

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 9, 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. MARK WESTERHOLD and DR. MARK WURZEL.

**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. DEB KARST; MS. AURA NEWLIN; MS. KRISTINE WALKER; MR. SHAWN WARNER; MR. BRETT WILLIAMS; MS. ANNIE RUMM and MS. CHELSEA BLAKE, *Northwest Trail*; MS. ILENE OLSON, *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Secretary to the President and Board of Trustees.

**CALL TO ORDER:** A Board portrait was taken for the College website after which the regular meeting of the Northwest College Board of Trustees was called to order on Monday, November 9, 2015, at 3:20 p.m. in the Yellowstone Building.

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

**STUDY SESSION:** President Hicswa gave a brief overview on the development of the Emergency Operations Plan (EOP).

Emergency Operations Plan

Trustees were provided with a copy of the Emergency Response Guide (ERG), and Campus Security Coordinator Lee Blackmore reviewed information in each of the tabs. The ERG is a day-to-day document for employees on campus that provides direction on how to respond in the event of an emergency. All faculty and staff members have received an ERG and training, including new employees as part of their orientation.

Mr. Blackmore recently provided an updated training to the Classified Staff Organization, the Professional Staff Organization and first year seminar classes. Training will be provided for the Faculty Organization in January.

Mr. Blackmore described each of the components of the emergency notification system which include the RAVE System, Big Voice, and the internet-directed system that rings the phone or shows a computer message even though the equipment is in use. The EOP is continually tested with the use of drills and various scenarios.

President Hicswa thanked Mr. Blackmore for the time and effort he has devoted to the Emergency Operations Plan adding that she feels confident the College is prepared in the event of an emergency.

**A CONSENT AGENDA:**

In addition to her written report in the Board materials, President Hicswa shared with the Board that the one-time money Northwest College received from the state through the recapture/redistribution process was used to fund bonuses for all employees.

**Trustee Westerhold moved to approve the consent agenda and was seconded by Trustee Spomer. Motion carried and the consent agenda was approved which included the minutes of the regular meeting of October 5, 2015.**

**A FINANCIAL REPORTS:**

President Hicswa responded to questions on the check register. **A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the financial reports as presented. Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

HLC Recommendation-tying learning assessment to planning and using assessment data to improve instruction

At NWC's last accreditation visit, the Higher Learning Commission (HLC) recommended that the College needs to improve assessment of student learning. NWC's next accreditation visit is scheduled for Fall 2017.

In addition to her regular duties as Sociology & Anthropology Instructor, Aura Newlin has taken on the task of Assessment Coordinator which is supported by the Central Assessment Team and the Institutional Researcher. She gave a presentation on how NWC is tying learning assessment to planning and using assessment data to improve instruction. Ms. Newlin described how NWC is looking at assessment on campus and distributed a document which diagramed a newly adopted scheme for the campus that provides aggregation, analysis and use of data. The feedback loop is closed as the information is fed up to the administration of use in decision-making campus wide.

Ms. Newlin gave examples of the process in which faculty are asked to set assessment goals, to meet periodically to discuss them, then follow through on improvements.

President Hicswa thanked Ms. Newlin and Vice President Giraud for their leadership in the assessment efforts on campus.

Preliminary audit report

Mr. Wayne Herr, CPA and a partner in McGee, Hearne & Paiz, LLP presented the audit report for the 2014-2015 fiscal year and reported that Northwest College was issued a clear audit. The Board will be asked to approve the audit at its December meeting.

**CITIZENS' OPEN FORUM:**

Mr. Shawn Warner reported that the NWC Alumni Association Board will hold its semi-annual meeting on November 14<sup>th</sup>. Trustee Larsen will attend, representing the Board of Trustees.

Biennial budget update

President Hicswa reported on the community college presidents' meeting with Governor Mead on November 5<sup>th</sup> at which they discussed the FY16 and FY17 biennial budget. The meeting went well and the Governor stated that he sees the community

colleges' role as imperative to educating Wyoming's future workforce. The Executive Council met afterwards and discussed that the Joint Appropriations Committee (JAC) of the legislature has not included any funding for enrollment growth in its budget for the community colleges. The JAC will hold a budget hearing for the community colleges on December 11<sup>th</sup> in Cheyenne.

Trustee Danko reported that at its most recent meeting, the Wyoming Community College Commission (WCCC) decided to hold a special meeting after the legislative session ends to discuss a possible tuition increase.

