

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
March 10, 2014**

**MEMBERS PRESENT:** President MR. MARK WESTERHOLD; Trustees MS. CAROLYN DANKO, DR. PAUL FEES, MS. NADA LARSEN and MR. JIM VOGT.

**MEMBERS ABSENT:** Vice President/Secretary MR. JOHN HOUSEL; Treasurer MR. RICK LAPLANTE.

**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. DAVE PLUTE; MR. LOWELL RAY ANDERSON; MS. ILENE OLSON, the *Powell Tribune*; and MS. LORILYN BECK, Substitute Secretary.

**CALL TO ORDER:** The regular meeting of the Northwest College Board of Trustees was held on Monday, March 10, 2014, at 3 p.m. in Room 2201 of the Cody Center. For lack of officers, Trustee Vogt called the meeting to order until Board President Westerhold arrived.

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

**STUDY SESSION:** Board members discussed their philosophy on the Voluntary Early Retirement Program (VERP). Dr. Hicswa distributed an analysis of early retirement programs that was prepared by Casper College. Northern Wyoming Community College District and Eastern Wyoming College do not have a voluntary early retirement program. According to the feedback Dr. Hicswa received, NWC employees feel that VERP it is a benefit, part of the compensation package and is appreciated by those who responded. Employees inquired if there would be a grandfather clause and/or if another benefit would take the place of VERP if it's discontinued.

In discussing the policy, it was suggested that one person from each constituent group be selected each year, not to exceed \$200,000, and that the employee must have 15 years of service to qualify. The payout would be over twelve months. The consensus was that VERP be retained and should be equalized in order to be fair to all constituent groups.

**A APPROVE MINUTES OF THE REGULAR MEETING OF FEBRUARY 3, 2014:** **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the minutes of the regular meeting of February 3, 2014. Motion carried.**

**A APPROVE MINUTES OF THE EXECUTIVE SESSION OF FEBRUARY 3, 2014:** **A motion was made by Trustee Vogt and seconded by Trustee Fees to approve the minutes of the executive session of February 3, 2014. Motion carried.**

**CONSTITUENT GROUP REPORTS:** There were no constituent group reports.

**INVESTMENT POLICY DISCLOSURE FORM COMPLETION:** It was noted that completed Disclosure of Interest forms have been collected from Board members and College officers as required by law. The forms will remain on file in the President's Office.

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

**A QUARTERLY BUDGET ADJUSTMENTS:** Board members reviewed the third quarter budget adjustments for fiscal year 2014. The new budget for the Retention Committee was discussed briefly. **A motion was made by Trustee Fees and seconded by Trustee Danko to approve the third quarter budget adjustments for fiscal year 2014. Motion carried.**

**A 2014 MAJOR MAINTENANCE PROJECTS:** Nine major maintenance projects and Yellowstone Building equipment purchases were presented for Board approval. Discussion ensued. **A motion was made by Trustee Fees and seconded by Trustee Danko to approve the list of maintenance projects and Yellowstone Building purchases. Motion carried.**

**A 2014-2015 ROOM AND BOARD RATE PROPOSAL:** Trustees received a room and board rate proposal for 2014-2015 which included a cost/benefit analysis and rationale for the increase.

Vice President Fox explained that while it is evident that there will be a shortfall in the projected revenue from the proposed increase, the desire is to help keep costs down for students. Board members expressed concern about raising rates. However, major maintenance funds can no longer be used for auxiliary maintenance projects and operation costs are expected to increase due to a rise in utilities and Internet costs. President Hicswa recommended the Board tour the facilities this summer. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the new room and board rates as presented. Motion carried.**

**A YELLOWSTONE BUILDING NAMING PROPOSALS:** The Yellowstone Building naming process was described. Ms. Wetzel explained that the donors were able to select the rooms they wanted their name associated with. **A motion was made by Trustee Fees and seconded by Trustee Larsen to approve the proposed names and the Named Gift Agreement. Motion carried with Trustee Westerhold abstaining.**

**FACILITIES MASTER PLAN:** The consultants for the Facilities Master Plan are preparing for a presentation to the Board on March 25<sup>th</sup> at 3 p.m. in the Trapper Room. The presentation will include time for Trustees to ask questions.

**BOARD SELF-EVALUATION:** Trustees received the compiled results of the Board self-evaluation. Board member responses were averaged individually and collectively. At the May Board retreat, Trustees will discuss the results of the Board self-evaluation along with the President's evaluation. Other discussion items will include Board education opportunities, the President's Advisory Council's (PAC) systematic review of policies, and possibly developing a Board manual. Trustees were asked to make notes about questions they may have and other things to review at the retreat.

