

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
October 3, 2016**

**MEMBERS PRESENT:** President MR. JOHN HOUSEL; Vice President/Secretary MS. NADA LARSEN; Secretary DR. PAUL FEES; Trustees MR. DUSTY SPOMER and DR. MARK WURZEL.

**MEMBERS ABSENT:** TRUSTEES MS. CAROLYN DANKO AND MR. MARK WESTERHOLD.

**OTHERS PRESENT:** DR. STEFANI HICSWA, President; DR. LOURRA BARTHULY, Vice President for Student Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President for Administration and Finance; MS. SHELBY WETZEL; MS. JILL ANDERSON; MR. STEVE THULIN; MR. SHAWN WARNER; MS. LISA SMITH; MS. AURA NEWLIN; MS. SUSANNE SUTTON; MR. BRAD LOCKWOOD of MOA Architects; Ms. Ilene Olson of *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 called to order on Monday, October 3, 2016, at 3 p.m. in the Yellowstone Building Conference Center. It was requested that a level-one facilities planning architect update be added to the agenda before adjournment.

**STUDY SESSION** President Hicswa and Vice President Lisa Watson guided Trustees on a walk-through of the Nelson Performing Arts Center (NPA) and DeWitt Student Center (DSC) buildings as part of the state's level-one capital construction planning process in preparation for potential renovation in the future.

**A APPROVE THE AGENDA:** **A motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the agenda as amended. Motion carried.**

**A CONSENT AGENDA:** President Hicswa responded to questions on various reports. Dr. Hicswa explained that College Policy Task Force has been meeting weekly to work on policy revisions. Following the College review process, the policy revisions will be reviewed by the Board Policy & Student Success Committee prior to presenting them for Board approval.

In response to an inquiry by Board President Housel, Vice President Giraud described the Higher Learning Commission (HLC) Assurance Argument and other reports required by the Department of Education in preparation for the college-wide accreditation review in September 2017.

President Hicswa introduced Vice President for Student Services Lourra Barthuluy who briefly described her experience.

**A motion was made by Trustee Larsen 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 September 12, 2016 meeting.**

**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:**

2016 Enrollment Report

Institutional Researcher Lisa Smith distributed the 2016 Enrollment Report and reviewed it with the Board. The report includes longitudinal data since 1995 and indicates that enrollment peaked in 2010. Current headcount is 1720; full-time equivalent (FTE) is 1597 which is down slightly from last year. Other points of information include:

- Non-degree-seeking headcount has increased over the past ten years for both full-time and part-time enrollment statuses.
- NWC is unique among the Wyoming colleges in that it has the most full-time students. NWC is similar with other colleges throughout the country in that enrollment numbers by women continue to be higher than males.
- Enrollment at outreach centers has decreased over the past ten years.
- While concurrent and dual enrollment has been up, it is expected to decline for 2016-2017 because some of the faculty members have left and are no longer teaching those courses.
- Over the past three years, 29% of service area high school graduates have enrolled at NWC within a year of graduation. Assuming the enrollment yield will continue, NWC can expect to see an increase in enrollment from service area high schools in the next three years since the high schools are anticipating larger graduating classes.
- NWC's summer enrollment has historically been the second lowest among the Wyoming community colleges.
- NWC's headcount has been the lowest in the state for Fall 2014 and Fall 2015. However, NWC's FTE is greater than Eastern Wyoming College and Central Wyoming College due to our larger percentage of full-time students.
- The full-time fall-to-fall retention rate at NWC has been in the 50%-60% range while part-time fall-to-fall retention rate has hovered around 30%.

HLC recommendation: Assessment

Instructor of Sociology and Anthropology Aura Newlin, who also serves as the College's Assessment Coordinator, updated the Board on the progress the College is making on the assessment of student learning.

She explained that faculty are asked to establish student learning outcomes in their programs and evaluate the results to see what

can be done to improve that learning. Emphasis is on continuous improvement and a cycle of assessment that is ongoing.

The Central Assessment Team (CAT) is reviewing the reports that came in from the 2015-2016 school year and will provide feedback to faculty on those reports. A CAT Moodle course shell functions as a space where faculty can access past reports, see documents and presentations that have been given, and is a repository for assessment resources.

More data is being gathered than in the past. The challenge is to aggregate the data in order to make it usable for administrators and decision makers.

Ms. Newlin distributed and reviewed with Trustees examples of assessment actions and evidence reported by NWC faculty in various departments.

President Hicswa summarized that in collecting and analyzing data, the College can respond to feedback from students on their experience in the classroom which is part of the Strategic Plan.

#### **CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:05 p.m. NWC Alumni Association President Shawn Warner invited Trustees to attend the fall Alumni Board meeting which is scheduled for November 5<sup>th</sup> in the Yellowstone Building. Trustee Larsen plans to attend.

President Hicswa introduced new Student Senate President Susanne Sutton who is an Ag Business major from Colorado.

Citizens' Open Forum adjourned at 5:08 pm.

Facilities Master Plan and Major Maintenance projects update

Vice President Watson reviewed the Facilities Project Report which is included in the Vice President for Administration and Finance report each month. It tracks projects as they relate to the Facilities Master Plan and Major Maintenance.

President Hicswa pointed out that the document is a comprehensive report of projects that have been approved by the Board, projects that are pending, projects that have been discussed and funding sources.

Board of Trustees Operational Plan

Upon the recommendation of the Policy and Student Success Committee, the Board of Trustees Operational Plan will be included in the Board Book each month for review. Trustee Larsen remarked that it keeps the Board focused on its intentions.

#### **A UNFINISHED BUSINESS:**

##### **A NEW BUSINESS:**

Course fee proposal

The Board reviewed a list of pass-through fees that have been implemented for Fall 2016 semester. This is an information item and did not require Board action.

Trustee nomination for the WACCT award

**A motion was made by Trustee Larsen to nominate Trustee Danko for the 2016-2017 Trustee Leadership Award citing her service on the Wyoming Association of Community College Trustees (WACCT) Board and her diligence in reporting information back to the Board not to mention the**

**thousands of miles of travel she's logged attending Trustee related meetings. The motion was seconded by Trustee Fees and passed unanimously.**

**FUTURE AGENDA ITEMS:**

**ANNOUNCEMENTS:**

Level I Facilities Planning architect update

The NWC Foundation's 50<sup>th</sup> Anniversary Gala is scheduled for October 22<sup>nd</sup>. Invitations are in the mail.

Mr. Brad Lockwood of MOA Architects reported on the results of the community and student focus group meetings for the Nelson Performing Arts (NPA) building which were both well attended.

Project planning in Wyoming recommends three stages: Level I defines a project and identifies the need; Level II is a feasibility study; and Level III is the construction plans.

This study is unique in that his firm was asked to do a Level I reconnaissance study along with a budget plan and a conceptual design.

President Hicswa remarked that with the current budget conditions, this is not the time to do a feasibility study for funding but rather focus on the Level I study in order to meet state timelines and requirements for capital construction.

Vice President Watson added that the purpose of this discussion is to make the Board aware of the conversations in process. Several Trustees remarked that the NPA is often used for community functions, not just college events. Trustee Spomer expressed concern that the public space part of the project is not well represented in the plans.

MOA Architects will present a draft of the Level I plan at next month's meeting. The Board will be asked to review and ultimately approve the plan so it can be forwarded to the state.

Renovation/construction plans for the DeWitt Student Center will go through the same process.

**A ADJOURNMENT:**

**On a motion by Trustee Fees and a second by Trustee Wurzel, the meeting adjourned at 6:05 p.m.**