

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 13, 2013**

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

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. JILL ANDERSON; MR. SHELDON FLOM; MS. SHELBY WETZEL; DR. STEVE WALKER; MS. LISA SMITH; MS. NANCY GILMORE; MR. FLOYD YOUNG; MS. TAMMY SCHIERMEISTER; 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 13, 2013, at 3 p.m. in the DeWitt Student Center (DSC) Trapper Room.

A APPROVE THE AGENDA: Board President Westerhold announced there would be a short executive session after item #21 on the agenda to discuss a personnel issue and that no action would be taken. **A motion was made by Trustee Danko and seconded by Trustee Vogt to approve the agenda as amended. Motion carried.**

STUDY SESSION: Finance Director Flom explained how the budget development process works beginning in November when he learns what projected revenues look like. When he learned there would be a budget cut from the state, he started looking at ways to reduce the budget that would have the least impact on programs, students, and personnel. Mr. Flom distributed copies of the preliminary budget and a spread sheet that illustrated potential cuts in revenue and appropriations, as well as budget changes and recommendations which he reviewed with the Board.

With the total state funding reduction and the anticipated reduction in tuition and fees for FY14, potential cuts in revenue and appropriations amounted to \$1,056,128. On the revenue side, NWC had received \$490,000 in one-time monies as part of the enrollment growth funding which was never budgeted. He was also able to identify \$226,700 in savings from the College Services budget. In addition, Mr. Flom transferred certain costs from the Operating budget to the Auxiliary and 1-Mill budgets totaling \$335,072. As part of the Action Resource Plan process, the vice presidents were asked to strategically trim their budgets by ten percent resulting in savings of \$234,861. Other considerations include an expected 2% cut in the recapture/redistribution and a cut in dual enrollment scholarships.

After all the cuts and changes, the College will have approximately \$200,000+ of unallocated budget. The figures are not final, but the unallocated funds will provide flexibility to allow for fluctuation, and to support new initiatives.

Mr. Flom offered to continue the budget discussion in the regular Board meeting.

The second part of the study session was devoted to Team Enactus. After a brief introduction of the group by faculty advisor Jan Kraft, team members gave the presentation for which they recently won the Enactus USA Regional Competition in Seattle, Washington. Team Enactus now advances to the 2013 Enactus USA National Exposition in Kansas City, Missouri on May 21-23 at which 169 teams will participate. The Board commended them on their accomplishments and wished them luck at the nationals.

A APPROVE MINUTES:

A motion was made by Trustee LaPlante and seconded by Trustee Larsen to approve the minutes of the regular meeting of April 8, 2013 as presented. Motion carried.

MODEL UNITED NATIONS PRESENTATION:

Dr. Steve Walker distributed a brochure about Northwest College (NWC) Model United Nations (UN) and showed a video highlighting the National Model UN Conference held in New York City at which 5,000 students from 46 countries participated. This was the second year NWC students participated in the conference; two members received an Outstanding Delegation Award as well as individual awards. Head delegate Audrey Walleser introduced her fellow delegates and described the many benefits of attending the national conference. An insert in the brochure summarized how Model UN ties into the College's *Strategic Plan*. Board members thanked them for representing NWC so well, wished them luck in their future endeavors and encouraged returning students to continue their work.

LIVESTOCK JUDGING PRESENTATION:

Ag Pavilion and Judging Coordinator Quin LaFollette introduced two members of the Livestock Judging Team and summarized the team's successful season. He described several activities in which the team has been involved including assuming responsibility of the Montana State Conference which has positively affected recruiting efforts. The team also conducted a clinic at the Yellowstone Boys and Girls Ranch which was a huge success. Board members congratulated him and the team on their successful year.

CONSTITUENT GROUP REPORTS:

Faculty Organization (FO) President Steve Walker reported that Martin Stensing was elected President-elect, and he introduced new FO President Jeannie Hunt.

Professional Staff Organization (PSO) President Lisa Smith reported that elections were held and all committee positions were filled. Matthew Ewers will serve as the PSO President.

Classified Staff Organization (CSO) President Nancy Gilmore introduced Kara Warren as next year's CSO President and Val Hieb as President-elect.

Reporting for the Student Senate (SS), Vice President Fox told the Board that the Senate held its last meeting of the year at which it voted to commit \$25,000 towards a multi-sport court to replace the tennis courts. The Senate's last project was providing head bolt heaters for diesel trucks to be installed over the summer. The cost of the project is being shared with the College. Quintin Brown was elected SS President.

A CHECK REGISTER:

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

QUARTERLY BUDGET AND CASH FLOW REPORT:

Finance Director Flom presented the third quarter Budget and Cash Flow Report and offered to respond to questions. He called attention to the Agency Foundation deficit which is temporary in order to allow the funds to stay invested until it's due to the College. The Capital Construction account also has a deficit, but funds will be transferred from the Plant Operating Funds to cover the deficit before the end of the fiscal year.