**CITIZENS' OPEN FORUM:** Citizens' Open Forum convened at 5 p.m. There were no citizens who wished to address the Board, and the Citizens' Open Forum was adjourned.

**REPORTS:**

**Board President:**

Board President Westerhold reported on the Legislative Summit in Washington D.C. and distributed a handout with “recaps” of the information and the legislative priorities. Representatives from Wyoming met with Senators Enzi and Barrasso and their aides.

**Board Committees:**

Trustees Danko and Vogt reported on the Wyoming Association of Community College Trustees (WACCT) meeting they attended in Cheyenne and the Wyoming Community College Legislative Reception. The Wyoming Community College Commission (WCCC) is requesting feedback from the groups working on the 4 P’s (participation, placement, performance, and progress) for its strategic plan. Comments should go to President Hicswa who will forward them to WCCC Executive Director Jim Rose for the March Commission meeting. Trustee Vogt was elected Vice President of the WACCT.

Trustees praised President Hicswa and Vice President Kitchen for their good work at the legislature. Big Horn Basin legislators were also commended on a great job.

The Board’s Human Resources Committee is working on revising the Board’s *Rules and Regulations*. The proposed revisions will be emailed to Trustees for review.

**College President:**

In addition to her written report in the Board materials, President Hicswa reported that she is in the process of integrating her goals with PAC goals which she plans to share with Trustees soon.

**Vice Presidents:**

Vice President Fox reported that Scholarship Day was changed from December to February due to inclement weather. There was a large increase in participation, and it was decided to hold Scholarship Day in the spring. Vice President Fox also mentioned the success of the Project Succeed Peer Mentor program. Last semester the program helped over 20 students succeed in Math, which is a big predictor of overall college success.

Vice President Kitchen offered to respond to questions about the legislative session or his written report in the Board materials. He added that the premier issue of the *Alumni and other Friends* magazine, a collaborative venture between the College Relations Office and the NWC Foundation, should be ready by late April.

In addition to his written report in the Board materials, Vice President Giraud reported that the Curriculum Committee has been asked to consider requiring First Year Seminars for all programs. The Retention Committee has established student outcomes to help facilitate the approval. The seminars introduce students to college life, offer an introduction to the Hinckley Library and other campus services, and help them to navigate their way around. Data show that students who participate in these seminars have a higher retention rate than students who don’t.

Human Resources Director Jill Anderson gave an update on Personnel Status Report and reported there has been an average of 59 applicants for each faculty position.

**NWC Foundation:**

Foundation Executive Director Wetzel reported on the February Foundation Board meeting. Sale of the Crawford subdivision land north of Tenth Street was finalized. The Foundation coordinated media advertisements in support of a Toyota sponsorship of the NWC Jazz Festival featuring Wilford Brimley. Ms. Wetzel also reported on the endowment challenge amendment which was added toward the end of the legislative session. The legislation provides for matching up to \$7.5 million in fundraising dollars for the University of Wyoming and \$7.5 million to be divided among six of the seven community colleges.

**OTHER BUSINESS:**

President Westerhold congratulated the two national wrestling champions and the Wrestling Team on finishing in second place at the NJCAA Tournament.

A special Board of Trustees meeting regarding the Facilities Master Plan is scheduled for March 25<sup>th</sup> at 3 p.m. in the Trapper Room.

The WCCC will hold its quarterly meeting on the Northwest College campus on March 31<sup>st</sup> in the Trapper Room.

Trustees are invited to attend a reception for retirees on April 16<sup>th</sup> at 5:30 p.m. at President Hicswa's home.

Due to a scheduling conflict, Trustees agreed to move the June Board meeting up a week to June 2, 2014.

Trustees are invited to attend the Employee Recognition Banquet on May 2<sup>nd</sup> at 6 p.m. at the Park County Fairgrounds.

NWC Commencement Exercises are scheduled for Saturday, May 17<sup>th</sup>, at 10:30 a.m. in the Cabre Gym.

**NEXT MEETING:**

The next regular Board of Trustees meeting is scheduled for Monday, April 14, 2014, in the DSC Trapper Room.

**A ADJOURNMENT:**

**A motion was made by Trustee Danko and seconded by Trustee Larsen to adjourn the meeting. Motion carried and the meeting adjourned at 6:03 p.m.**

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JOHN HOUSEL, Vice President/Secretary

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Date