

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
July 11, 2016**

MEMBERS PRESENT: President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; 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; MR. BRAD BOWEN; MR. STEVE THULIN; MS. ILENE OLSON, *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Assistant to the President and Board of Trustees.

CALL TO ORDER: The regular meeting of the Northwest College Board of Trustees was held on Monday, July 11, 2016, at 3 p.m. in the Yellowstone Building.

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: Along with President Hicswa and Vice President Watson, Trustees Danko, Larsen, Spomer and Wurzel attended the Governance Institute for Student Success (GISS) in Casper, WY on June 2-3, 2016. The Board training, was developed by the Association of Community College Trustees (ACCT).

Trustee Larsen presented an overview of the Policy Action Agenda which is a guide for governing boards to support student success and completion. It includes Strategic Goals, Partnerships, Measurements and Metrics, and Board Priorities. The Policy Action Agenda encourages governing boards to develop student success policies, reaffirms a commitment to access and equity; and calls upon governing boards to take action.

The Board Policy Committee and President Hicswa will ask the Board to take action on endorsing the “25 Steps to Student Success” during the regular business meeting.

BUDGET HEARING: The regular Board meeting was suspended for the Budget Hearing at 4 p.m.

The Budget Hearing was adjourned and the regular meeting resumed at 4:56 p.m.

CITIZENS’ OPEN FORUM: Citizens’ Open Forum convened at 5 p.m. Professor Steve Thulin who serves on the NWC Retention Committee and is NWC’s representative on the Complete College Wyoming told the Board that he strongly endorses the Board’s support of the 25 steps for student success. This is strategic thinking considering the credit completion portion of the funding formula is growing to 50%. Citizens’ Open Forum was adjourned.

Trustee Fees left the meeting.

A CONSENT AGENDA:

A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the consent agenda as presented. Motion carried with Trustee Danko abstaining.

A FINANCIAL REPORTS:

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

DISCUSSION/INFORMATIONAL ITEMS:

Athletic Analysis

This discussion item was deferred to the August meeting.

Athletic Scholarships

President Hicswa explained that that recent budget cuts resulted in a 44% reduction (\$260,000) in College-funded athletic scholarships. NWC Foundation Executive Director Shelby Wetzel has been working with the Trapper Booster Club and the Foundation Board on a fundraising initiative to help offset these budget cuts.

Ms. Wetzel explained that the Foundation Board has traditionally worked to raise money for academic scholarships and activities. While the Board has not sought money for athletics, Trapper Booster Club donations are received regularly to support athletic operations. As athletic scholarships continue to open doors for students' education, the two scholarship initiatives mesh together well.

Foundation Director Wetzel announced a five-year fundraising campaign to build a fund that will provide a perpetual funding stream through endowments for athletic scholarships. The money raised will be for scholarships only; operational costs will be paid by the College.

The Foundation Board is also looking into ways to incentivize donors with a matching gift program which would help to build this endowment.

Colter Hall Campaign

Along with the Athletic Scholarship Campaign, the Foundation is launching a two-year campaign to renovate the campus' older buildings and grounds which is identified in the Strategic Plan. Foundation Executive Director Wetzel explained that in recruiting and retaining today's students, living accommodations are very important. Students are used to having their own bedrooms and technology at their fingertips.

Colter Hall is the College's oldest residence hall and will benefit first. Improvements to Colter Hall include new windows and window coverings, updated public spaces, a repaired entryway and improved handicap access, and a landscape facelift.

Ms. Wetzel feels alumni will be excited to support this project. Both fundraising campaigns will be rolled out this year.

A NEW BUSINESS:

Sixth Street drainage repairs

In 2014, NWC completed an ADA/paving/concrete assessment analysis. This assessment identified all hardscaping on campus that is in need of repair or replacement. Phase I included the

Johnson Fitness Center parking lot. Phase II included repairs and improvements to the Cabre Building parking lot and partial Trapper Village West improvements. Phase III consists of the 6th Street drainage issues identified with the ADA crossing and ongoing flooding in those areas. The State of Wyoming AICM division has reviewed and approved the use of major maintenance funds for this phase of the improvements. Engineering Associates, in cooperation with the City of Powell and NWC, prepared a project scope and cost estimation not to exceed \$100,000.

As part of the project, the College and the City cooperatively have agreed to reclaim an existing drain line in Bernard Street that was originally installed by the Irrigation District. This line will be utilized for campus and city drainage. The project includes the installation of a new drop structure and storm drains to this line.

President Hicswa requested Board approval of the 6th Street Drainage project not to exceed \$100,000. The project is planned to commence immediately upon receipt and award of bids.

Trustee Spomer questioned why NWC is responsible for this project and requested documentation other than the City's word. Vice President Watson responded that the City has no plans to make enhancements in this area and reiterated that the State's Major Maintenance Funds will be used to fund the project.

Trustee Larsen remarked that the Facilities Commission surely would have confirmed whose responsibility it is before approving the project.

A motion was made by Trustee Spomer and seconded by Trustee Larsen to approve the 6th Street Drainage Project at a cost not to exceed \$100,000. Motion carried.

WACCT annual dues

Upon the recommendation of President Hicswa, **a motion was made by Trustee Danko and seconded by Trustee Larsen to approve payment of the Wyoming Association of Community College Trustees (WACCT) annual dues for 2016-2017 in the amount of \$14,500.** Trustee Danko added that the dues, which go to pay WACCT Executive Director's salary, is money well spent. **Motion carried.**

25 Steps to Student Success

A motion was made by Trustee Wurzel and seconded by Trustee Danko that the Board endorse a rigorous completion agenda to include, for example, "25 Steps to Student Success."

In further discussion, Trustee Housel was apprehensive about step #2 Commitment to Equity as it may be open to interpretation. Other Trustees responded that the "25 Steps" is merely an endorsement and indicates the importance of keeping them in mind.

Motion carried.

ANNOUNCEMENTS:

The next regular meeting of the Board of Trustees is scheduled

for August 8, 2016 at 4 p.m. at the Meeteetse School cafeteria.

A ADJOURNMENT:

On a motion by Trustee Larsen which was seconded by Trustee Spomer, the meeting adjourned at 6:08 p.m.

NADA LARSEN, Vice President/Secretary

Date