

NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 8, 2017

MEMBERS PRESENT: President MS. NADA LARSEN, and Trustees MR. LUKE ANDERSON, MR. BOB NEWSOME, and DR. MARK WURZEL.

MEMBERS ABSENT: Trustees Ms. CAROLYN DANKO, MR. JOHN HOUSEL, and MR. DUSTY SPOMER.

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; MR. BRAD BOWEN; DR. VERN DOOLEY; MS. JEN LITTERER-TREVINO; MS. ILEEN OLSON, the *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Assistant to the President and Board of Trustees.

CALL TO ORDER: Board President Larsen called to order the regular meeting of the Northwest College Board of Trustees on Monday, May 8, 2017, at 3 p.m. at the Yellowstone Building Conference Center.

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

STUDY SESSION: Board members toured the Co-op and listened to a presentation on the Outdoor Rec Program by Keith McCallister (Assistant Professor of Health, Outdoor, and Physical Education; Director of the DELTA Program).
Outdoor Rec Program

A CONSENT AGENDA: **A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the consent agenda as presented. Motion passed and the consent agenda was approved which included the minutes of the April 10, 2017 regular meeting, the check register, and the Third Quarter Budget and Cash Flow Report.**

BOARD PRESIDENT: Board President Larsen reported on the College year-end events she attended. Trustee Danko will represent the Board at the May 13th Alumni Board meeting. The NWC Rodeo Team is ranked 4th in the nation and Del Nose was named regional coach.

COLLEGE PRESIDENT In addition to her written report in the Board materials, President Hicswa recognized Alejandra Gonzales and Brad Hammond for their assistance in implementing the “Student Planning” software that aligns with the Guided Pathways project and will help retain students.

DISCUSSION/INFORMATIONAL ITEMS:

Preliminary FY18 budget review Vice President Watson reported that revenue projections for fiscal year 2018 continue along a downward trend mainly due to reduced mineral production in Wyoming. Revenue tax collections declined steeply at both state and local levels in FY17 and current

projections suggest continued, although smaller, declines for FY18. Northwest College is currently projecting a fiscal year 2018 reduction in revenues of around \$300,000. Vice President Watson reviewed each of the College's revenue sources: enrollment/tuition, student fees, state appropriations and local mill levies.

In February 2017, the WCCC voted to increase tuition; however, due to an enrollment decline, the net effect will provide only a small increase to revenue.

Revenue for FY18 is expected to grow by \$68,000 from the \$2/credit increase in student fees that will be used to maintain current costs of individual fee areas and support increased needs for student wellness.

The 2016 legislative session resulted in changes to the funding formula. The College will not know the final amount of our block funding until the funding formula is run in July.

NWC is also expecting a reduction in local mill levy revenue. The One Mill Fund (based on our local levy) will be reduced by about \$40,000 according to the county treasurer. The Auxiliary Fund budget is expected to be flat; current Restricted/Grant Funds budgets are also expected to be similar to FY17.

Based on feedback from employees and the Board Finance Committee, the following guidelines were developed to assist in developing the budget.

- No elimination of academic and student service programs or services.
- No elimination of competitive or co-curricular activities.
- No compensation increases are being considered.
- No special offerings provided for early retirements.
- The second round of mandated retirement funding by the state will discontinue and will not be funded by the College. The first round added in FY17 is currently budgeted to continue for FY18.
- Some open positions may be held for a year to assist with budget shortfalls.
- Some budget lines may be reduced to better utilize NWC Foundation Program fund endowments.
- Additional reserves shall not be utilized.
- Limited carryover savings from FY17 may be utilized. Campus-wide programmatic reviews will be conducted in FY18. Results will be used to align future funding decisions with the mission and strategic plan.

The NWC Board of Trustees agreed with using the list of assumptions in developing the FY18 budget. Board President Larsen commended the budget managers and the Board Finance Committee for these difficult decisions.

- WCCC Fall 2016 Enrollment Report Every semester, in collaboration with each college, the Wyoming Community College Commission (WCCC) publishes a statewide enrollment report that includes breakdowns by college, headcount, full-time equivalent (FTE), enrollment status, age, residency, credits enrolled, gender, programs of study, funding levels of instruction, race/ethnicity, non-credit service, and auditing status. Institutional Researcher Lisa Smith explained that by looking at this report over time, trends emerge to show areas in which each college's population is unique and to provide facts for data-informed discussions and decisions. The full report was included in the Board materials and can also be found on the WCCC website.
- Board of Trustees budget review The Board's five-year budget-to-actual reports for each budget by fund was included in the Board materials. Trustees will review the budget at its upcoming retreat.
- President's Office budget review The President's Office five-year budget-to-actual reports for each budget by fund was included in the Board materials.

A UNFINISHED BUSINESS:

- Recommended policy revision – Board Code of Ethics and Conduct Based on discussion at last month's Board meeting and feedback from legal counsel, **Trustee Anderson made a motion and Trustee Wurzel seconded it to approve the proposed revisions to the Board Code of Ethics and Conduct as presented.** In further discussion, Trustee Wurzel proposed a wording change to the last sentence in #7. **Trustee Anderson amended his motion to accept the proposed wording change. Trustee Wurzel seconded the amended motion. Motion carried.**

A NEW BUSINESS:

- Recommended policy revision – Tuition Waiver (Appendix Q) President Hicswa reviewed the proposed changes to the NWC Tuition Waiver policy and recommended Board approval. **A motion was made by Trustee Wurzel and seconded by Trustee Newsome to approve the recommended policy revision to the Tuition Waiver policy as presented. Motion carried.**
- Recommended policy revision – Voluntary Separation from Employment (#3.5.3) Last month the Board approved #2.4.1 of the Separation from Employment policy. The recommended revision to #3.5.3 of the policy is similar and has gone through the College's shared governance process. President Hicswa recommended Board approval. **Trustee Anderson made a motion and Trustee Wurzel seconded it to approve the recommended policy revision as presented.** In further discussion, Trustee Wurzel requested a wording change in the procedure. **Trustee Anderson amended his motion to accept the proposed change. Trustee Wurzel seconded the amended motion and motion passed.**

CITIZENS' OPEN FORUM:

- The Citizen's Open Forum was held at 5 p.m. A student presented a concern regarding her request for air conditioning in her Trapper Village West apartment.
- Board of Cooperative Education (BOCES) contract Last year the Park County School District #1 (PCSD#1) Board of Cooperative Education (BOCES) contracted with NWC's Center for Training and Development (CTD) to manage BOCES programming. At its April 20, 2017 meeting, the Powell Valley

Community Education (PVCE) Board approved renewal of the management contract under the current terms. **A motion was made by Trustee Newsome and seconded by Trustee Wurzel to approve proceeding with this management of PCSD#1 BOCES. Motion carried.**

A ADJOURNMENT:

On a motion by Trustee Anderson, the meeting adjourned at 4:55 p.m.

DUSTY SPOMER, Vice President/Secretary

Date