

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

October 9, 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, MR. BOB NEWSOME, and DR. MARK WURZEL.

OTHERS PRESENT:

DR. STEFANI HICSWA, President; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President of Administrative Services and Finance; MS. SHELBY WETZEL; MR. BRAD BOWEN; MR. DEAN BRUCE; DR. VERN DOOLEY; MR. DEE HAVIG; MS. LISA SMITH; MR. DAVE PLUTE; MR. TAYLOR LEE AND MR. DAN ODASZ, Plan One/Architects; MR. DON COGGER, the *Powell Tribune*; and MS. CYNTHIA CICCIO, Executive Assistant to the President and Board of Trustees.

STUDY SESSION:

Campus housing tour

The study session was a facility tour of Northwest College's residence halls and non-traditional student housing. The purpose of the tour was to provide Trustees with an opportunity to see the College's residence life facilities and gain an understanding of the current student life opportunities the campus provides.

In a discussion afterwards, Trustees commented on things they noticed on the tour. President Hicswa explained that the NWC Facilities Maintenance Plan calls for refreshing the residence halls. The Facilities Committee will discuss and make a recommendation to the Board.

Trustee Housel would like a residence hall analysis attached to the Facilities Master Plan because the overall picture is important to the entire campus. Board President Larsen agreed adding that the residence halls must be maintained if NWC is to remain a residential campus.

Noting that residence hall rates at other Wyoming community colleges are considerably higher, Trustee Danko recommended increasing rates.

Trustee Spomer requested the Board discuss whether or not the College keeps a food service. The Facilities Committee members will discuss it at their next meeting.

CALL TO ORDER:

Board President Larsen called to order the regular meeting of the Northwest College Board of Trustees on Monday, October 9, 2017, at 4:10 p.m. in 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.

A CONSENT AGENDA:

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

Dr. Hicswa reported on the Presidents' meeting with the Governor. His budget, which will be released December 1st, is expected to include budget cuts for the community colleges.

Trustee Danko gave a brief Finance Committee meeting report.

President Hicswa responded to questions on the check register.

Motion passed and the consent agenda was approved which included the minutes of the September 18, 2017 Board of Trustees meeting.

**DISCUSSION/INFORMATIONAL
ITEMS:**

Longitudinal Enrollment Report

Institutional Researcher Lisa Smith presented the Longitudinal Enrollment Report which was included in the Board materials. Enrollment trends provide a better understanding of which populations are increasing, decreasing, and staying constant, which can inform future decisions. Records go back to 1995.

Statistical analysis conducted by Vice President Giraud several years ago showed that NWC's enrollment is closely related to Wyoming unemployment rates. When unemployment rates have increased, NWC's enrollment has also increased as students attend college when jobs are harder to find.

Prior to NWC's enrollment peak in Fall 2009 and Fall 2010, full-time enrollment (FTE) followed the headcount closely. Since then, FTE has been notably lower than the headcount, which is due to the increasing percentage of students taking part-time loads.

The report breakdowns include first-time and degree-seeking status, full-time and part-time status, concurrent and dual enrollment, and enrollment of service area high school graduates. Ms. Smith discussed the enrollment trends and provided her interpretation of each breakdown.

A brief question/answer session followed.

Community College Survey of
Student Engagement (CCSSE) Report

Institutional Researcher Lisa Smith reported that NWC conducted its sixth implementation of the Community College Survey of Student Engagement (CCSSE) in Spring 2017. At NWC, 459 students from 72 sections completed the survey. Across the United States, 180,000 students from 297 community colleges completed the survey. NWC's next implementation will be in Spring 2019.

The national average of CCSSE cohort for each benchmark is normalized at around 50. NWC is above average for all of the benchmarks compared to other Wyoming colleges and the 2017 National CCSSE cohort, particularly in "Student-Faculty Interaction," "Active and Collaborative Learning," and "Student Effort."

President Hicswa stated NWC can be very proud of these scores. Ms. Smith will work with campus faculty and staff to review these

benchmarks and make recommendations. President Hicswa thanked Ms. Smith for providing the analysis of the CCSSE 2017 results summary.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 5:20 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

Cody and Ashley Hall water damage scope report

As a follow-up to last month's report, Mr. Dan Odasz and Mr. Taylor Lee of Plan One/Architects presented a final report and evaluation of the water damage to Cody and Ashley Hall. The executive summary included in the Board materials describes the investigative and discovery efforts, recommendations for solutions, and cost estimates. Trustee Housel requested a copy of the full report.

Mr. Odasz summarized five options his firm proposes to address the situation. He recommends moving forward with option #1A (to remove bermed earthwork around the perimeter of Ashley Hall and rework the irrigation), or option #1 (to remediate and restore Cody Hall with no additional renovations or improvements) if it is to be retained in service. He added that the definition of scope and alignment with the previously submitted Master Plan should be considered during the continued development of these options. The costs assigned to these options are on the order of magnitude and need to be more closely evaluated when the scope is better defined.

Distribute Board self-assessment and President's evaluation

Board self-assessment and President's evaluation instruments were distributed. Trustees were asked to complete and submit both documents by October 27, 2017.

Direct reports and other select individuals, on and off campus, will also be asked to evaluate President Hicswa. The results will be compiled into a separate document and discussed in executive session at the Board's winter retreat.

A NEW BUSINESS:

Trustee nomination for the WACCT award

A motion was made by Trustee Danko to nominate Board Chair Larsen for the 2017-2018 Trustee Leadership Award. The motion was seconded by Trustee Anderson and passed unanimously.

A ADJOURNMENT:

On a motion by Trustee Wurzel and seconded by Trustee Spomer, the meeting adjourned at 5:48 p.m.