

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 14, 2016**

MEMBERS PRESENT: President MR. JOHN HOUSEL; Treasurer DR. PAUL FEES; and Trustees MS. CAROLYN DANKO, MR. DUSTY SPOMER, MR. MARK WESTERHOLD and DR. MARK WURZEL.

MEMBERS ABSENT: TRUSTEE MS. NADA LARSEN.

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; MR. BRAD BOWEN; MR. SAM JONES; MS. AURA NEWLIN; MS. LISA SMITH; MS. KRISTINE WALKER; MR. LOWELL ANDERSON; MS. ILENE OLSON, *Powell Tribune*; MR. RAYMOND HILLEGAS and MR. SCOTT A. KOLB, *Cody Enterprise*; and MS. CYNTHIA CICCIO, Executive Assistant 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, March 14, 2016, at 4 p.m. at the Cody Center.

A APPROVE THE AGENDA: President Hicswa requested the 2014-15 Annual Workforce Report be moved to the top of the agenda in order to accommodate staff schedules. **A motion was made by Trustee Wurzel and seconded by Trustee Westerhold to approve the agenda as amended. Motion carried.**

2014-15 Annual Workforce Report

Dean of Extended Campus and Workforce Ronda Peer introduced Workforce Development staff: Cody Coordinator Joanne Handley and Cody Senior Office Assistant Carri Dobbins, along with Cody Center Senior Office Assistant Becky Voss. Dean Peer described the various services offered at the Cody Center which include credit courses, academic support services, workforce training, and adult education classes.

Ms. Peer presented the 2014-15 Annual Workforce Report which provides an overview of annual enrollment data in seminars, workshops, classes, conferences, customized training, services and related work. She briefly described various funding sources and how they are spent. She went on to explain how the programs served students and the community the past year. Finally, she described how Workforce Development helps meet the College's strategic goals and major initiatives for the upcoming year.

A CONSENT AGENDA: As part of Board President Housel's report, he presented Trustee Westerhold with a Wyoming Association of Community College Trustees (WACCT) 2014-15 Trustee Leadership Award nominee certificate. Mr. Housel also acknowledged Jeanne Hunt, Assistant Professor of Speech Communications, for being appointed to the National Parliamentary Tournament of Excellence Board of Directors and the Forensics Team for its recent win at the Western States Communication Association tournament.

Trustee Westerhold reported on the Board Finance Committee meeting at which they discussed potential options to deal with budget cuts. He also reported on the National Legislative Summit which he attended on February 8-11 in Washington, D.C.

President Hicswa reported that a Wyoming Community College Commission (WCCC) teleconference is scheduled for March 21st to discuss increasing tuition rates.

Trustee Danko reported on the WCCC and WACCT meetings which she and Trustee Larsen attended on February 17 & 18 in Cheyenne.

A motion was made by Trustee Westerhold and seconded by Trustee Wurzel to approve the consent agenda as presented. Motion carried and the consent agenda was approved which included the minutes of the regular meeting of February 8, 2016.

A FINANCIAL REPORTS:

A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the financial reports as presented which included the third quarter budget adjustments. Motion carried.

DISCUSSION/INFORMATIONAL ITEMS:

Legislative update

President Hicswa reported that HB80 passed unanimously in both the House and Senate. The bill modifies the colleges' Standard Budget request process for state appropriations and provides for recalibration of the Enrollment Growth portion every four years to address enrollment which will stabilize the College's funding for four years at a time. President Hicswa publicly thanked Big Horn Basin legislators for their support of the community colleges.

Vice President Watson is working on calculating how the Legislature's \$2.3 million cut to the community colleges' current biennium funding level coupled with Park County's anticipated valuation decline will affect 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.

