

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
May 11, 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. Trustee MR. MARK WESTERHOLD participated by phone.

**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. SHELBY WETZEL, Executive Director of the NWC Foundation; MS. JILL ANDERSON; MS. DEB KARST; MR. MARTIN STENSING; and 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, May 11, 2015, at 3 p.m. in the Yellowstone Building.

**EXECUTIVE SESSION:** The meeting was called to order at 3 p.m. Board President Housel deferred approval of the agenda until the regular meeting. **A motion was made by Trustee Larsen and seconded by Trustee Danko to move into executive session to discuss the President's evaluation. Motion carried.**

The executive session was adjourned and the regular meeting resumed at 4 p.m.

**INTRODUCE NWC STUDIO SINGERS:** The Board was treated to a performance by the NWC Studio Singers directed by Craig Olson.

**A APPROVE THE AGENDA:** Trustee Westerhold requested that the Simpson Hall bond refinancing resolution agenda item be moved to the top of the agenda. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the agenda as amended. Motion carried.**

**A NEW BUSINESS:**

Simpson Hall bond refinancing resolution:

Finance Committee Chair/Building Authority Chair Westerhold explained that that the NWC Building Authority discussed the refinancing of Simpson Hall. The Committee recommends calling the bonds and moving to a conventional loan with a reduced interest rate and the same term. Using \$500,000 from the reserves toward the principal, will reduce the annual payments by about \$100,000 and save the College just over \$1 million for the term of the loan. The savings in annual payments can then be set aside and accumulated for a larger project.

The Finance Committee recommended approval of the resolution to amend the Facilities Lease Agreement so that the Building Authority can move forward with the refinancing.

**A motion was made by Trustee Fees and seconded by Trustee Vogt to approve the resolution concerning the current refunding of lease revenue bonds and an amendment to that**

**certain facilities lease agreement dated as of July 1, 2008, between the Authority and the District and related documents and transactions.**

In further discussion, Trustee Vogt disclosed a possible conflict of interest in that a relative is employed by the financial institution purchasing the bonds. Board President Housel determined there was no conflict of interest and called for the vote. **Motion carried.**

**MODEL UNITED NATIONS (UN)  
PRESENTATION:**

Model UN Advisor Steve Walker and the students who participated in the National Model United Nations Conference in New York City introduced themselves to the Board. Dr. Walker briefly spoke on NWC delegation's global impact.

**A CONSENT AGENDA:**

President Hicswa responded to questions on her written report in the Board materials. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the consent agenda as presented which included the minutes of the April 13, 2015 regular meeting, the minutes of the April 13, 2015 executive session, and the minutes of the April 28, 2015 special meeting. Motion carried.**

Trustee Vogt reported on the Wyoming Community College Commission (WCCC) and Wyoming Association of Community College Trustees (WACCT) meetings he and Trustee Danko attended. Ms. Erin Taylor of Cheyenne was selected to replace WACCT Executive Director Steve Bahmer and will play an important part in lobbying legislators on behalf of Wyoming's community colleges.

**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.

**A FINANCIAL REPORTS:**

In response to an inquiry by Trustee Vogt, President Hicswa explained that the \$5 fee charged to the students for the Yellowstone Building is being tracked separately and will be used for items that still need to be completed in the new facility. Feedback from a recent student focus group suggests the remaining funds be used to upgrade the DeWitt Student Center; however, a decision will be made at a later date.

In response an inquiry by Trustee Housel, Vice President Watson explained that the amount of redistribution funds NWC may receive will not be available until July and are not budgeted for since it is one-time money. **Trustee Vogt made a motion which was seconded by Trustee Fees to approve the financial reports as presented which included the check register and Third Quarter Budget and Cash Flow Report. Motion carried.**

**DISCUSSION/INFORMATIONAL  
ITEMS:**

Bookstore update:

The Board received an update on the Bookstore. NWC has recently completed the second year of a five-year contract with Follett Higher Education Group, Inc. to manage Bookstore

operations. The contract is a structured commission arrangement and allows either party to cancel at any time with 120 days prior notice.

Fiscally, the change has been positive in that the College is receiving commission revenue rather than operating at a deficit. Vice President Watson is working closely with the Bookstore Manager to maintain and improve operations and maximize service to students, faculty and staff.

President Hicswa summarized by saying the Board did the right thing in outsourcing the Bookstore as it had been running at an approximately \$200,000 deficit.

BOCES legislation

Trustees discussed the Board's April 28<sup>th</sup> special joint meeting with the Park County School District #1 Board at which they were presented with information on BOCES statutes. Trustees discussed the potential of utilizing BOCES funding for concurrent/dual enrollment. At a future meeting, the Board will receive information on concurrent and dual enrollment and the associated costs.

Preliminary FY16 Budget Review

Trustees received preliminary revenue information for the Unrestricted Funds, the One Mill Fund and the Auxiliary Fund.

The Auxiliary Fund is currently budgeted flat. Further analysis will be forthcoming as residence hall occupancy is confirmed. Expenditure review will be aligned with project planning to ensure repairs and maintenance needs are being accomplished.

The One Mill Fund has been budgeted down 3.5% to align with an expected reduction in mill revenue. Mill revenue and expenditures will be adjusted with mill projections.

The Unrestricted Fund (Operating, Community, Continuing Education) is being developed based on the following assumptions:

- 6% tuition decrease (\$791,400).
- State appropriations are up slightly due to retirement and insurance increased costs. The net result is a wash due to matching expenditures \$178,866.
- Revenue from local levy is projected to be down; we are currently budgeting a 3.5% reduction (\$116,037).
- No recalibration money is budgeted and no one-time only recapture money is available (\$0).
- Other income is expected to be down around (\$24,250).
- The overall budget for FY16 (\$22,559,210) compared to FY15 (\$23,312,032) is reduced by \$752,821.

The budget as a whole will continue to be refined over the next two months. The College will continue to hold on all interim and open positions until further notice.

**A UNFINISHED BUSINESS:**

3.9.12 Purchasing Policy  
recommended revisions:

The Board reviewed proposed revisions to the Purchasing Policy as recommended by the Policy Committee. The revised policy was reviewed by College Council and the President's Advisory

**Council. A motion was made by Trustee Spomer and seconded by Trustee Danko to approve the Purchasing Policy revisions as presented. Motion carried.**

**FUTURE AGENDA ITEMS:**

College purchasing protocol will be added to the list of future agenda items.

**A ADJOURNMENT:**

**On a motion by Trustee Larsen and seconded by Trustee Spomer, the regular meeting adjourned at 6:45 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date