

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 8, 2014**

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

MEMBERS ABSENT: Trustee MS. CAROLYN DANKO.

OTHERS PRESENT: DR. STEFANI HICSWA, President (by telephone); MR. SHELDON FLOM, Interim Vice President of Administrative Services; DR. SEAN FOX, Vice President for Student Affairs; DR. GERALD GIRAUD, Vice President of Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. JILL ANDERSON; MS. VAL HIEB; MR. WARREN KRONE; MS. ANDREA SHIPLEY; MS. LISA SMITH; MR. MARTIN STENSING; MS. ALYSIA WALSH; MR. SHAWN WARNER; MS. SHELBY WETZEL; 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, September 8, 2014, at 3 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

STUDY SESSION: Interim Vice President Flom led a walk-through of the Yellowstone Building.

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

A CONSENT AGENDA: Trustee Vogt requested that the check register be removed from the consent agenda. **A motion was made by Trustee Fees and seconded by Trustee Vogt to approve the consent agenda. Motion carried. The consent agenda was approved including the minutes of the regular meeting of August 11, 2014.**

There was discussion regarding a \$17,000 hay purchase for the Rodeo Team. Trustee Vogt pointed out that the purchase is above the \$10,000 expenditure threshold requiring Board approval. He also expressed concern there may be local farmers interested in submitting a bid which would also save the Rodeo Team money. President Hicswa explained that the Board Purchasing Policy focuses on building improvement purchases; however, the policy can be revised to expand the intent.

Following a brief question/answer session regarding other check register items, **a motion was made by Trustee Housel and seconded by Trustee Vogt to approve the check register as presented. Motion carried.**

REPORTS:

Board President: Board President Westerhold reported that there are three candidates for the two Powell seats on the NWC Board of Trustees: Carolyn Danko, Martin Garhart, and Dusty Spomer. The election will be held November 4th. Mr. Westerhold also officially announced President Hicswa's contract renewal through the 2017-18 school year.

- Board Committees:** Trustee Larsen reported on the Board Human Resources Committee meeting earlier in the day. Committee members discussed Emeritus Policy revisions, email among Trustees with regard to the Open Meetings Law, the Board's *Rules and Regulations*, forming an Officer Nomination Committee, professional development for the Board, and revamping the President's evaluation instrument.
- College President:** President Hicswa highlighted items from her and the Vice Presidents' written reports which were included in the Board materials.
- In response to Trustee Vogt's inquiry regarding low enrollment at the extended campus, President Hicswa will provide additional information to the Board.
- There was a brief discussion regarding the Summer Bridge Program which was very well-received by the Board. Trustees were also very complimentary of the "Jump Start for College Success" which was facilitated by Project Succeed.
- Trustee Housel requested more information on the eight schools and home schools in our service area which have enrolled students in dual credit classes.
- In response to Trustee LaPlante's inquiry if the results of the Great Colleges to Work For employment satisfaction survey had been shared with the campus community, President Hicswa explained that Institutional Researcher Lisa Smith and Division Chair Dave Erickson are working on summarizing the comments. She added that the survey results show a 23% increase in satisfaction with shared governance from 2012-2014 and a 25% improvement in satisfaction with senior leadership at the College. This assessment data will be used in planning next year.
- Constituent Groups:** Written reports from the constituent group presidents were included in the Board materials. In response to an inquiry by Trustee Fees, Faculty Organization (FO) President Martin Stensing reported there is no formal structure for mentoring new faculty. Vice President Giraud added that for the first time, Academic Affairs is offering a New Faculty Seminar and that there already are other existing ways to provide mentoring for faculty.
- NWC Foundation:** The written report for the NWC Foundation was included in the Board materials.
- CITIZENS' OPEN FORUM:** Citizens' Open Forum convened at 5 p.m. NWC Alumni Association (AA) Vice President/President-elect Shawn Warner invited Trustees to attend the fall meeting of the AA in the Yellowstone Building Conference Center on October 25th. Trustees LaPlante and Larsen will represent the Board of Trustees at the meeting. Citizens' Open Forum was adjourned.