DISCUSSION/INFORMATIONAL ITEMS continued:

Student and mandatory fees

Vice President Watson presented information on NWC's student fees (student senate, instructional equipment, academic computing, fitness and facilities) with various costs per credit, credit caps and funding locations on campus. The current rates have been in place for many years with the exception of the facilities fee which was implemented in July 2013. The lack of inflationary increases has resulted in a current loss of spending power which is being felt on campus as budgets are harder to balance and work that was done annually is now being completed over a period of years due to lack of funding.

Trustees expressed varied opinions about increasing student fees and the appropriate methodology.

The Commission will meet on March 21st to discuss raising tuition. The Finance Committee will meet after that to further analyze student fees and will bring forth a proposal to the Board at its April meeting.

A NEW BUSINESS:

Mission Statement revision:

Instructor Aura Newlin presented a report on the process President Hicswa employed to meaningfully revise NWC's mission statement. She began with background information on how the mission statement project came about and described its development which began in the summer of 2013.

The workgroup included: Aura Newlin (Instructor of Sociology & Anthropology/Assessment Coordinator), Rachel Hanan (Assistant Professor of English/Central Assessment Team Chair), Gerald Giraud (Vice President of Academic Affairs and Student Services), Lisa Smith (Institutional Researcher), and Sam Jones (Student Senate President).

Ms. Newlin's report outlined the workgroup's methodology for engaging the entire campus, compiling data, and crafting a series of statements that resonated with the NWC community and would drive strategic planning. This resulted in an inclusive and clearly-defined Mission Statement that is actionable, measurable, and meaningfully tied to campus identity.

The proposed Mission has been reviewed through the College's shared governance process and voted on by College Council. President Hicswa requested Board approval of the Mission as presented.

After a brief discussion regarding how each of the priorities can be measured, **a motion was made Trustee Fees and seconded by Trustee Danko to approve the Mission. Motion carried.**

DISCUSSION/INFORMATIONAL ITEMS continued:

Governance Institute on Student Success

Trustee Danko described the Governance Institute for Student Success (GISS) which will be held on June 2-3 at Casper College following the June 1 Commission meeting. As part of the College's membership in the Association of Community College Trustees (ACCT), this Board training is a unique development experience for trustees and presidents that will have a direct impact on institutional effectiveness. It is a great opportunity to discuss the implications that a completion focus has on policies and practices. All Trustees are encouraged to attend.

Review results of Board self-assessment

Board members discussed the results of its self-assessment. In general, the Board rated itself Board favorably. The lowest scores were related to policy governance; however, Trustees feel the Board is now headed in the right direction. Trustee Spomer also commented on a feeling of disconnect from the budget status.

Review President's evaluation process

Trustees received documents for use in completing President Hicswa's annual evaluation which will be conducted in executive session at the April Board meeting. Completed evaluations are to be returned to the Board Executive Secretary by March 31.

2014-15 Performance Indicators Report

Institutional Researcher Lisa Smith presented information on persistence rates and graduation rates in recent years compared to the other Wyoming community colleges. NWC currently has the second highest first-time, full-time persistence rate (60.1%); the statewide average is 57.3%. NWC also ranked second in completion rate for the most recent cohort for which statewide comparisons are available.

Yellowstone Building Conference Center use update

President Hicswa presented usage data for the Yellowstone Building Conference Center. The facility is not being used by the community at the capacity expected. Reasons for this might be that the novelty has worn off, that the facility is often booked with College events, or that alcoholic beverage service requests require a waiver of the NWC campus alcohol policy. The new Fairgrounds building coming on-line may also account for fewer requests from the community to use the facility.

A NEW BUSINESS continued:

Spring planning retreat dates (May 11 or May 18)

There was consensus to schedule the spring planning retreat on May 11th. Specifics will be forwarded as they become available.

ANNOUNCEMENTS:

The next regular meeting of the Board of Trustees is scheduled for April 11, 2016 at 3 p.m.

A ADJOURNMENT:

On a motion by Trustee Danko which was seconded by Trustee Fees, the meeting adjourned at 6:52 p.m.

NADA LARSEN, Vice President/Secretary

Date