication Plan that is tailored to each college. The plan will include a series of template news releases and other communications that could be used in very quick responses to crises. The licensing agreement is to protect the intellectual property rights of the vendor.

In the absence of Vice President Giraud, Dean of Student Learning and Academic Support Matthew Ewers offered to respond to questions on the written report in the Board materials. Trustee LaPlante asked if there's a sense about how the Higher Learning Commission visit went. President Prestwich replied that the College is to receive a report within four weeks and can respond to factual errors, after which the College will receive a report and can respond with an opinion. With regard to the New and Revised Course Information that was included with the Academic Affairs written report, Trustee Vogt remarked that it's unclear if the Board of Trustees is responsible for approving new programs or courses. Trustee LaPlante responded that this is a place to implement a policy with expectations regarding new courses so that the Board doesn't have to review such things. However, Board President Westerhold cautioned that things like this probably do not require an official policy but rather trust that the Vice President of Academic Affairs is monitoring such things. FO President Walker said the Curriculum Committee approves new courses, and the Vice President for Academic Affairs serves as ex officio. Information on policies related to new courses is included in the paperwork.

In addition to his written report in the Board materials, Vice President Fox reported on a recent article which indicates NWC has the lowest student loan default rate among Wyoming community colleges. Trustee Vogt said that he received data on summer school which shows NWC at the bottom. A brief discussion followed during which

the Board requested that the College consider ways to increase summer enrollment. Dean Ewers reported that the Math Department has developed a “bridge” program that starts in August, two weeks prior to the beginning of fall semester. The goal is to have other such bridge programs that will begin in August. In response to an inquiry by Trustee Housel, Dr. Fox said that Vice President Mills is spearheading the emergency response system, and they are still working on it. President Prestwich added that the emergency response system email, text messages and phone calls have been tested and are ready to be implemented. Training on the Emergency Response Guide was offered to all employees at the spring in-service. Evacuation route drawings are being developed after which practice fire drills will occur.

Foundation Executive Director Wetzel distributed copies of the main brochure to be used in fundraising for the Yellowstone Building. In addition to working on significant gifts, the 2013 Alumni Scholarship Drive Phonathon is underway. Ms. Wetzel responded to questions regarding the brick promotion associated with the Yellowstone Building.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, May 13, 2013, at the DSC Trapper Room.

A ADJOURNMENT:

On a motion by Trustee Housel and seconded by Trustee Fees, the meeting adjourned at 6:36 p.m.

JOHN HOUSEL, Vice President/Secretary

Date