President Hicswa explained that the other important portion of NWC's budget to be considered is assessed tax valuation. The College is monitoring the projected tax valuation for our county and others in the state with regard to how it may impact revenues next year.

Budget discussions on campus are underway; however, the process will be compressed significantly since we won't know what our state appropriation is going to be until early March.

#### Course fee analysis

Vice President Watson presented an overview on student and course fees. She explained that the Wyoming Community Colleges receive a portion of their revenue from state appropriations, local levies, grants, auxiliary services, tuition, fees and miscellaneous sources. For fiscal year 2016, NWC budgeted for 2.29% of its revenue coming from fees. Student and course fees traditionally focus on additional services or specific costs associated with campus operations or course content. Campus services such as enhanced wireless technology or fitness center operations are examples of student fees that can be utilized by all. In contrast, course fees should be assessed to cover the actual costs of supplies that an individual student must use in order to effectively learn the content. She provided examples of how costs can vary by class.

Courses require a variety of supplies and equipment and, currently, they are not consistently aligned with the offsetting costs incurred by the individual student as they take a class, use supplies, equipment or space.

President Hicswa requested the Board provide guidelines for charging fees. Trustee Larsen stated that consumables should definitely be charged out, but faculty salaries and square footage should not be used in calculating course fees.

At the Board's request, President Hicswa will bring forward recommended course and student fees for Board approval at a future meeting.

#### Board Officer Nomination Committee

At its December meeting, the Board of Trustees elects officers. It was suggested that last year's process be replicated in which the Nomination Committee proposed a slate of officers to the full Board.

Trustee Westerhold offered to chair the committee and Trustees

Larsen and Wurzel volunteered to serve. The committee will meet and present a slate of nominations for officers at the December meeting.

Review Citizens' Open Forum procedure

In its annual review of the Citizens' Open Forum procedures, Trustees were reminded that the procedures state Board members are not to respond or comment at the Citizens' Open Forum.

**A UNFINISHED BUSINESS:**

Multi-sport court

The Finance Committee met to discuss funding options and construction costs for the three multi-sport court capital project scenarios presented at the October 12, 2015 Board of Trustees meeting. The Finance Committee recommended the Board approve moving forward with the construction of a new multi-purpose sport court using approximately \$200,000 from general operating monies to fund two-thirds of the project and approximately \$100,000 from student facilities fees to fund one-third of the project. The Student Senate is considering contributing funds to this project as well.

Trustee Spomer asked if the estimated costs are based on actual bids and if there is a contingency plan. Vice President Watson responded that the estimated costs are from architect and engineering consultants and she will review what the contingency is. Vice President Watson also reminded the Board of the Spring 2015 Student Senate survey which indicated the top three student facility priorities were: finish the Yellowstone Building, build a multi-sport court, and improve safety on campus.

**A motion was made by Trustee Fees and seconded by Trustee Danko to approve \$419,400 (which includes the cost that has been incurred) to move forward with construction of the multi-sport court. Motion carried.**

**A NEW BUSINESS:**

Proposed policy edits

President Hicswa reviewed with the Board several minor edits to the Employment Handbook proposed by the Employment Policy Review Committee (EPRC) which have been reviewed by College Council and the President's Advisory Council. President Hicswa is working on implementing recommendations from the consultant. In the meantime, the Employment Handbook needs to be updated for consistency and President Hicswa recommended the Board approve the proposed changes. **A motion was made by Trustee Larsen and seconded by Trustee Spomer to approve the proposed edits to College policy. Motion carried.**

Schedule winter retreat

Trustees selected January 20, 2016 for the Board of Trustees winter professional development retreat. More information will be forthcoming.

**FUTURE AGENDA ITEMS:**

Board President House requested that credit card checks and balances be added to the list of future agenda items.

**ANNOUNCEMENTS:**

Trustee Housel congratulated the Lady Trappers on their Region IX volleyball championship and wished them luck at the national

tournament beginning November 19<sup>th</sup> in Casper, WY. He also congratulated Coach Pohlman on being selected the Region IX North Coach of the Year.

**EXECUTIVE SESSION:**

**A motion was made by Trustee Fees and seconded by Trustee Spomer to move into executive session to discuss President Hicswa's mid-year evaluation. Motion carried.**

The executive session was adjourned and the regular meeting resumed.

**A ADJOURNMENT:**

**On a motion by Trustee Westerhold and a second by Trustee Larsen, the meeting adjourned at 7:32 p.m.**

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NADA LARSEN, Vice President/Secretary

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Date