

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

March 13, 2017

MEMBERS PRESENT: President MS. NADA LARSEN; Vice President/Secretary MR. DUSTY SPOMER; Treasurer Ms. CAROLYN DANKO; and Trustees MR. LUKE ANDERSON, MR. JOHN HOUSEL, and MR. BOB NEWSOME.

MEMBERS ABSENT: DR. MARK WURZEL.

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 Administrative Services and Finance; MS. SHELBY WETZEL; MS. JILL ANDERSON; MR. DEAN BRUCE; MR. BRAD BOWEN; MS. TINA KING; MS. LISA SMITH; MR. STEVE THULIN; MR. DON COGGER, *Powell Tribune*; MR. LEW FREEDMAN, *Cody Enterprise*; 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, March 13, 2017 at 3 p.m. at the Cody Center.

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

STUDY SESSION:
Wyoming Community College
Funding Formula

Vice President Watson gave a PowerPoint presentation and held a high level discussion on the College's fund structure and revenue sources. She described the College's fund accounting system and classifications. The operating budget is the largest unrestricted operating fund. Functional expenditures are made up of 44% for instruction, 7% for academic support, 12% for student services, 22% for institutional support, 11% for operations & maintenance of physical plant, and 4% for scholarships.

Revenue sources include 63% from state appropriations, 15% from local taxes, 21% from tuition & fees, and 1% from other sources. Wyoming ranks first in the nation for funding its community colleges.

The funding formula for the Wyoming community colleges is prepared by the Wyoming Community College Commission (WCCC). It is calculated biennially based on projected revenues for state based funding and local appropriations. Annual recapture/redistribution is prepared using actual revenues received at the end of each fiscal year.

The funding model is based on fixed and variable costs that are calculated and allocated using historical campus data in a two-year cycle. The WCCC strategic plan calls for variable costs to move more toward performance funding. For fiscal year 2017, the

variable cost is based on 75% enrollment and 25% on a new weighted credit hour metric. For fiscal years 2018-2020, the variable percentage will increase to 50% of progress, performance and placement metrics, with the remaining 50% based on enrollment. President Hicswa described what is included under each of the progress, performance and placement metrics.

A preliminary review of the fiscal year 2018 budget will be presented at the May Board meeting.

A CONSENT AGENDA:

A motion was made by Trustee Spomer and seconded by Trustee Anderson to approve the consent agenda as presented.

There was a brief discussion during which President Hicswa responded to questions on the reports. Trustee Housel requested longitudinal data on enrollment at the Center for Training and Development.

The motion passed and the consent agenda was approved which included the minutes of the February 13, 2017 regular meeting, the check register and the third quarter budget adjustments as presented.

DISCUSSION/INFORMATIONAL ITEMS:

Cody Center update

Interim Dean of Extended Campus & Workforce Dean Bruce updated the Board on the Cody Center. On a three-year average, the Center for Training & Development (CTD) offers about 53 courses with 284 students attending. Building a relationship with the high school is part of his job and he would like to see concurrent enrollment run through the CTD. With the University of Wyoming extension and outreach, a student can stay in Cody and complete a bachelor's degree.

Legislative update

President Hicswa reported that since the community colleges received a budget cut last year, they fared well at this year's legislative session compared to K-12 and other agencies. The Campus Carry bill failed but Dr. Hicswa believes it will come forward again next year. The community college ENDOW bill passed. The Big Horn Basin legislators were good to work with and she praised Wyoming Association of Community College Trustees (WACCT) lobbyist Erin Taylor for her good work.

Student and mandatory fees

Vice President Watson explained that NWC's revenue sources are out of the College's control except for student fees. Student fees are designed to provide a funding source for a variety of specific needs as identified by students and the campus. NWC has five student fees with various costs per credit, credit caps, and funding locations for campus.

Student fees have remained constant from 2009 to 2016 except for the facilities fee which was added in 2013. In April 2016, the Board approved increasing student fees from \$26/credit to \$30/credit in order to offset inflationary increases since 2009. The Board also approved increasing the credit limit cap for student fees from 12 credit hours/semester to 15 credit hours/semester. The combination

of these decisions provided the necessary revenue to ensure the needs identified by students and the campus were met for fiscal year 2017.

Since the needs of the students and the campus vary, the College must evaluate them on an annual basis. As part of the analysis, the Board materials included a comparison schedule of student fees at regional colleges which indicates NWC has remained competitive. Over the next month, the students and the campus will be evaluating their needs for fiscal year 2018.

In response to an inquiry by Trustee Spomer, Vice President Watson said she is unsure where budget shortfalls will occur this year or what it will take to keep up with Title IX regulations. President Hicswa added that inflation for equipment costs also needs to be considered.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:08 p.m. Faculty Organization President Steve Thulin expressed concern about the rationale of the WCCC's strategic plan performance funding goals. He encouraged faculty and staff to attend the April 28th Commission meeting which will be held in the Yellowstone Building Conference Center.

Citizen's Open Forum adjourned at 5:13 p.m..

2015-16 Performance Indicators
Report:

Institutional Researcher Lisa Smith explained that the Wyoming community colleges work with the WCCC to annually track and report eight key performance indicators. Ms. Smith presented data on three indicators which will likely be included in the funding formula down the road.

For students starting in Fall 2015, NWC tied for the highest full-time retention rate among the seven community colleges and third highest for part-time retention. Since the Fall 2007 cohort, NWC has had higher retention rates than the state average every year except Fall 2010 and Fall 2012.

For the Fall 2015 cohort, NWC had the highest full-time persistence rate (71%) and the second highest part-time rate (39%) of the Wyoming community colleges.

President Hicswa complimented faculty and staff on their efforts which are paying off. The complete 2015-2016 Annual Performance Report is included in the Board materials.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Course fee request

A motion was made by Trustee Spomer and seconded by Trustee Danko to approve a course fee request for NRST 2840 as presented in the Board materials. Motion carried.

Recommended policy revision –
Sexual Misconduct Policy #3.6.5

President Hicswa recommended approval of the proposed revisions to the Sexual Misconduct Policy. They represent changes to the law which necessitated changes to the College’s policy. The policy revisions have gone through the shared governance process.

A motion was made by Trustee Anderson and seconded by Trustee Spomer to approve the revised Sexual Misconduct Policy with the exception of a grammatical error pointed out by Board President Larsen. Motion carried.

A ADJOURNMENT:

On a motion by Trustee Anderson which was seconded by Trustee Danko, the meeting adjourned at 5:24 p.m.

DUSTY SPOMER, Vice President/Secretary

Date