

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

November 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, 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; Mr. Dee Havig, Interim Vice President for Student Services; MS. SHELBY WETZEL; MR. BRAD BOWEN; MR. DEAN BRUCE; DR. VERN DOOLEY; MR. DAVE PLUTE; MR. LOU MCPHAIL; MR. DAVE PATTERSON; DR. GREG THOMAS; MS. MARNEE CRAWFORD; MR. DAVE ERICKSON; MS. DIANA GWYNN; MR. DON COGGER, 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, November 13, 2017, at 3 p.m. in the Yellowstone Building Conference Center.

A APPROVE THE AGENDA:

A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the agenda as presented. Motion carried.

STUDY SESSION:

Major maintenance projects

Vice President Watson reviewed the Board the Facilities Project Report that is included in the Board materials each month. She explained the process in which the Board approves projects in order of priority and the various funding sources used.

The Facilities Project Report is a living document and is one of the key documents used to show the Higher Learning Commission how the College ties planning to budgeting. The report provides an overview of the status of projects and projects planned in future biennium. The completed projects are listed on the last page of the report.

Vice President Watson summarized the list of major maintenance projects requiring Board approval at this meeting. The projects were prioritized by the College and funding has been received from the state.

Discussion followed regarding the process used in prioritizing projects.

A CONSENT AGENDA:

Board Chair Larsen acknowledged Mr. Dee Havig who is serving as Acting Vice President for Student Services while Dr. Barthuly is on leave. Vice President Giraud is overseeing athletics and Title IX.

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

Board Chair Larsen reported that she and Trustee Danko attended the 2017 Wyoming Association of Community College Trustees (WACCT) Conference in Casper on October 11-12, 2017. Trustee Danko distributed a written report on the conference.

Board Chair Larsen also reported on the October 13th Wyoming Community College Commission (WCCC) meeting in Sheridan. WCCC Executive Director Jim Rose has tendered his resignation for June 30, 2018 and a national search is underway.

Since the last Board meeting, the College lost two very important individuals. Field Station Supervisor Scott Christensen died on October 13, 2017 and former Foundation Board member Pastor Ron Lytle died on November 10, 2017.

President Hicswa responded to questions on her written report and the check register. The Vice Presidents also responded to questions on their reports in the Board materials.

Motion passed and the consent agenda was approved which included the minutes of the October 9, 2017 Board of Trustees meeting and the First Quarter Budget and Cash Flow Report.

DISCUSSION/INFORMATIONAL ITEMS:

Preliminary audit report

Mr. Wayne Herr, CPA and a partner in McGee, Hearne & Paiz, LLP presented the audit report for the 2016-2017 fiscal year and reported that Northwest College was issued a clear audit. The Board will be asked to approve the audit at its December meeting.

CITIZENS' OPEN FORUM:

Foundation Feasibility Study report

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

The NWC Foundation Comprehensive Campaign Feasibility Study is complete and Foundation Executive Director Shelby Wetzel presented a summary report from the consultant, eAdvancement. She explained the purpose of doing a feasibility study and the methodology used.

The findings were positive and there was solid support for renovating the Visual and Performing Arts Center and building a new Student Center. The study recommends the Foundation defer entering into a campaign until Level II funding is approved by the State which will provide money for detailed architectural plans.

In the interim, the Foundation and College should position themselves for the inevitability of a campaign. There needs to be a well-articulated strategy combining marketing and communications for the College.

Following Level II funding approval, the Foundation should enter a silent phase of the campaign, the length of which would be determined by the most accurate forecast available of when Level III funding would become available.

President Hicswa called attention to the various financing scenarios.

Board of Trustees Operational Plan

Policy Committee members discussed the Board of Trustees Operational Plan at their meeting earlier today. It will be used at the upcoming Board retreat in setting goals for next year. President Hicswa is pleased with what has been accomplished so far.

Statewide higher education attainment goal

Board Chair Larsen reported that at its October 13th meeting, the WCCC passed “A Resolution To Establish A Statewide Goal For Higher Education Attainment In Wyoming.” President Hicswa added that the resolution is to increase the percent of the working population 25-64 years old that possess a post-secondary credential (degrees or certificates) to 60% by 2025, and to 75% by 2040.

Board Officer Nomination Committee

The Board of Trustees elects officers at its December meeting. Last year the Executive Committee served as the Nomination Committee and agreed to do so again. Trustees Larsen, Danko and Spomer will meet to recommend a slate of nominations to present at the December Board meeting. Nominations from the floor will also be accepted.

A NEW BUSINESS:

New academic program proposals
(first reading)

President Hicswa explained that NWC’s Criminal Justice transfer program has been adjusted in order to offer a Certificate and an AAS Degree. A Certificate for Medical Assistant program has also been developed. The proposed new programs have been approved by the Curriculum Committee and the Vice Presidents. **A motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the Certificate in Criminal Justice, the AAS degree in Criminal Justice, and the Certificate for Medical Assistant program offerings.** Nursing Director Marnee Crawford reported there have been 8-12 students in the pilot program and that 12-24 students are expected to enroll in the Medical Assistant program. Trustee Housel commended the Criminal Justice Program faculty and supports all they do. **Motion carried.**

Recommended new policy – Public Records

President Hicswa explained that the new Public Records policy was developed in response to costs the College incurs in dealing with Freedom of Information Act (FOIA) requests it receives. Such a policy is typical in many organizations. Board Chair Larsen recommended this be a first reading and the Board will take action on the proposed policy at next month’s meeting.

FY2018 major maintenance projects

At its February meeting, the Board of Trustees reviewed and approved the list of major maintenance projects to be submitted to the State Construction Management. The list was approved and funding was received from the State. Vice President Watson requested that the Board formally approve the eleven major maintenance projects for implementation in FY2018. These are the projects discussed in today’s study session.

Trustee Newsome questioned spending money on the Carillon Tower project in light of the budget and state economy. Trustee Spomer agreed. President Hicswa explained that the Carillon gives the campus a collegial feel and it is a visual focal point of the campus.

According to Vice President Watson, the Board can reprioritize the list, but the state has already approved these projects for the College to spend major maintenance funds. She is asking for Board approval to move forward and complete the projects. Facilities Director Dave Plute added that repairs to the Carillon is a life/health safety issue and explained how they prioritize projects.

A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the FY2018 Major Maintenance projects for implementation.

In further discussion, Trustee Spomer expressed concerns in the process and he requested the motion be amended to exclude the Carillon from the list of FY2018 Major Maintenance projects.

Trustee Danko did not accept the amendment. **The motion passed with Trustees Spomer and Newsome dissenting.**

A ADJOURNMENT:

On a motion by Trustee Anderson and seconded by Trustee Danko, the meeting adjourned at 6:22 p.m.

DUSTY SPOMER, Vice President/Secretary

Date