

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
April 13, 2015**

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

OTHERS PRESENT: DR. STEFANI HICSWA, President; 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. LISA WATSON, Vice President of Administrative Services; Ms. Jill Anderson; Dr. Renee Dechert; Mr. Dave Erickson; Ms. Astrid Northrup; Mr. Lou McPhail; 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 13, 2015, at 3 p.m. in the Yellowstone Building, Room 105.

A APPROVE THE AGENDA: President Hicswa requested that agenda items VIII B. and X B. be moved up on the agenda following the introduction of the NWC Men's Basketball Team. **A motion was made Trustee Larsen and seconded by Trustee Westerhold to approve the agenda as amended. Motion carried.**

STUDY SESSION: Academic Program Development and Evaluation Process
Vice President Giraud gave an overview of the formal process for curriculum development and review which involves a number of levels of the institution before it goes to the Board of Trustees for approval and then to the Wyoming Community College Commission (WCCC).

This process is only for credit-based programs; Workforce Development programs are not subject to the same scrutiny.

The NWC program review schedule rotates which allows for all academic programs to be reviewed every five years. Information reported to the state includes data for the past five years on credit hour enrollment, the number of declared majors, the number of program graduates (and/or certificate earners), the number of community college service area resident program graduates, and the total number of Wyoming resident program graduates.

The Format for Program Review Narrative information is also used to inform decisions on making adjustments and terminating programs.

Associate Professor of Engineering and Mathematics/Physical Science Division Chairperson Astrid Northrup presented last year's Engineering program review which was followed by a presentation of the 2014 Criminal Justice program review by Professor of Sociology/Social Science and Education Division Chairperson Dave Erickson and Instructor of Criminal Justice Lou McPhail.

**DISCUSSION/INFORMATIONAL
ITEMS:**

International Program Visit
to Viet Nam:

Intercultural Programs Manager Emelee Volden reported on her trip to Viet Nam where she and ESL Instructor Milo Asay attended the 15th Anniversary Celebration of The International School in Ho Chi Minh City on December 30-31, 2014.

A NEW BUSINESS:

Redistribution fund expenditure
approval:

President Hicswa received more than 30 proposals to utilize one-time funding received from the state due to funding formula redistribution. All proposals were given due consideration.

More than 20 proposals were funded with Foundation, Academic Affairs or Student Affairs funds. Some of the proposals not funded by available funds were tagged for funding from other sources in the immediate future, and some were tabled for future consideration.

Three proposals were identified for utilization of one-time redistribution funds: a new/renovated climbing facility for the Outdoor Ed/Leadership Program (\$121,942.28), a Liquid Chromatograph Mass Spectrometer for the Chemistry Department (\$115,000.00), and instructional equipment (farming drill, GPS, blade, disc, auger, sprayer, scarifier) for Stock Pavilion acreage and facilities (\$30,000.00). The remainder of the redistribution funds have been used to balance the FY15 budget due to the enrollment decline and resulting revenue shortfall.

A question/answer session followed after which **a motion was made by Trustee Spomer and seconded by Trustee Larsen to approve allocation of the funds with the provision the climbing facility cost not exceed not exceed an additional \$60,000 for installation. Motion passed.**

A CONSENT AGENDA:

Minutes:

A motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the consent agenda as presented which included the minutes of the March 9, 2015 meeting. Motion carried.

Reports:

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. NWC Alumni Association Board Director Shawn Warner invited Trustees to attend the upcoming Alumni Association Board meeting on April 25th. Trustees Housel and Larsen volunteered to represent the NWC Board at the meeting. There were no other citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

Board Committees:

Trustee Vogt reported on the Wyoming Association of Community College Trustees (WACCT) and Wyoming Community College Commission (WCCC) meetings which he and Trustee Danko attended on April 16, 2015 in Riverton, Wyoming. There was a brief discussion regarding the WACCT Executive Director search.

A FINANCIAL REPORTS:

A motion was made by Trustee Westerhold and seconded by Trustee Spomer to approve the financial reports as presented. Motion carried.

DISCUSSION/INFORMATIONAL ITEMS:

Advertising overview:

In response to a request at the March Board of Trustees meeting, Vice President Kitchen provided a written report in the Board materials which summarized the paid advertising his office coordinates in concert with other offices to promote NWC specifically as it relates to student recruitment.