A APPROVAL OF BOCES AGREEMENT WITH GREYBULL (BHSD #3):

President Prestwich reported that NWC has been asked to enter into a Board of Cooperative Educational Services (BOCES) agreement with Big Horn School District (BHSD) #3 for the purpose of providing its students and patrons with opportunities for educational services. Greybull is the farthest away from any of NWC's education centers; this would allow the school district to provide some continuing education courses and services, and will also help pay for dual enrollment courses. **A motion was made by Trustee Vogt and seconded by Trustee Larsen to enter into the BOCES agreement with BHSD#3. Motion carried unanimously.**

COMMUNITY SURVEY RESULTS SUMMARY (SOUTHERN BIG HORN COUNTY):

Vice President Kitchen reminded the Board that each year the College conducts surveys of residents in various geographic patterns. Southern Big Horn County residents were targeted this year—the fourth year of the College's second five-year market research plan to cover NWC's three-county service area. In addition to learning about desired classes, college selection factors and respondents' general awareness of NWC, a good deal was learned about computer use and media habits which will inform future promotional efforts. He presented a summary of the survey results.

Cost, inconvenient course times and age/retirement were listed as the top three factors that keep respondents from taking NWC courses. The class area they would most consider is personal enrichment with computer classes ranking the highest.

The written comments in response to the question of what changes would improve their perception of NWC were summarized by Institutional Researcher Lisa Smith by areas of concern and areas of praise. For each individual who wrote comments and provided their contact information, Vice President Kitchen responded to them with a personal letter and copied the appropriate area on campus.

CITIZENS' OPEN FORUM:

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

PRELIMINARY FY14 BUDGET PRESENTATION:

Finance Director Flom continued his review of the FY14 preliminary budget. He pointed out that the budget summary does not show the student facility fee, the commercial loan or the Foundation loan for the Yellowstone Building, but will be included in the next draft. Mr. Flom encouraged new Board members to call him with questions. Trustees will see a final draft of the budget at the June Board meeting. The budget hearing will be held July 15th.

REPORTS:

Board President:

Board President Westerhold reported that a Board retreat will be scheduled in late July or early August to discuss policy governance, Board/President relations, the President's evaluation, and other Board responsibilities. He has the names of some potential facilitators. Board President Westerhold attended the April 24th Foundation Board meeting at which there was discussion regarding a coordinated process for the two Boards to work together on identifying fundraising projects. Foundation Executive Director Wetzel added that a small committee has been organized to draft a document that will help the two groups work hand in glove in attending to new ideas that arise. Trustees can expect to receive more information from the Foundation Board in the next couple of months.

In her report to the Board, Foundation Executive Director reported that rather than making a loan to NWC, the College Attorney will draft a legal document to formalize a line of credit up to \$300,000 annually for up to four years from the NWC Foundation. It will save the College money by paying interest only on funds that are needed. The Foundation Board voted to lock in a 2% fixed interest rate. Ms. Wetzel also reported that 21 teams participated in the Trapper Bonanza, adding that the final tally on the proceeds is not yet available, but the event will be one of the more profitable events for Athletic Department in recent years.

Board Committees:

Trustee Housel informed Trustees that the Powell Board of Cooperative Educational Services (BOCES) purchased a van to use for various projects and functions in order to expand programs. Trustee Vogt reported that he had the privilege of awarding the Board purchase awards at the Juried Student Photography Show. He also commented on the poor attendance at the recent Wyoming Association of Community College Trustees (WACCT) meeting. Trustee Danko reported that she awarded the Board purchase awards at the Juried Student Art and Design Exhibit.

College President:

President Prestwich reported that it's a busy time of the year with many celebrations and recognitions of students, faculty and staff. This will be a full week with the groundbreaking, the Nurses Pinning, and graduation.

Vice Presidents:

President Prestwich distributed a one-page proposal for a multi-court system to replace the tennis courts that are scheduled for demolition to make way for the Yellowstone Building. The proposed multi-court system is easily adjusted for various sports and can be used for intramurals, tennis classes, and other ways that would benefit the campus and outside community. The proposed multi-court system is estimated to cost \$165,000 and the Student Senate has already voted to commit \$25,000. Since revenue from the student facility fee won't be needed right away for the Yellowstone Building, \$100,000 of those funds could be used. The remaining \$40,000 would come from the auxiliary depreciation fund. The construction of new tennis courts is included as part of the Facilities Master Plan's #1-ranked priority: "Simpson Hall Expansion/Athletic Fields."

Student Activities Coordinator Marcus Crook showed a sample of the surface which is guaranteed for 16 years. It's made in Salt Lake City and is recommended for this area. **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve the proposed multi-court system.** There was a short discussion regarding maintenance costs. Trustee LaPlante remarked that the last time a proposal to replace the tennis courts was presented to the Board, he had asked for a usage report and a list of other available options in town. He likes the idea of using the student facility fees before they're needed for the new building, but said a new sports court was never mentioned as one of the projects students wanted.

