

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 10, 2015**

MEMBERS PRESENT: President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; Treasurer DR. PAUL FEES; and Trustee MR. DUSTY SPOMER.

MEMBERS ABSENT: Trustees Ms. CAROLYN DANKO, MR. JIM VOGT AND MR. MARK WESTERHOLD.

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. STEVE THULIN; MS. SHELBY WETZEL; MS. ILENE OLSON, *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, August 10, 2015, at 4 p.m. in the Meeteetse School cafeteria in Meeteetse, WY.

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

A CONSENT AGENDA: After an update on the medical condition of Trustee Vogt, Board Chair Housel asked everyone to keep Mr. Vogt and his family in their thoughts and prayers.

A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the consent agenda as presented. President Hicswa and Vice President Watson responded to questions from Board Chair Housel regarding the non-faculty compensation program review, the copier replacement plan, and the schedule of software agreements. Vice President Kitchen responded to questions regarding renewal of the annual underwriting contracts with Wyoming Public Radio and KNWT-Trapper Radio. President Hicswa responded to questions on the check register. **Motion carried and the consent agenda was approved which included the minutes of the regular meeting of July 13, 2015, the minutes of the budget hearing of July 13, 2015, and the financial reports.**

DISCUSSION/INFORMATIONAL ITEMS:

Legislative agenda: President Hicswa reviewed with Trustees the five items which the Executive Council has agreed to include in the 2016 Community College Legislative Agenda.

HLC faculty qualifications: The Higher Learning Commission (HLC), the College's accreditation organization, has revised its practices with regard to qualifications for faculty. Originally, the Commission set a deadline of December 31, 2015 for compliance; however, the deadline has since been extended to September 1, 2017, which coincides with our next accreditation site visit. In order to ensure that NWC is meeting HLC's assumed practice expectations, the

Office of Academic Affairs is reviewing the qualifications of NWC full-time and adjunct faculty.

Big Horn Basin High School
Report:

The Board reviewed a report compiled by Institutional Researcher Lisa Smith which includes detailed information about Big Horn Basin high school graduates and their performance at NWC. The report is one of many required by the Wyoming Community College Commission. According to President Hicswa, the Board can expect to receive this data annually as the College systemizes its reporting. The information will also be provided to Big Horn Basin school superintendents.

Adjunct faculty costs:

Vice President Giraud reviewed budgeted and actual expenditures for adjunct faculty over the past five years. The Adjunct Music expenditure line for music lessons is a passthru.

The Adjunct Passthru expenditure line is primarily for students and community members who take personal training courses in Fitness Center and the money passes through to the trainer. The budgeted amount is loosely based on what was collected the previous year.

Vice President Giraud explained that adjunct faculty are difficult to find in a small community so the College has moved to hiring visiting faculty who are paid from this budget as well. The budget is also used to pay faculty overload charges and for other special projects to which faculty members are assigned.

A UNFINISHED BUSINESS:

Facility project approval:

The Board of Trustees had previously approved \$419,462 for the abatement, air conditioning work, construction and equipment for the Einstein Bros. Bagels kiosk project. After final planning and quotes have been received, the final project is estimated to cost \$450,000 with contingencies.

President Hicswa requested Board approval for an additional \$30,538 to cover the cost of equipment and furnishings related to the project. Use of funds will come from the Chartwells project first and any contingency savings will be allotted to NWC if possible. The facility is expected to open in early October.

A motion was made by Trustee Fees and seconded by Trustee Larsen to approve an additional \$30,538 to cover costs of equipment and related to completion of the project involved in Einstein Bagel project. Motion carried.

A NEW BUSINESS:

Proposed Child Protection Policy:

Northwest College was recently notified by our insurance carrier that the College needs to have a policy in place with regard to protecting children from abuse or neglect. Consequently, a policy was drafted that is pursuant to state law and was reviewed by the President's Advisory Council (PAC), the Employment Policy Review Committee (EPRC), College Council and the College attorney. **A motion was made by Trustee Larsen and seconded by Trustee Spomer to approve the policy as presented. Motion carried.**

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5 p.m. In addressing the Board, Meeteetse resident Mr. W. C. Orell Jr. spoke highly of his wife's tenure as a NWC adjunct faculty member adding that salaries for adjuncts should be increased. He also suggested the College consider creating more health care programs to address the aging population. Citizens' Open Forum adjourned at 5:10 p.m. and the regular meeting resumed.

A NEW BUSINESS (continued):

Facility naming:

As the College prepares for the dedication of its new intercultural facility on September 3rd, President Hicswa recommended the facility be formally named the Intercultural House. There were many donors associated with the fundraising; however, none of the gifts reached a level to warrant a naming option for the facility per the Foundation's gift guidelines for naming spaces which was approved by the Board of Trustees. **A motion was made by Trustee Larsen and seconded by Trustee Fees to formally name the facility the Intercultural House. Motion carried.**

A ADJOURNMENT:

On a motion by Trustee Larsen and seconded by Trustee Fees, the meeting adjourned at 5:15 p.m.

NADA LARSEN, Vice President/Secretary

Date