

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 3, 2014**

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

OTHERS PRESENT: DR. STEFANI HICSWA, President; MR. SHELDON FLOM, Interim Vice President for Administrative Services; DR. SEAN FOX, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. SHELBY WETZEL; MS. JILL ANDERSON; MR. QUINTIN BROWN; MR. DEAN BRUCE; MS. JEANNIE HUNT; MR. DAVE PLUTE; MS. KARA WARREN; MR. SHAWN WARNER, NWC Alumni Board officer; 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, February 3, 2014, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

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

STUDY SESSION: President Hicswa gave a broad overview of the community colleges' legislative request which includes enrollment growth funding, salary increases, major maintenance funding factor adjustment, and capital construction requests. The 20-day budget session begins February 10th. President Hicswa and Vice President Kitchen have traveled around the Big Horn Basin to meet with legislators and discuss the community colleges' agenda for the upcoming budget session.

Vice President Kitchen gave a brief overview of how the state budget process works. A discussion followed regarding enrollment growth funding, last year's budget cuts and the funding formula.

As part of NWC's legislative relations plan, President Hicswa is sending monthly emails to Big Horn Basin legislators that highlight key points and major developments/accomplishments at Northwest College.

President Hicswa and Vice President Kitchen will help represent community colleges in the capitol the week of February 17th.

A APPROVE MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2014: **A motion was made by Trustee Danko and seconded by Trustee LaPlante to approve the minutes of the regular meeting of January 13, 2014. Motion carried.**

A APPROVE MINUTES OF THE SPECIAL MEETING/RETREAT OF JANUARY 22, 2014: **A motion was made by Trustee Vogt and seconded by Trustee Larsen to approve the minutes of the special meeting/retreat of January 22, 2014. Motion carried.**

YELLOWSTONE BUILDING UPDATE: Interim Vice President Flom gave a brief update on the progress of the Yellowstone Building and reported that the contractor is planning an on-time completion of the project. Sletten Construction General Manager Shawn Warner was on hand to respond to questions. The

Board will tour the building during its pre-Board meeting study session on April 14, 2014. Key community members will be invited.

CONSTITUENT GROUP REPORTS:

Faculty Organization (FO) President Jeannie Hunt reported that several faculty members are involved in surveying classes to collect qualitative data regarding attitudes about international students which will be presented at a conference. The FO is concerned that one of the faculty positions funded through the faculty compensation box is not being filled. Faculty members worked with Dr. Giraud on revisions to the Sexual Harassment Policy. The FO voted overwhelming in favor of the proposed revisions which have been forwarded to the Employment Policy Review Committee.

Professional Staff Organization (PSO) President Matthew Ewers reported the January PSO meeting was a social function; the next meeting is scheduled for February 10th.

There was no report from the Classified Staff Organization (CSO).

Student Senate (SS) President Quintin Brown reported that the SS has been reviewing the way it allocates funds. President Hicswa congratulated him and his debate team on qualifying for the National Tournament of Excellence; they are ranked 37th in the nation.

A CHECK REGISTER:

There was a brief question/answer session regarding several items listed on the check register. **A motion was made by Trustee Housel and seconded by Trustee Fees to approve the check register as presented. Motion carried.**

QUARTERLY BUDGET AND CASH FLOW REPORT:

Board members reviewed the Second Quarter Budget and Cash Flow Report. In response to an inquiry by Trustee LaPlante, President Hicswa said the College did not budget for the enrollment shortfall, so it was necessary to implement mid-year budget cuts. Interim Vice President Flom added that when spring enrollment numbers are finalized, the report will be updated.

A DESIGNATION OF DEPOSITORIES:

Wyoming law 9-4-806 requires financial depositories to take certain action with their boards of directors and then submit a corresponding application to the public entity in order to be designated as a depository of public funds. The following banks have taken such action and submitted proper documentation required by that statute: Bank of Powell, Bank of the West-Cody, Big Horn Federal-Powell, First Bank of Wyoming-Powell, Pinnacle Bank of Cody, and Wells Fargo Bank-Powell. **A motion was made by Trustee LaPlante and seconded by Trustee Housel to approve the applications as depositories. Motion carried with Trustee Westerhold abstaining.**

DISCLOSURE OF INTEREST FORMS DISTRIBUTED:

Wyoming Statute 6-5-118 "Investment Policy-Disclosure of Interest" requires forms be completed by all officers and employees with investment authority. Trustees were asked to complete the Disclosure of Interest form in the Board materials and return by the March 10, 2014 Board meeting.

YELLOWSTONE BUILDING NAMING UPDATE:

President Hicswa and Foundation Executive Director Wetzel are getting to the point of putting names on rooms associated with funding for the Yellowstone Building. A copy of the Board's policy on Naming Facilities after Individuals, adopted on 3/13/2000, was included in the Board materials. Ms. Wetzel distributed information

on the NWC Foundation's recommended levels of financial support to warrant consideration of a naming opportunity, although specific funding opportunities may be detailed separately as part of a specific capital campaign project. Based on that information, the Foundation recommends a value of \$2.5 million to name the Yellowstone Building.

