

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING**

December 14, 2015

MEMBERS PRESENT:

Due to inclement weather, several Trustees participated by phone. President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN (by phone); Treasurer DR. PAUL FEES (by phone); and Trustees MS. CAROLYN DANKO, MR. MARK WESTERHOLD (by phone) and DR. MARK WURZEL.

MEMBERS ABSENT:

Trustee MR. DUSTY SPOMER.

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, Executive Director of the NWC Foundation; MS. JILL ANDERSON; MS. KRISTINE WALKER; MR. BRETT WILLIAMS; 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, December 14, 2015, at 3 p.m. in the Yellowstone Building.

A APPROVE THE AGENDA:

Because of the inclement weather, Trustee Westerhold requested the meeting be expedited by forgoing discussion on retreat topics as listed on the agenda. Trustees were asked to email President Hicswa or Board President Houssel with suggested topics for the January Board retreat. **A motion was made by Trustee Westerhold and seconded by Trustee Danko to approve the agenda as amended. Motion carried.**

After describing the purpose of the NWC Building Authority, President Hicswa introduced new member Dave Gilliat who was inducted today replacing Larry Earhart. Fred Moller and Mark Westerhold are the two other Building Authority Board members.

**STUDY SESSION:
CCSSE**

Institutional Researcher Lisa Smith gave a presentation on Community College Survey of Student Engagement (CCSSE) and the results of the survey which was conducted in Spring 2015.

Ms. Smith reviewed the five CCSSE benchmarks for Effective Educational Practice stating that CCSSE is a tool used for improvement, and reported that the most recent survey results show that our practices are paying off. NWC is above average for four out of the five benchmarks and she discussed the areas in which NWC is notably higher than other Wyoming colleges.

All employees can view the survey and results which are published on the portal.

The Wyoming Community College Commission (WCCC) pays the fees for all seven community colleges to participate in CCSSE every other year; the next implementation will be in Spring 2017.

A ELECTION OF OFFICERS AND COMMITTEE APPOINTMENTS:

December is when the Board elects officers and makes committee appointments. Trustee Larsen reported that the Nomination Committee recommended retaining the current slate of officers for an additional year: Trustee Housel-President; Trustee Larsen-Vice President/Secretary; and Trustee Fees-Treasurer. **Hearing no other nominations, Trustee Larsen moved by acclamation that the present slate of officers continue for 2016. The motion was seconded by Trustee Danko.** Board President Housel thanked Trustees for their confidence in him. He added that his observation has been that for an elected Board, there is an implied expectation that each member have an opportunity to serve as an officer and he recommended that officers be limited to a two-year term. **Motion carried.**

Trustees Fees, Larsen and Spomer were appointed to the Policy Committee while Trustees Westerhold, Wurzel and Housel were appointed to the Finance Committee. Chairs will be appointed at their next meeting.

Trustees Danko and Larsen will continue to be delegates to the Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC).

Boards of Cooperative Education Services (BOCES) Directors for Park County School District #1 (Powell) are Trustees Spomer and Wurzel; for Big Horn County School District #2 (Lovell) are Trustees Housel and Spomer; and Big Horn County School District #3 (Worland) are Trustees Housel and Spomer.

**A CONSENT AGENDA:
MINUTES
REPORTS**

A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the consent agenda as presented. The motion passed and the consent agenda was approved which included the minutes of the regular meeting of the November 9, 2015 and executive session minutes.

In addition to her written report, President Hicswa added that Northwest College was selected as Wyoming's Career Preparedness Award recipient for ACT's College and Career Readiness Campaign.

President Hicswa responded to questions on several reports.

A FINANCIAL REPORTS:

There was a brief question/answer discussion regarding check register items after which a **motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the check register and financial reports as presented. Motion carried.**

A UNFINISHED BUSINESS:

Audit approval

As there were no substantive changes to the audit since the Board's review at its November meeting, President Hicswa recommended Board approval of the audit. **A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the audit for the fiscal year ending June 30, 2015. Motion carried.**

A NEW BUSINESS:

Strategic Plan

President Hicswa presented the Strategic Plan–Vision 2020—and explained the research methodology used to develop it and the

activities at which data was collected. All employees had an opportunity to participate after which the data was refined and narrowed down based on discussion and consensus by a group of employees which included the College Council President, the Constituent Group Presidents, the Vice Presidents, the Institutional Researcher, the Foundation Executive Director and the Student Senate President. The process resulted in the creation of a vision for the college: using innovation and distinction to focus on experience, connections and environment. These are the items Northwest College will focus on through 2020. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the Strategic Plan as presented. Motion carried.**

Voluntary Early Retirement applications:

In accordance with the NWC Voluntary Early Retirement Program (VERP) policy, President Hicswa reported that three professional staff members submitted VERP applications; there were no requests from the faculty for early retirement. The total financial impact is \$164,760 which would come from the general fund in FY17 and is within the funding amount as defined in policy. **A motion was made by Trustee Westerhold and seconded by Trustee Wurzel to approve the VERP applications as presented. Motion carried.**

Proposed Sexual Misconduct Policy
Revised Sexual Harassment Policy
Revised EEO Statement

President Hicswa presented for Board approval a proposed Sexual Misconduct Policy which was developed in accordance with the federal Campus Sexual Violence Elimination (SaVE) Act and the new Title IX provisions. The policy has been reviewed by the Employee Policy Review Committee (EPRC), College Council, and the Board Policy Committee. The Sexual Harassment Policy and the Equal Employment Opportunity Statement were also revised to align with the proposed Sexual Misconduct Policy. All of the policies have had legal review.

Board members reviewed the proposed new policy and the policy revisions. Trustees suggested some minor technical and grammatical revisions. **A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the policies as amended. 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.

DeWitt Student Center elevator

In November, the elevator serving the DeWitt Student Center failed which resulted in President Hicswa and Board President Housel approving an emergency repair according to Board policy at a cost not to exceed \$80,000. The vendor has proceeded to order the necessary equipment from the manufacturer and Physical Plant is working to schedule this emergency repair/update as soon as possible. The vendor has committed to expedite the project as well as provide repair support in the interim. **A motion was made by Trustee Westerhold and seconded by Trustee Fees to formally and retroactively approve the repair of the DeWitt Student Center elevator at a cost not to exceed \$80,000. Motion carried.**

FUTURE AGENDA ITEMS:

There was a brief discussion regarding schedules of Trustees who plan to attend the spring WACCT Governance Leadership Institute.

ANNOUNCEMENTS:

The next Commission meeting is scheduled for February 17, 2016. Trustee Westerhold will attend the National Legislative Summit in Washington, D.C. on February 8-11, 2016.

A ADJOURNMENT:

On a motion by Trustee Westerhold and a second by Trustee Danko, the meeting adjourned at 5:33 p.m.

NADA LARSEN, Vice President/Secretary

Date