

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
February 8, 2016**

**MEMBERS PRESENT:** President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; Treasurer DR. PAUL FEES; and Trustees Ms. CAROLYN DANKO and MR. DUSTY SPOMER.

**MEMBERS ABSENT:** TRUSTEES 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; MS. LISA WATSON, Vice President of Administrative Services; MS. SHELBY WETZEL; 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 called to order on Monday, February 8, 2016, at 3 p.m. in the Yellowstone Building.

**A APPROVE THE AGENDA:** Trustee Larsen requested the agenda be amended to include Board action on Governor Mead's proposal to expand Medicaid. **A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the agenda as amended. The motion passed and the action item was added to New Business.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Landscaping Plan update::

Vice President Watson gave a presentation on the Northwest College Master Landscape Plan. The drivers for this plan: are Unity & Identity (campus-wide sense of homogeneity, sense of place, and college spirit); Circulation & Safety (how students safely and efficiently navigate the campus); and Landscape & the Environment (existing plant life, drainage, and maintenance).

The Master Landscape Plan provides a design guideline for a wide range of potential improvements to the outdoor environment of the NWC campus and is intended to solve problems identified by stakeholders, as well as improve campus life for students, staff and faculty.

The highest priority areas were established through the suggestions of stakeholders, committee members, and campus employees in addition to the architect site analysis and observation.

Colter Hall will be the first fundraising project since the building is already scheduled to receive window upgrades, new window coverings and is part of the entrance to campus. Also, the project is contained in a small area visible to donors and can be used as an example for future fundraising.

**STUDY SESSION:**

Auditor Wayne Herr gave a presentation on Accounting Standards and the monitoring role of Trustees. He distributed and reviewed a document that described 17 principles that are necessary for effective internal control that are relevant to the college and which are aligned with five main components:

control environment, risk assessment, control activities, information and communication, and monitoring activities. Mr. Herr proposed questions for the Board to consider with regard to five main components.

Mr. Herr concluded his presentation with an overview of the audit process at Northwest College.

**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.

**A CONSENT AGENDA:**

In addition to her written report in the Board materials, President Hicswa reported that the recalibration bill (HB 80) sponsored by Representative Mike Greear has been filed. Vice President Watson responded to questions on the Administrative Services report. **A motion was made by Trustee Fees and seconded by Trustee Larsen to approve the consent agenda as presented. Motion carried and the consent agenda was approved which included the minutes of the regular meeting of January 11, 2016 and the minutes of the special meeting/retreat of January 20, 2016.**

**A FINANCIAL REPORTS:**

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

**DISCUSSION/INFORMATIONAL ITEMS** continued:

Disclosure of Interest forms distributed

Wyoming Statute 6-5-118 "Investment Policy-Disclosure of Interest" requires forms be completed by all officers and employees with investment authority. Trustees were asked to complete the Disclosure of Interest form in the Board materials and return by the March Board meeting.

Distribute Board self-assessment instruments

Policy Committee Chair Nada Larsen distributed a Self-Assessment instrument which Trustees were asked to complete and return to the Board's Executive Assistant by February 19<sup>th</sup>. She provided additional instructions for completing the evaluation form. New Board priorities will be set at the Board's summer retreat. Trustee Fees added that the Policy Committee has proposed a simplified document for next year.

**A NEW BUSINESS:**

Proposed revisions to Smoking Policy 3.9.7

**A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the proposed revisions to Smoking Policy as presented.** In response to a comment by Trustee Danko, President Hicswa explained that the location of ashtrays outside of buildings will be changed along with signage if the proposed revisions are approved. She added that the proposed policy has been reviewed by the Employment Policy Review Committee (EPRC) and College Council. **Motion carried.**

2016-2017 room and board rate  
proposal

Vice President Watson presented data to support rationale for increasing student housing rates which takes into consideration current inflation, debt service needs, operating and maintenance costs, and reserve balances. Due to decreased occupancy rates and minor inflationary increases, a shortfall of \$370,000 is projected for fiscal year 2017. At current occupancy rates, a minimum 6% increase is recommended to support debt payments. A review of student housing occupancy and further cost saving measures will be scheduled for fiscal year 2017.

Vice President Watson responded to questions from Trustees regarding the 3-5% increase in maintenance expenses and what the College is doing to increase student housing occupancy.

In response to other questions from Trustees, President Hicswa stated there were no rate increases last year and only a minimal increase the previous year. The proposed 6% rate increase is more than inflation but less than the 17% increase in revenue needed to break-even.

The rationale for a proposed increase to student meal plans is similar. NWC will be in the third year of a five-year contract with Chartwells to provide food services for the campus. Inflation continues to increase for food, labor, and regionally as a whole. Decreased enrollment has resulted in less meal plans being purchased causing more financial constraints to Chartwells and NWC to cover commission, capital investments and operating costs. As a result of negotiations with Chartwells and in order to ensure operating costs are covered, the College's recommendation is to increase the following per-semester dollar amounts to each of the meal plans for fiscal year 2017 rather than a 6% across the board rate increase: \$87 to the 19-meal plan; \$51 to the 15-meal plan; \$106 to the ten-meal plan; and \$13 to the five-meal plan.

**A motion was made by Trustee Larsen and seconded by Trustee Danko to approve the 6% increase in student housing rates.** In further discussion, Trustee Spomer suggested hiring an outside consultant to conduct a formal analysis of NWC's student housing program. **Motion carried.**

**A motion was made by Trustee Danko and seconded by Trustee Larsen to approve a per-semester increase for fiscal year 2017 of \$87 to the 19-meal plan, \$51 to the 15-meal plan, \$106 to the ten-meal plan, and \$13 to the five-meal plan. Motion carried.**

Updated 2016-17 Academic Calendar

President Hicswa requested Board approval of the updated 2016-17 academic calendar. The recommended revisions accommodate new initiatives that target the success of freshmen who begin in the spring semester by opening the residence halls a day earlier than usual. The updated calendar also addresses an error regarding the 2016-17 winter holiday schedule. **A motion was made by Trustee Fees and seconded by Trustee Spomer to approve the updated 2016-17 academic calendar. Motion carried.**

Designation of depositories

Wyoming law 9-4-806 requires financial depositories to take certain action with their boards of directors and then submit a corresponding application to the public entity in order to be designated as a depository of public funds. The following banks have taken such action and submitted proper documentation required by that statute: Bank of Powell, Bank of the West-Cody, Big Horn Federal-Powell, First Bank of Wyoming-Powell, Pinnacle Bank of Powell/Cody, and Wells Fargo Bank-Powell. **A motion was made by Trustee Spomer and seconded by Trustee Fees to approve the applications as depositories. Motion carried.**

Medicaid expansion

Policy Committee Chair Larsen reported that at its meeting earlier today, members discussed Governor Mead's request for Medicaid expansion in the state. **Trustee Larsen made a motion to approve the Committee's recommendation to formally approve the WACCT resolution to support Governor Mead's request for Medicare expansion. The motion was seconded by Trustee Fees and passed unanimously.** Trustee Danko will inform WACCT Executive Director Erin Taylor of the NWC Board action.

**ANNOUNCEMENTS:**

The next regular meeting of the Board of Trustees is scheduled for March 14, 2016 at the Cody Center.

**A ADJOURNMENT:**

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