

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

January 8, 2018

**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 DR. MARK WURZEL.

**MEMBERS ABSENT:** Trustee MR. BOB NEWSOME.

**OTHERS PRESENT:** DR. STEFANI HICSWA, President; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MR. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. SHELBY WETZEL; MR. BRAD BOWEN; MR. DEAN BRUCE; MS. MARNEE CRAWFORD; DR. VERN DOOLEY; DR. GREG THOMAS; DR. ROB RUMBOLZ; MR. DON COGGER, *Powell Tribune*; 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, January 8, 2018, at 3 p.m. at the Yellowstone Building Conference Center.

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

**STUDY SESSION:**  
Community College revenue and funding formula

Vice President Watson gave a PowerPoint presentation and held a high level discussion on the College's fund structure and revenue sources.

Revenue sources include 64% from state appropriations, 14% from local taxes, 20% from tuition & fees, and 2% from other sources.

State appropriations revenue is received from various funding sources: funding formula, health insurance and retirement contributions, Library and Wyoming Investment in Nursing, Higher Ed Endowments, major maintenance and state grants.

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. For fiscal year 2017, the variable cost was 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.

Park County property owners are assessed five mills for Northwest College annually. NWC also receives a percentage of all motor vehicle fees registered in Park County.

In-state tuition accounts for 60% of tuition revenue; 17% comes from out of state tuition and 23% from WUE. The Commission voted to raise tuition and eliminate the cap on the number of credits a student can take which will be a big concern for students deciding whether or not to attend NWC.

Other sources of revenue are student mandatory fees, auxiliary services, grants, and plant fund.

A short question/answer session followed.

**A CONSENT AGENDA:**

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

On behalf of the Board of Trustees, Board President Larsen extended condolences to Tracy Copenhaver on the passing of his mother, and to the family of NWC student Carol Barnes who died last week.

**Motion passed and the consent agenda was approved which includes the minutes of the December 5, 2017 special meeting and the December 11, 2017 regular meeting.**

**DISCUSSION/INFORMATIONAL ITEMS:**

KNWT radio station transfer

President Hicswa reported that since the Film, Radio & TV Program has been discontinued, it was necessary to resolve the status of the Federal Communications Commission broadcast license granted to NWC, call letters KNWT. In order to retain the license for public interest broadcasting, Wyoming Public Radio accepted and facilitated the transfer of license.

Transfer student summary

Institutional Researcher Lisa Smith presented a summary of NWC transfer student performance at the University of Wyoming (UW) which was compiled from annual transfer student reports provided from the UW to the community colleges. She reviewed some of the highlights.

The reports indicate that students who transfer 60 or more credits earn a higher UW first-semester GPA and are more likely to graduate within six years of entering the UW. These are most likely students who previously earned an associate's degree and have experience navigating the college system. Students who earn a transferrable associate's degree from NWC will also have a more seamless transfer of credits to the UW. These findings support NWC's stance on encouraging students to earn an associate's degree before transferring to help them have continued success in their studies. The full reports are available on the MyNWC portal.

Legislative update

In her legislative update, President Hicswa reported that the projected employer portion of the health insurance shortfall is approximately \$7 million. The Executive Committee has decided to wait until next legislative session to ask for a supplemental budget

request. As for NWC's capital construction request, the Governor is supportive of the projects but did not include Level II funding for them in his budget. In visits with Big Horn Basin legislators, President Hicswa has been informing them on the need for the projects. The community colleges have approximately \$17M of capital construction projects approved by the WCCC waiting for legislative approval.

Wyoming Association of Community College Trustees Leadership Award nominations

President Hicswa congratulated the NWC nominees for the 2017-18 WACCT Leadership Awards:

- Student of the Year Award – Emiliano Mendez, Student Senator, Resident Assistant and Enactus Team President
- Professional Employee of the Year – Amanda Enriquez, Intercultural Program Manager
- Classified Employee of the Year Award – Diana Gwynn, Senior Office Assistant for Visual and Performing Arts
- Faculty Member Award – Aura Newlin, Assistant Professor of Sociology and Anthropology
- Trustee Leadership Award – Nada Larsen, Board President
- Foundation Volunteer of the Year Award – Harriet Bloom-Wilson, Co-chair of NWC's Intercultural House Advisory Committee

The award winners will be announced at the WACCT Conference/Legislative Reception on February 21<sup>st</sup> in Cheyenne, WY. President Hicswa thanked Vice President Kitchen for coordinating the nominations.

