

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
October 5, 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 DR. MARK WURZEL.

**MEMBERS ABSENT:** Trustee 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; MS. SHELBY WETZEL; MS. JILL ANDERSON; MS. LISA SMITH; MS. KRISTINE WALKER; 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, October 5, 2015, at 2 p.m. in the Yellowstone Building. Board President Houssel welcomed new Trustee Dr. Mark Wurzel.

**OATH OF OFFICE:** NWC Business Office Manager Jo Ann Heimer administered the oath of office to newly appointed Trustee Dr. Mark Wurzel.

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

**STUDY SESSION:** Vice President Giraud presented the 2015 Enrollment Report. In his presentation, he discussed enrollment trends, student expenses, programs and a projection of occupations requiring an Associate's Degree in 2022.  
2015 Enrollment Report

**A CONSENT AGENDA:** After a discussion during which President Hicswa responded to questions on various reports, **Trustee Spomer moved to approve the consent agenda. The motion was seconded by Trustee Larsen. Motion carried and the consent agenda was approved which included the minutes of the regular meeting and the executive session of September 14, 2015.**

**A FINANCIAL REPORTS:** President Hicswa responded to questions on the check register. **A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the financial reports as presented. Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

President's Operational Plan

The President's Operational Plan was included in the Board Book as an information item. Dr. Hicswa explained that she operationalized the priorities set for her by the Board and that the goals are summarized in the document with timelines, documentation and status updates.

2014-15 Wyoming Post-Secondary  
Education Options Program Report

President Hicswa presented information on the Wyoming Postsecondary Education Options Program (PEOP) Report, formerly known as the Senate Enrollment Act 52 (SEA52) Dual & Concurrent Enrollment Report, which provides information on costs associated with offering concurrent and dual enrollment courses. Institutional Researcher Lisa Smith compiles and submits the report to the Wyoming Community College Commission (WCCC) annually.

**A UNFINISHED BUSINESS:**

Multi-sport court

At its August 2014 meeting, the Board tabled a request to approve additional funds to complete the multi-sport court project. As the College has invested \$91,224 in the court surface and architectural/engineering work, the Board Finance Committee requested that President Hicswa develop options for the Board to consider in order to conclude the work associated with the multi-sport court project. Dr. Hicswa presented Trustees with three options: (1) cancel further development of the project and dispose of the court surface; (2) use student facilities fees/other reserves to complete the original design including lighting and landscaping; (3) use student facilities fees/long term debt to build an indoor multi-sport court facility that can be used year round. It was recommended the Finance Committee study the possibility of option 2 while taking into consideration how other projects in the Facilities Master Plan may be affected. **A motion was made by Trustee Spomer and seconded by Trustee Danko to table discussion for further review. Motion carried.**

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:15 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

**A NEW BUSINESS:**

Course fee proposal

A course fee request for four new Equine Program courses was presented for Board approval. Each \$40 fee will go toward the cost of replacing, maintaining, repairing and purchase of new tack and other equipment used in riding labs and is consistent with the fees charged for other equine courses. **A motion was made by Trustee Spomer and seconded by Trustee Danko to approve the course fee proposal as presented. Motion carried.**

BOCES opening

The passing of Trustee Vogt left a vacancy on the Board of Cooperative Educational Services (BOCES) for Powell, Lovell and Worland school districts. Trustee Wurzel volunteered to serve on the Powell BOCES Board; Trustee Housel will serve on the Lovell and Worland BOCES Boards.

Trustee nomination for the  
WACCT award

The Wyoming Association of Community College Trustees (WACCT) Leadership Awards will be presented as part of annual events co-hosted by the WACCT and Sheridan College on February 18, 2016, at Little America in Cheyenne, WY. Nominees and recipients will be recognized at a special ceremony at 5:30 p.m. prior to the Legislative Reception. **A**

**motion was made by Trustee Danko and seconded by Trustee Fees to nominate Mark Westerhold for the 2015 WACCT Trustee Leadership Award. Motion carried.**

**ANNOUNCEMENTS:**

President Hicswa and Trustee Larsen will attend the Association of Community College Trustees (ACCT) Leadership Congress in San Diego, CA the week of October 12, 2015.

Vice President Giraud will represent President Hicswa at the Commission meeting on October 19-20 in Douglas, WY while she participates by phone. Trustees Danko and Larsen will also travel to Douglas for the WACCT and WCCC meetings.

Trustees Housel and Larsen will attend the NWC Alumni Association meeting on November 14, 2015.

**A ADJOURNMENT:**

**On a motion by Trustee Larsen and a second by Trustee Wurzel, the meeting adjourned at 5:37 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date