Based on its fundraising policy and gift guidelines, the Foundation will submit several potential naming opportunities to President Hicswa next month. President Hicswa will make her recommendation to the Board of Trustees which has the ultimate authority for naming buildings.

Currently, the only buildings named specifically because of donations are the Moyer Building, the Paul Stock Pavilion, the Nelson House, and Nelson Performing Arts Center. All other named buildings honor other contributions by individuals.

**A AG ORGANIC
PRODUCTION
CERTIFICATE OPTION
APPROVAL:**

At last month's Board meeting, Trustees learned that the NWC Curriculum Committee recently approved a Sustainable, Organic and Alternative Agriculture option for the existing Agriculture Production Comprehensive Skills Certificate (C.S.C.). It provides an option for students who are interested in alternative production methods and niche market agriculture products which are growing markets for our locale and region. **A motion was made by Trustee LaPlante and seconded by Trustee Housel to approve the Ag Organic Production Certificate option. Motion carried.**

**A YELLOWSTONE BUILDING
FURNITURE AND AUDIO-
VISUAL BID CONTRACTS:**

President Hicswa explained that two separate bids were let for the Yellowstone Building furniture and audio-visual equipment. She recommended awarding the furniture contract to Source Office and Technology from Sheridan, WY, in the amount of \$335,193.03 which is less than the architect's estimate. It was the only bid received; the funds have already been budgeted.

President Hicswa also recommended awarding the audio-visual equipment contract to IDSolutions of Noblesville, IN, in the amount of \$319,235.53 which is also less than the architect's estimate. Both companies have been vetted by CTA Architects. **A motion was made by Trustee Larsen and seconded by Trustee Danko to accept the bids for both projects as presented. Motion carried.**

**2014-2015 ROOM AND
BOARD RATE PROPOSAL:**

In preparation for discussion, Trustees were provided a document listing current room and board rates and proposed rates, a document comparing room and board rates for colleges in Wyoming and in Montana, and a document explaining the rationale for the increased rates.

Vice President Fox explained that NWC is expecting an increase in utility, maintenance and personnel costs including the Wyoming cost of living index which is +3.1%. In addition, major maintenance money can no longer be used for auxiliaries. Auxiliary Depreciation funds will need to be used for auxiliary renovations and maintenance projects, so any excess money generated from room and board will go into that account. He described some of the past, current and anticipated future auxiliary maintenance projects.

In response to Trustee Vogt's inquiry regarding the large balance in the Auxiliary Depreciation Fund, President Hicswa said the funds will be used for many of the projects in the Facilities Master Plan that can't be paid for with major maintenance funds.

Trustee LaPlante agrees that money in the reserves should be saved for one-time projects, but suggested the College consider putting less into the account. Interim Vice President Flom responded that \$300,000-\$400,000 per year is spent on auxiliaries and there are major expenses coming up. The Trapper Village Main renovation will run approximately \$1 million, and NWC is still making \$340,000 per year revenue bond payments on Simpson Hall. President Hicswa added the residence halls are in dire need of renovation and could soon impact enrollment because some students may not wish to live there. In addition, the Facilities Master Plan will include projects totaling \$100 million.

In response to Trustee Vogt's inquiry regarding the savings realized from outsourcing the Bookstore, Interim Vice President Flom explained that was taken into consideration when he began taking more of the bond payment from the auxiliaries instead of operations.

Room and board rates need to be finalized by March for printed materials. In preparation for next month's meeting at which the Board will be asked to take action on the room and board rates, President Hicswa will have an analysis prepared showing what other colleges are putting into their auxiliary reserves taking into account the age of the buildings, etc. In addition, Interim Vice President Flom will prepare a list of current and proposed auxiliary projects and illustrate how far the reserves will go toward them.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 5 p.m. Ms. Jeannie Hunt urged Board members to vote against increasing room and board rates because of the effect it has on NWC summer camps attendance. In response to Trustee Larsen's inquiry if some of the summer camp costs can be sponsored by other entities, Ms. Hunt responded that she applied for but did not receive Paul Stock Funds, and the Academic Affairs budget was recently cut ten percent.

President Hicswa remarked that there are several other summer camps, all of which impact enrollment, and that this is a good "big picture" discussion for the Foundation/Trustee Collaboration Group to have. In response to Trustee Housel's suggestion of analyzing the effect of maintaining current summer rates, President Hicswa said it might also help maximize summer room rentals.

NWC Alumni Association Board officer Shawn Warner asked Trustees to be thinking of agenda items for the NWC Alumni Association to consider at its spring meeting.

**2014 MAJOR
MAINTENANCE PROJECT
LIST:**

A list of major maintenance projects for 2014 was included in the Board materials. Some of them have already been submitted to the state's Construction Management Division and have been approved to be funded with major maintenance funds. Other projects that may qualify for major maintenance funding will be submitted in February. The projects that need to be completed before classes begin this fall

will need to go out for bid in March.