**A UNFINISHED BUSINESS:**

Cody Hall repairs

In the summer of 2017, water damage was discovered in Cody Hall resulting in the need to close the building for environmental and architectural assessment and remediation. NWC contracted with Plan One architects to provide an architectural water intrusion evaluation regarding the damage. The report was presented at the October Board meeting and concluded that the building is sound but in serious need of repairs and remodeling to maintain its life expectancy.

Board President Larsen nominated a Facilities Committee to review the report and to consider various scenarios related to residence life improvements and Cody Hall in particular. Vice President Watson and Finance Director Brad Bowen created a return on investment (ROI) model to evaluate repair scenarios and to consider the effects related to the timing of repairs, use of reserves, and financing options. Three options were presented.

The Facilities Committee recommended option 3: to make the necessary repairs caused by the water damage and to remodel the rooms, hallways and common areas. Furthermore, the Committee recommends doing a comprehensive analysis of all the College's residential housing.

**A motion was made by Trustee Danko and seconded by Trustee Anderson to approve repairs to Cody Hall that include the remodel as outlined in option 3 of Attachment 1.**

In further discussion, Trustee Housel recalled that the Board's directive was to approve funds to study the source of the problem, then the cost of remediation. He reminded the Board that it passed a resolution to increase compensation for College employees and for that reason, the scope of the Cody Hall project should be narrow as possible. Trustee Housel sits on the Finance Committee and their priority is to provide permanent compensation increases, which are more important than a building. He stated that he opposes option 3 in favor of option 1 or a combination of options 1 and 2.

Trustee Danko countered that if the residence hall is not updated, students may go to another college.

President Hicswa stated that repairs to the facility is a one-time only cost whereas the cost of a 1% raise for faculty and staff would cost \$130,000 annually. Trustee Wurzel asked if the funding to repair Cody Hall could be used for pay increases, or is it a different pot of money. President Hicswa responded that the money would come from reserves and could be used for either, but that it is not good business practice to use reserves to fund ongoing costs such as a compensation increase. President Hicswa stated that she believes we can do both: fund a raise for employees and finance option 3 to repair Cody Hall.

Trustee Spomer agreed that some of the costs in the options were totally arbitrary. Vice President Watson responded that she will review costs as well as the qualifications of the architects that submitted proposals.

Board President Larsen temporarily adjourned the regular meeting for the Citizens' Open Forum.

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 5:05 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

The regular meeting resumed and discussion continued.

**Trustee Spomer amended the motion to specify a cap of \$3 million, including soft costs, for option 3 renovation and repairs and an additional \$1.35 million, including soft costs, for the 1-5 year repair and replacement items.**

**Trustee Danko and Trustee Anderson accepted the amendment to the motion. Motion passed with Trustee Housel dissenting.**

**A NEW BUSINESS:**

Course/lab fee proposals  
(first reading)

The Board reviewed a list of proposed new and revised course/lab fees that have been better aligned with actual expenses. After a brief discussion, **a motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the course fees as presented. Motion carried.**

2018-2019 Board and President  
priorities (first reading)

President Hicswa presented the 2018-2019 Board and President priorities as discussed at the December 5<sup>th</sup> Board of Trustees retreat.

Trustee Wurzel requested the Board Priority “engage in long term planning” be more specific and recommended adding (a) (b) (c) to include long term budget planning, facilities management, student success, increase salaries, etc. Trustee Spomer asked if the Priorities are broad categories that will be specified in the operational plan.

Trustees remarked that the President’s Priorities for FY2019 may also be too general. Board President Larsen will direct the Policy and Student Success Committee to review the Board Priorities for approval at next month’s meeting.

**ANNOUNCEMENTS:**

President Hicswa, Vice President Kitchen along with Trustees Larsen and Danko will attend the WACCT Leadership & Legislative Reception on February 21<sup>st</sup> and the WCCC meeting on February 22, 2018.

**A ADJOURNMENT:**

**On a motion by Trustee Wurzel, the meeting adjourned at 5:31 p.m.**

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DUSTY SPOMER, Vice President/Secretary

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Date