

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
July 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 and MR. MARK WESTERHOLD.

MEMBERS ABSENT: Trustee MR. JIM VOGT.

OTHERS PRESENT: DR. STEFANI HICSWA, President; DR. GERALD GIRAUD, Vice President for Academic Affairs/Interim Vice President for Student Services; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President of Administrative Services; MR. DEAN BRUCE; MS. JOANN HEIMER; MR. WEST HERNANDEZ; MR. STEVE THULIN; MS. ILENE OLSON, *Powell Tribune*; and MS. CYNTHIA CICCII, 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, July 6, 2015, at 3 p.m. in the Yellowstone Building. Board President Housel made mention of Trustee Vogt's absence and asked that everyone keep him in their thoughts and prayers.

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

STUDY SESSION: The Board toured the Johnson Fitness Center and the Student Success Center.

BUDGET HEARING: The regular Board meeting was suspended for the Budget Hearing at 4 p.m.

The Budget Hearing was adjourned and the regular meeting resumed at 4:46 p.m.

A CONSENT AGENDA: Trustee Larsen reported that she and Trustee Vogt attended the Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC) meetings on June 25-26. She distributed a list of 2015 Stable Funding Talking Points developed by the WACCT. Trustee Larsen offered to respond to questions on the minutes of the Policy Committee meeting which were included in the Board materials.

President Hicswa responded to questions on the check register.

A motion was made by Trustee Danko and seconded by Trustee Larsen to approve the consent agenda as presented which included the minutes of the June 3, 2015 special meeting/retreat, the minutes of the June 8, 2015 regular meeting, the minutes of the June 8, 2015 executive session, the check register and the final FY2015 budget adjustments. Motion carried. Trustee Westerhold abstained from approving the meeting minutes as he was not in attendance.

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:

Complete College Wyoming update:

As a result of President Hicswa's request to include faculty in the Complete College Wyoming (CCW) work group, Northwest College (NWC) History Professor Steve Thulin began representing the faculty voice on the team in the Fall of 2013. In addition to the Progress Update included in the Board materials, Professor Thulin distributed the June CCW newsletter. He's been attending weekly meetings and reported that the best practices and other initiatives being implemented at NWC are paying off as evidenced by NWC's retention rates which are the highest in the state.

Mr. Thulin also reported briefly on the Legislative Summit he recently attended in Jackson, WY.

New student recruiting costs:

President Hicswa had asked Vice President Fox to compile a list of costs associated with NWC recruiting activities which was included in the Board materials. The amounts do not reflect costs associated with recruiting athletes, additional recruiting activities such as the jazz festival, athletic camps, boot camps, the winter high school speech meet, or the time individual faculty invest in new student recruitment.

Admissions Manager West Hernandez was on hand to respond to questions regarding college fairs and recruiting visits to high schools in Wyoming, Montana and Idaho. He has been meeting with College Relations staff to strategize ways to partner with regional alumni to help in recruiting efforts.

JAIC update:

Vice President Kitchen briefly summarized the June 23rd Joint Appropriations Interim Committee (JAIC) meeting which he attended along with President Hicswa and Vice President Watson. He distributed copies of the amendment adopted at the 2015 legislative session which described the JAIC charge to study the community colleges funding model. The consistent message being communicated by the community colleges is two-fold: the community colleges need a stable funding model and they would like to eliminate the need for supplemental budget requests. The hope is to have a recalibrated funding model every four years. A subcommittee is to be empaneled to discuss this further and to develop a draft bill. The colleges have been asked to submit data to help the Committee in its deliberation.

According to President Hicswa, the dialogue has been good and she is impressed with the level at which committee members are thinking about this.

A NEW BUSINESS:

Facility project approval:

Trustees received a Facilities Project Report as of July 13, 2015. President Hicswa requested the Board approve \$292,000 to move forward with installation of the Einstein Bros. kiosk in the DeWitt Student Center. Vice President Watson described the improvements necessary to complete the project. The cost source is from the Chartwells investment in the facility as described in the original bid for the College's food service. Vice President Watson went on to say that costs for the improvements are only estimates; however, she would like Board approval so that the project can move forward as bids come in. **A motion was made by Trustee Westerhold and seconded by Trustee Fees to authorize funds for the Einstein Bagel Project at a cost not to exceed \$292,000.** In further discussion, Trustee Spomer asked for clarification of the total budget cost. According to Vice President Watson, this amount is within 90% of the total cost of the project. In response to Trustee Westerhold, President Hicswa explained that this is the best estimate we have with the information available and that if expenses exceed the approved amount, the project could be modified if necessary. **Motion carried.**

WACCT annual dues:

On the recommendation of President Hicswa, a motion was made by Trustee Larsen and seconded by Trustee Danko to approve payment of the WACCT invoice for 2015-2016 annual dues in the amount of \$14,500. Motion carried.

FUTURE AGENDA ITEMS:

A study session will be scheduled to tour the Einstein Bros in the DeWitt Student Center when it opens.

Board President Housel is interested in scheduling a training with CPA Wayne Herr regarding the audit process.

A ADJOURNMENT:

On a motion by Trustee Westerhold and seconded by Trustee Fees, the meeting adjourned at 6:25 p.m.

NADA LARSEN, Vice President/Secretary

Date