Division Chair Floyd Young spoke about the tennis court usage, adding that the multi-court system would get even more use. He also spoke highly about the product from a personal experience. In response to an inquiry by Trustee Danko, Mr. Young said the courts would probably be scheduled like other facilities such as the racquetball courts and the Trapper Gym. Two students in the audience also spoke in favor of the multi-court system. **The motion to approve the proposed multi-court system carried with Trustee LaPlante voting against.**

Vice President Mills presented information on a multi-year phased capital renewal project to replace all the windows and sliding glass patio doors (approximately 400) at Trapper Village West (TVW) at an estimated cost of between \$440,000 and \$520,000. He requested Board approval for phase one of the project at a cost not to exceed \$50,000. In the first year, he would like to contract with an architect to assess the project and to help determine bid specifications. The architect would also prioritize replacements and set up a five-year rotation schedule with the worst ten percent of the windows and doors to be replaced in year one. TVW is a phenomenal multi-million dollar facility, and the window/door replacement project would help preserve the asset and assist with heating costs. **A motion was made by Trustee LaPlante and seconded by Trustee Larsen to approve the first phase of the TVW Window/Door Replacement Project which includes an assessment of the plan and the replacement of some windows at a cost not to exceed \$50,000 from the Auxiliary Depreciation Fund. Motion carried unanimously.**

Vice President Mills requested Board approval on a project to improve the Stock Ag Pavilion. He explained that 75% of the facility is dirt which makes it difficult to operate a USDA approved meats lab. Ag Pavilion and Judging Coordinator LaFollette requested the concrete be extended 30 feet from the classroom. Another problem is that the area to wash animals for showing is very slick, so a wash rack with drain would be incorporated into the project. Also, the current septic system was never intended for the washing of show animals. The project (concrete outside for hog area, adding 30 feet of concrete, installing a wash area and drain system) is estimated to cost \$85,000 and would come from major maintenance funds. Trustee LaPlante asked how the Board could make a decision without seeing a list of other needed projects. Vice President Mills offered to provide the Board with a list of deferred maintenance projects, adding that this project was the number one request from Academic Affairs. **A motion was made by Trustee Housel and seconded by Trustee Vogt to approve the Ag Pavilion**

project at a cost not to exceed \$85,000. Motion carried with Trustee LaPlante voting against.

Human Resources (HR) Director Anderson reported on two recently filled positions. There have been healthy candidate pools, and she's confident the College has made good hires. The large number of searches underway is the result of retirements and promotions.

Vice President Mills offered to respond to questions on his written report in the Board materials. In response to an inquiry by Trustee Housel, HR Director Anderson explained that the Family Medical Leave Act (FMLA) has been expanded for veterans which will require rewriting the College's policy. The revised policy will be presented to constituent groups and the Board as an information item.

In addition to his written report in the Board materials, Vice President Kitchen reminded Trustees of the groundbreaking ceremony and the farewell reception for President Prestwich later this week. He also reported on the Alumni Association Board of Directors' spring meeting that included a tour of Aeronautics program facilities in Cody and a presentation by Financial Aid/Scholarship Office personnel regarding the Alumni Association Scholarship.

In addition to his written report in the Board materials, Vice President Fox told Board members that he will be emailing them information about Saturday's Commencement Exercises.

Vice President Giraud reported that two offers made for the Director of Bands position were declined, but he is hopeful someone will be hired by fall. The College is fortunate to find a good hire for the Instructor of Film and Television position. In response to an inquiry by Trustee Vogt, Dr. Giraud explained that a meeting was held with high school faculty who are teaching concurrent enrollment courses. It was an attempt to communicate with them what the College's expectations are. The meeting was beneficial and will be required each year. Currently, the College does not follow up on students taking concurrent enrollment courses who enroll at NWC, but it can probably be done.

A EXECUTIVE SESSION:

(At 6:28 p.m.) **A motion was made by Trustee Larsen and seconded by Trustee Vogt to move into executive session to discuss a personnel issue. Motion carried.**

The executive session was adjourned and the regular meeting resumed at 6:35 p.m.

OTHER:

Trustee Vogt affirmed that Follett is a big corporation and is able to keep textbook prices low. According to Vice President Mills, Follett would agree to purchase the current inventory and logoed merchandise. In response to a concern expressed by Trustee Vogt, Finance Director Flom said that due diligence will be given to ensure Follett pays an appropriate price for the merchandise it purchases from NWC. Follett's contract states they will invest \$40,000 into the store and \$25,000 in a Point of Sale (POS) system. Vice President Mills reported that other Wyoming colleges using Follett are very satisfied. He will email Board members an executive summary and a copy of the contract, and will begin discussions with Follett in earnest.

Finance Director Flom is unable to attend next month's Board meeting but will mail the budget book to Trustees in advance.

There was a brief discussion about concurrent/dual enrollment. In an earlier meeting, Trustees Danko, Fees and Larsen had offered to serve on a committee regarding concurrent/dual enrollment. Vice President Giraud will be asked for an update at next month's Board meeting.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, June 10, 2013, at the DSC Trapper Room.

A ADJOURNMENT:

On a motion by Trustee Vogt which was seconded by Trustee Danko, the meeting adjourned at 6:47 p.m.

JOHN HOUSEL, Vice President/Secretary

Date