Auxiliary maintenance projects no longer qualify for major maintenance funding and will be paid for with auxiliary depreciation funds. Those projects will go out for bid in March so they can be completed this summer.

Computing Services also has several major maintenance projects on the list. The wiring and switches upgrade and the campus wireless access points upgrades will be submitted to Construction Management for approval and are eligible for major maintenance funding. Computing Services will be developing a proposal to purchase approximately \$270,000 of equipment for the Yellowstone Building. They will purchase \$100,000 of new computers and support equipment for the classrooms and labs with funds from FY14 and FY15 operating budgets, and approximately \$170,000 of networking equipment will be purchased with NWC building funds.

The equipment for the Nursing program in the Yellowstone Building will cost approximately \$440,000 and will be purchased with NWC building funds. The equipment will be ordered in March to ensure it is received in time to be installed by August.

In the past, Board approval was requested to bid a project. The computer purchases will be in excess of \$10,000 and paid from the operating budget which has already been approved by the Board. President Hicswa asked if the Board still wants to approve such projects.

Interim Vice President Flom reminded Trustees that some of the purchases are internal, with funds provided by the state for this purpose. In response to Trustee Vogt's concern that supplies should be bid out, Interim Vice President Flom said that the College is getting state rates. President Hicswa remarked that this is a good example of where policy is needed to make good decisions. Discussion followed, and there was consensus that Board approval will not be required for these projects, but Trustees would like to be kept informed.

Interim Vice President Flom went on to say that the Nursing program equipment and the network equipment for the new building need to be ordered by March to ensure timely delivery. The vendor is the sole source for the network equipment. There are only two sources for the Nursing program equipment, and the state is agreeable with NWC's selections. The funds are coming from the NWC building fund for which the budget has already been approved.

Trustee LaPlante said the Board's responsibility is to see that due diligence is done and that Interim Vice President Flom's projects summary should suffice. When the project list is sent to the state construction division, Mr. Flom will provide the Board with a list of projects that have been approved.

REPORTS:
Board President:

Board President Westerhold and Trustee Fees will be attending the National Legislative Summit in Washington, D.C. on February 10-13, 2014.

Board Committees:

The Board's Finance Committee met today and reviewed state appropriations figures. It was a good learning opportunity in preparation for the upcoming legislative budget session.

Trustee Vogt gave a brief report on two Board of Cooperative Education Services (BOCES) meetings he attended: Park County School District #1 (Powell) and Big Horn County School District #3 (Greybull).

Trustee Vogt is serving on one of four teams assigned to work on the Wyoming Community College Commission (WCCC) Strategic Plan, and reported on a teleconference in which he participated.

Trustee Housel participated in the Big Horn County School District #2 (Lovell) BOCES meeting by phone. The Lovell BOCES is considering establishing criteria based on financial need to allocate funds, as its budget is being taxed by dual and concurrent enrollment.

College President:

President Hicswa highlighted the "Big Rocks" activity mentioned in her written report. She is pleased with the collaborative work that was accomplished campus-wide during fall semester to identify and categorize campus priorities which will be rolled into future strategic planning processes.

Vice President Fox elaborated on the portion of his written report regarding the \$10,000 Sexual Assault Prevention grant that NWC received. The purpose of the grant is to raise awareness about violence against women.

Vice Presidents:

Trustees called attention to and remarked on several items of interest in the vice presidents' reports. Board President Westerhold commented on a *Northwest Trail* article about the lack of on-campus student activities on the weekends. Vice President Fox responded that the Student Activities Coordinator puts out a calendar of events which includes weekend activities, and offered to pass along comments to the Student Senate.

NWC Foundation:

Foundation Executive Director Wetzel announced that at the Foundation's Lunar New Year event, they celebrated reaching the fundraising goal for the Intercultural Center. Ms. Wetzel is pleased that this project was wrapped up in less than three years. The quarterly Foundation Board meeting is this week. The Foundation Liaison Group will meet in the next couple of weeks.

OTHER BUSINESS:

Trustee Vogt suggested using excess funds in the faculty compensation box to fund two new positions. A discussion followed about the faculty box and the Faculty Employment Policies.

A EXECUTIVE SESSION TO DISCUSS A PERSONNEL ITEM:

A motion was made by Trustee Larsen and seconded by Trustee Danko to move into executive session to discuss a personnel matter. Motion carried.

The regular meeting resumed at 6:37 p.m.

A VOLUNTARY EARLY RETIREMENT PROGRAM APPLICATION:

A motion as made by Trustee Fees and seconded by Trustee Vogt to approve the Voluntary Early Retirement Program (VERP) application received. Motion carried.

NEXT MEETING:

The next regular Board of Trustees meeting is scheduled for Monday, March 10, 2014, at the Cody Center.

A ADJOURNMENT:

A motion was made by Trustee LaPlante and seconded by Trustee Housel to adjourn the meeting. Motion carried, and the meeting adjourned at 6:40 p.m.

JOHN HOUSEL, Vice President/Secretary

Date