

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
January 12, 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; and MR. JIM VOGT.

**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; MS. ANNA CRAGOE; MR. MARCUS CROOK; 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, January 12, 2015, at 4 p.m. in the Yellowstone Building, Room 103.

**A APPROVE THE AGENDA:** Trustee Vogt requested the check register be removed from the consent agenda. Board members were provided with corrections to minutes of the December 8, 2014 meeting. **A motion was made by Trustee Vogt and seconded by Trustee Larsen to approve the agenda as amended. Motion carried.**

**A CONSENT AGENDA:** **A motion was made by Trustee Vogt and seconded by Trustee Westerhold to approve the consent agenda which included the minutes of the December 8<sup>th</sup> regular meeting and the minutes of the December 8th executive session. Motion carried.**

There was a question/answer session regarding several check register items which President Hicswa offered to research and report back to the Board. **A motion was made by Trustee Westerhold and seconded by Trustee Spomer to approve the check register as presented. Motion carried.**

**REPORTS:**

Board President: Board President Housel presented Trustee Westerhold with a plaque in acknowledgement of his service as Board President the past four years.

In addition to attending the College's Holiday Party and a performance of *A Christmas Story*, Board President Housel reported on the Cody Club meeting he attended which featured short presentations by Big Horn Basin legislators.

Board Committees: There were no Board Committee reports.

College President: Board members asked several questions in regard to the President's written report in the Board materials.

From her written report in the Board Book, President Hicswa called attention to her closure of the Trapper Arena in light of violations noted in a State Fire Marshal's report after a recent inspection of the facility. The facility's status will be assessed by the start of spring semester classes on January 20.

Vice President for Administrative Services Watson gave a progress report on the Yellowstone Building refinancing.

Board President Housel objected to the term “penalty” in the settlement agreement with the Wyoming Department of Environmental Quality with regard to the asbestos findings in the Oliver Building.

In response to an inquiry by Trustee Vogt, Dr. Hicswa reported that the College is budgeting for a 7% decrease for fall 2015. For spring, headcount is down 101 and full-time enrollment (FTE) is down 91 which is similar to last year at this time. She has charged the Institutional Effectiveness Committee (IEC) with finding the right mix between enrollment and staff size to meet the College’s needs.

**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.

Constituent Groups:

Trustee Vogt asked about Student Senate (SS) report in which it was reported that the SS agreed to increase student fees to support another position in Computing Services. Stefani said the new position has not been approved in the budget process. If students are still paying the \$100 Instructional Technology fee, Trustee Vogt believes the new position should be a personnel decision and not funded on the backs of students. President Hicswa will look into it.

NWC Foundation:

Foundation Executive Director Shelby Wetzel offered to respond to questions on her written report in the Board materials.

**DISCUSSION/INFORMATIONAL ITEMS:**

Legislative update:

President Hicswa reported that NWC does not have a Capital Construction project for this legislative session but she hopes the Nelson Performing Arts (NPA) expansion will be on next year’s agenda. The Community College Legislative Request includes a request for matching endowment funds that can be used for capital construction and a request for recalibration of the standard budget every four years to account for enrollment growth.

Yellowstone Building update:

Sletten Construction will be on campus at the end of spring semester to do a one-year warranty walk-through and complete a punch list of items by August 1<sup>st</sup>.

Cody Center remodel:

As a result of negotiations with Marathon Oil and the Park County Buildings and Grounds Superintendent, the location of the NWC Workforce Development Center was moved to allow continuity of office space for Marathon Oil offices. Marathon Oil officials agreed to pay for the remodeling costs up to \$25,000 through a donation to the NWC Foundation. The cost of the remodel was estimated at \$22,495.69 with the labor provided by the Park County Buildings and Grounds crew. The total cost of the project exceeded the estimate by \$12,139.98 and NWC is being asked to pay the difference. President Hicswa will visit with County Commissioners and report back to the Board at next month’s meeting.

**A NEW BUSINESS:**

Bank card signatory approval:

**A motion was made by Trustee Spomer and seconded by Trustee Westerhold to approve Vice President Lisa Watson as one of the official signatories for Northwest College. Motion carried.**

HVAC controls upgrade approval:

President Hicswa reported that the State Department of Construction Management has approved using major maintenance funds to upgrade HVAC DDC controls in the Math/Science Building at a cost of \$190,000 and requested Board approval to move forward on the project. **A motion was made by Trustee Vogt and seconded by Trustee Danko to approve an amount not to exceed \$190,000 in major maintenance fund to upgrade the HVAC DDC controls in the Math/Science Building.** In response to an inquiry by Board President Housel, Vice President Watson explained why it's important to systemize the HVAC controls across campus. **Motion carried.**

Policy review contract approval:

At last May's retreat, the Board directed President Hicswa to develop a framework to tie all the various policy documents into one comprehensive policy document. Using the \$20,000 the Board budgeted for presidential priorities, President Hicswa requested Board approval to use the funds for a sole source contract in the amount of \$18,480 with the Collaborative Brain Trust (CBT), a community college consulting firm based in California, to conduct an assessment and organization of NWC policy documents. The work is to be completed by May 31, 2015. **A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve a sole source contract for \$18,480 with the CBT to conduct an assessment and organization of NWC policy documents.**

In further discussion, Board President Housel requested that the contract stipulate that the document be digitized. President Hicswa assured the Board that the contract specifications will provide for the final document to be delivered in an electronic format. **Motion carried.**

Trapper Arena Fire Marshal's Inspection Report response:

As a result of violations noted in the State Fire Marshal's report after a recent inspection of the Trapper Arena, President Hicswa temporarily closed the facility on December 19<sup>th</sup> until such time as it can be made safe. The full report was included in the Board materials. In discussions with College personnel and Point Architects staff, the cost to address the necessary corrections are estimated at \$140,000. **A motion was made by Trustee Larsen and seconded by Trustee Westerhold to approve \$140,000 to address corrections to the Trapper Arena facility as noted in the Fire Marshal's Inspection Report utilizing the emergency repair contingency fund budget. Motion carried.**

**FUTURE AGENDA ITEMS:**

As a result of a discussion regarding potential future agenda items, it was agreed that a running list will be maintained and distributed with the agenda.

**A CHANGE DATE OF FEBRUARY BOARD MEETING:**

As Trustees Danko, Vogt and Westerhold will be attending the National Legislative Summit in Washington, D.C. on February 9-

12, 2015, it was recommended the date of the February Board meeting be changed. **A motion was made by Trustee Vogt and seconded by Trustee Fees to change the date of next month's meeting to February 6<sup>th</sup>, at 4 p.m. Motion carried. (4-2)**

**A ADJOURNMENT:**

**On a motion by Trustee Vogt and a second by Trustee Westerhold, the meeting adjourned at 5:54 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date