Several instructional programs and a few administrative offices have their own advertising budget; however, the CRO coordinates all institutional advertising other than employee recruitment advertising and legal ads which is done by Administrative Services. This one-office coordination ensures consistency of message and quality control. It also tracks college-wide advertising billing.

He reviewed the 2012-13 Advertising Report which graphically displays how, where, for whom and at what cost advertising was placed during the year.

A NEW BUSINESS:

Certificates approval:

Based on the recommendation of President Hicswa and the NWC Curriculum Committee, **a motion was made by Trustee Danko and seconded by Trustee Vogt to approve two new certificates in Equine Studies: Equine Riding and Training with Emphasis on Riding, and Equine Riding and Training with Emphasis in Training. Motion carried.**

Compensation plan approval:

President Hicswa reported that due to a decline in enrollment the past two years, which is expected to continue, the projected revenue situation unfortunately does not allow for a percentage salary increase for faculty and staff without substantially cutting expenses or services. Faculty retirements in fiscal year (FY) 2015 will create savings that will be available in the faculty "compensation box" in FY16. Faculty voted to use that savings to move eligible faculty one step forward on their salary schedule.

Discussion followed regarding aspects of the Salary Policy and Procedures in the Faculty Employment Policies.

A motion was made by Trustee Westerhold and seconded by Trustee Fees to implement the FY16 faculty step, as required by policy, with no other salary increases.

Trustee Vogt moved to amend the motion to provide funds for classified and professional staff who are deserving of a raise. In response to a Trustee inquiry, President Hicswa reported that a 1% raise would cost \$124,000 and stated that the College is projecting a \$750,000 budget deficit. The amended motion died for lack of a second. **The Board passed the original motion 6-1 with Trustee Vogt dissenting.**

**DISCUSSION/
INFORMATIONAL ITEMS:**

Land purchase inquiry:

Trustees were approached about a potential land purchase which they discussed briefly. However, both the College and the Foundation already own land to the north and west of campus which is the direction the campus is expected to grow based on the Facilities Master Plan. Also, considering the budget situation, Trustees agreed not to pursue a land purchase at this time.

Student withdrawal:

In response to a Trustee inquiry at last month's meeting, President Hicswa presented information on the College's refund policy and refund schedule for tuition, residence halls and meal plan when a student withdraws from classes. The withdrawal and refund policy are included in the online catalog. The room and board contract is very typical and has been in effect for many years.

A NEW BUSINESS:

Electronic Communication Policy:

To assure compliance with the provisions of the Wyoming Public Meeting Act, Board President Housel drafted an "Electronic Communication Policy" which was reviewed by the Policy Committee. It provides guidelines for communication among Trustees that complies with the purpose and intent of the Wyoming Open Meeting Act. The Policy Committee recommended revising the Board *Rules & Regulations* to include the proposed electronic communication policy. **A motion was made by Trustee Spomer and seconded by Trustee Danko to adopt the policy as presented. Motion carried.**

Facilities projects expenditure approval:

Included in her written report in the Board materials, Vice President Watson provided a list of major projects awaiting Board approval, projects currently in progress and projects completed.

President Hicswa requested Board approval for the following projects:

- Trapper Village West (TVW) pavement repair chip seal at a cost of \$91,030 to be paid from Auxiliary;
- Colter Hall window replacement at a cost of \$170,000 in addition to the \$180,000 already approved to be paid from Auxiliary;
- TVW phase II window and door replacement asbestos testing at a cost of \$19,500 to be paid from Auxiliary;
- DeWitt Student Center (DSC) Einstein Bros. kiosk asbestos testing/abatement at a cost of \$60,000 to be paid from Chartwell contract money;
- DSC Einstein air conditioning/air handler at a cost of \$68,000 to be paid from Auxiliary; and
- DSC Bookstore asbestos testing/abatement at a cost of \$50,000 to be paid from Auxiliary.

A motion was made by Trustee Westerhold and seconded by

Trustee Larsen to approve the projects as presented. Motion carried.

FUTURE AGENDA ITEMS:

No other future agenda items were added to the list.

A EXECUTIVE SESSION:

A motion was made by Trustee Danko and seconded by Trustee Spomer to move into executive session to discuss President Hicswa's evaluation. Motion carried.

The regular meeting was reconvened at 7:49 p.m.

A ADJOURNMENT:

On a motion by Trustee Larsen, the meeting adjourned at 7:50 p.m.

NADA LARSEN, Vice President/Secretary

Date