DISCUSSION/INFORMATIONAL ITEMS:

- Board recommendations regarding enrollment data:** In response to the Board's request, President Hicswa will provide Trustees with a comprehensive overview on enrollment in October. Board members discussed what information they would

like included. Among the data they would like to receive are enrollment numbers at NWC's outreach centers, the cost of attending NWC compared to other colleges in the region, the number of students in the region who are college bound, how other colleges recruit students, the growth rate of each NWC program for the past ten years and how they are mapped to industry across the state and the country, the fastest growing programs, the economic development forecast for our area, summer enrollment, and the cost/benefit of the international student program. There was a brief conversation regarding unemployment rates and how it correlates with college enrollment.

Council for the Advancement of Standards (CAS) in Higher Education:

President Hicswa gave an overview of the Council for the Advancement of Standards in Higher Education, commonly known as CAS Standards. These standards are being used for academic advising and will be implemented in other areas on campus to ensure best practices for the quality of operations and to demonstrate continuous quality improvement.

Simpson Hall refinance:

President Hicswa reported that NWC has been approached by financial entities with information that the College may be able to save \$800,000-\$2,000,000 by refinancing Simpson Hall due to lower interest rates. Interim Vice President Flom presented information on options to restructure the debt repayment. More analysis is needed to determine the best method to retire the current bonds and restructure the debt and debt repayment. A recommendation will be presented to the Board's Finance Committee in advance of the October Board meeting. The savings may allow the College to begin looking at some of the larger projects in the *Facilities Master Plan*.

A UNFINISHED BUSINESS:

Facilities Master Plan Capital Projects Phase I and residence halls aesthetic improvement study:

As discussed at last month's Board meeting, President Hicswa would like to move forward with an architectural and engineering study for potential remodeling of the Orendorff Building and the Moyer Building and Johnson Fitness Center as well as the study of the residence life facilities in order to develop a plan to update them.

A motion was made by Trustee LaPlante and seconded by Trustee Larsen to approve the expenditures for the architectural and engineering studies for the Orendorff Building and the Moyer Building/Johnson Fitness Center at a cost not to exceed \$30,000 each, and the study to update the residence life facilities at a cost not to exceed \$50,000. Motion carried.

A NEW BUSINESS:

Course fees:

Upon the recommendation of Academic Affairs, President Hicswa requested Board approval of new Spring 2015 course fees for two equine classes and a physiology class. The fees cover inventory and consumables for all three classes.

Trustee Vogt expressed opposition to charging students for the cost of replacing and repairing an inventory of 20 saddles and other equipment for the Equestrian Program. After requesting more information on the saddles including a depreciation

schedule to show how the fee was derived, **Trustee Housel made a motion to table the course fees request for the Equestrian Program. Trustee Vogt seconded the motion and the motion passed.**

A motion was made by Trustee Larsen and seconded by Trustee Housel to approve the new course fee for the Biology Program. Motion carried.

Yellowstone Building naming proposals:

Foundation Executive Director Shelby Wetzel presented an additional list of proposed names linked to specific spaces in the Yellowstone Building bringing the total number of named spaces within the building to 17. She also presented two changes to past action by the Board. **A motion was made by Trustee Fees and seconded by Trustee Vogt to approve the list of named spaces in the Yellowstone Building as presented with the changes provided. Motion carried.**

In response to an inquiry from Trustee Housel, Ms. Wetzel explained that the \$1 million gift from Mr. Forrest Allen was matched by the State resulting in a \$2 million endowment which will generate \$90,000 per year in scholarship dollars for students in agriculture related programs. **A motion was made by Trustee Housel and seconded by Trustee Vogt to have Vice President of College Relations Mark Kitchen draft a thank-you letter to Mr. Allen on behalf of the Board and the Board President. Motion carried.**

A ADJOURNMENT:

On a motion by Trustee Larsen and seconded by Trustee Housel, the meeting adjourned at 6:15 p.m.

JOHN HOUSEL, Vice President/Secretary

Date