

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
June 8, 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. KRISTINE WALKER; MS. INGRID EICKSTEDT; 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, June 8, 2015, at 3 p.m. in the Yellowstone Building.

EXECUTIVE SESSION: The meeting was called to order at 3 p.m. **A motion was made by Trustee Westerhold and seconded by Trustee Spomer to move into executive session to discuss the President's evaluation. Motion carried.**

The executive session was adjourned and the study session began at 3:36 p.m.

Vice President Giraud presented information on Northwest College's concurrent and dual enrollment courses. He provided Trustees with data on the number of credit hours and full-time enrollment (FTE) numbers generated at each of the schools in our service area from 2009-2015. Board members also received a list of concurrent enrollment courses offered at each of the school districts.

Wyoming statute specifies that high school students must have the opportunity to earn 12 post-secondary credit hours at no cost, but the law does not specify how it's to be funded. Currently, NWC bills the high schools for the concurrent enrollment credits and the high schools bill the College the same amount for their instructors making it a financial "wash." Students enrolled in dual enrollment courses are charged fees, but not tuition.

Dr. Giraud reported there is documentation in a consensus agreement that was reached which allows colleges to bill Board of Cooperative Education Services (BOCES) to pay for concurrent/dual enrollment programs.

The Board reviewed a position description for a High School Programs Coordinator which describes the work that's involved in managing all of the concurrent/dual enrollment programs. Currently, the Dean of Extended Campus is managing it along with her other duties.

Dr. Giraud provided the Board with a summary of lost revenue that details the net amount the College would have gained from tuition had it received tuition from the credit hours delivered. The

total amount not collected averages about \$115,000/year for concurrent enrollment and \$59,000/year for dual enrollment. If the College were able to recoup some of this money through BOCES or other means, we would be able to ramp up services to high school students to ensure they're getting the same services that NWC students are receiving. The College's accreditation requires that concurrent/dual enrollment students receive the same services that on-campus students receive such as counseling, advising, tutoring, etc.

A APPROVE THE AGENDA:

A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the agenda as presented. Motion carried.

A CONSENT AGENDA:

Board President Housel recognized out-going Vice President Fox for his service to Northwest College and announced the date and time of a going-away party to be held in his honor. President Hicswa responded to questions on her written report in the Board materials. Vice President Watson gave an update on the recent changes in the Johnson Fitness Center. **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 May 11, 2015 regular meeting and the minutes of the May 11, 2015 executive session. Motion carried.**

A FINANCIAL REPORTS:

After a brief question/answer session regarding the check register, a motion was made by Trustee **Vogt and seconded by Trustee Larsen to approve the financial reports as presented which included the check register and quarterly budget adjustments. Motion carried.**

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.

DISCUSSION/INFORMATIONAL ITEMS:

FY16 budget:

Trustees received copies of the preliminary budget for fiscal year 2016 which is the second year of the biennium. The budget was developed to meet specific priorities and targets set by the institution in its strategic plan. The Budget Committee identified budget priorities based on student success initiatives, assessment data, and the NWC Strategic Plan. A history of funding was included in the budget narrative.

With the possibility of no recalibration money, an expected reduction in local tax revenue due to a decrease in county valuation, no tuition increase, no supplemental exception budget funding for enrollment, and a projected 3% decline in tuition revenue from decreased enrollment, Vice President Watson anticipates a budget reduction from last year's budget compared to this year's budget of approximately \$636,436.

After a review of the adjustments made for the budget year 2016, Vice President Watson asked for Board feedback on the assumptions being made in going forward with developing the budget. As usual, the recapture/redistribution figures from the

state are not be available until August and will not be included in the budget.

Transfer articulation scorecard:

Trustees reviewed the University of Wyoming's Transfer Articulation Scorecard (an update regarding the status of program articulation plans it has with each of the community colleges) which is a legislative initiative. President Hicswa is pleased with the progress of NWC's transfer articulation agreements with the UW. NWC has partnerships/transfer articulation agreements with several other colleges and universities as well.

BOCES budgets:

Executive Director Ingrid Eickstedt presented the Park County School District #1 (PCSD#1) BOCES proposed budget for the next fiscal year. The BOCES Board will hold its annual budget meeting on June 16, 2015. Ms. Eickstedt called attention to the list of accomplishments, activities, relationships and services provided.

Proposed budgets for the Big Horn County School District #2 and Big Horn County School District #3 BOCES were included in the Board materials.

A UNFINISHED BUSINESS:

Simpson Hall Resolution – re-ratification:

At its May 11th meeting, the Board of Trustees approved a resolution to facilitate the refinancing of the Simpson Hall addition lease revenue bonds. At closing, some minor adjustments occurred when the principal amount being borrowed was reduced by \$15,000 to a final amount of \$4,480,000. **A motion was made by Trustee Fees and seconded by Trustee Westerhold to approve the Simpson Hall resolution re-ratification which changed the principal amount borrowed to \$4,480,000. Motion carried.**

A NEW BUSINESS:

Accounts receivable write-offs:

Trustees reviewed a list of student account balances of which \$9,781.00 is considered uncollectable and the remaining \$162,232.34 has been turned over to the collection agency. Vice President Watson described the processes in place to reduce the student and campus bad debt.

In response to Trustee Westerhold's frustration with having to write off a large amount of bad debt each year, President Hicswa explained that the Task Force implemented to deal with reducing bad debt resulted in two very good outcomes: the HERO grant and the administrative withdrawal. The Retention Committee is working on other solutions. The College is being more proactive in getting students to pay their bills each semester. Vice President Watson added that NWC's percentage of total revenue bad debt is .538 compared to the industry average of .8%.

A motion was made by Trustee Larsen and seconded by Trustee Fees to reluctantly approve the accounts receivable bad debt in the amount of \$172,013.34 as presented. Motion carried.

October Board meeting date
change:

President Hicswa serves on the Higher Education Research & Development Institute (HERDI) Advisory Board whose fall meeting conflicts with the October Board of Trustees meeting. She recommended moving the Board meeting up a week to October 5th. **A motion was made by Trustee Larson and seconded by Trustee Vogt to change the date of the meeting to October 5, 2015. Motion carried.**

NWC President's contract:

As President Hicswa has exceeded expectations and the Board wishes to retain her, and in order to retain her, we need to offer total compensation to at least the average of what the market rate is for college presidents, **Trustee Spomer moved to increase the College's portion of paid benefits an amount not to exceed \$15,000 annually and that the Board President engage in negotiations with Dr. Hicswa regarding the details. The motion was seconded by Trustee Westerhold. Motion passed 6-1 (Trustee Vogt voting dissenting).**

FUTURE AGENDA ITEMS:

A tour of the Johnson Fitness Center and a presentation on BOCES funding for concurrent/dual enrollment will be added to the list of future agenda items.

In response to an inquiry by Trustee Westerhold, President Hicswa requested a recommendation from the Finance Committee regarding the Multi-sports Court. The President's Advisory Council will begin prioritizing a list of projects for the Finance Committee to consider and make a recommendation.

A ADJOURNMENT:

On a motion by Trustee Fees and seconded by Trustee Westerhold, the regular meeting adjourned at 6:23 p.m.

NADA LARSEN, Vice President/Secretary

Date