

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

March 12, 2018

MEMBERS PRESENT:

President MS. NADA LARSEN; Vice President/Secretary MR. DUSTY SPOMER (participated by phone); 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. 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; MS. JILL ANDERSON; MR. DEAN BRUCE; MR. BRAD BOWEN; MS. MARNEE CRAWFORD; MS. LISA SMITH; DR. VERN DOOLEY; 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, March 12, 2018 at 3 p.m. at the Cody 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:

Extended Campus and Workforce update

In his presentation to the Board, Dean of Extended Campus & Workforce Dean Bruce reported that the Cody Center offers credit programs in the evening which include courses filling the general education requirements. With a blend of online classes and classes at the Center for Training & Development (CTD), students can obtain AA, AS and AAS degrees in Aeronautics, Business, Criminal Justice, Psychology, and Social Science. The University of Wyoming (UW) Outreach also works with students in transitioning to a Bachelor's program.

The CTD provides open-enrollment trainings to meet the broad needs of Cody employers and employees, and is a testing center for various programs and necessary industry testing. Staff work with Cody businesses to deliver customized trainings for their employees.

Trustee Spomer remarked that more public relations is needed to get the word out that these workforce training programs are being offered as many people think the College is still more for transfer programs.

Mr. Bruce went on to report that soon there will be an Extended Campus Program Coordinator in Cody which is needed to move forward. Expanding community education is a place to start growing enrollment in Cody, and working with Allied Health will be a boon for the CTD.

The Adult Education Program offers classes to adults with low language and numeracy skills, high school equivalency prep classes year round as needed, and provides the HiSET (High School

Equivalency Test). President Hicswa commended Dean Bruce on his work with the alternative school and the Heart Mountain alternative school to help students complete their diploma.

A CONSENT AGENDA:

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

Board President Larsen reported on the Wyoming Association of Community College Trustees (WACCT) meeting and the Wyoming Community College Commission (WCCC) meeting which she and Trustee Danko attended on February 21-22 in Cheyenne, WY.

In her report on the WACCT meeting, Trustee Danko stated that the education portion of the workshop was a presentation on ENDOW. The meeting was well attended and informative.

In response to response to an inquiry by Trustee Housel, President Hicswa elaborated on her report regarding NWC's MOU with the German chemical company, Stannol Co.

Vice President Watson responded to Trustee Housel's inquiry regarding the Business Office's efforts to reduce bad debt.

Motion passed and the consent agenda was approved which included the minutes of the February 12, 2018 regular meeting, the check register and the third quarter budget adjustments as presented.

DISCUSSION/INFORMATIONAL ITEMS:

HLC Reaffirmation of Accreditation

President Hicswa received formal notification and the official record of action by the Institutional Action Council (IAC) of the Higher Learning Commission (HLC) to reaffirm NWC's accreditation. The IAC concurred with the evaluation team's findings and voted to affirm NWC's eligibility to select our pathway for reaffirmation of accreditation in the future. The full report is available on NWC's accreditation home page.

President Hicswa acknowledged and extended her gratitude to Vice President Giraud and the Accreditation Team for their hard work and dedication, and to all employees for their part in helping create a culture of continuous college-improvement with a central focus on student success.

State Performance Indicators Report

Institutional Researcher Lisa Smith explained that the Wyoming community colleges work with the WCCC to annually track and report key performance indicators. She presented highlights from the 2016-17 Performance Indicators Report with regard to retention, completion and subsequent success in college-level coursework following developmental coursework.

For students starting in Fall 2016, NWC had the second highest full-time retention rate (61%) among the seven community colleges. Since the Fall 2007 cohort, NWC has had higher retention rates than the state average every year except Fall 2010 and Fall 2012.

NWC tied for the third highest completion rate (37%) for Fall 2013, the most recent cohort for which statewide comparisons are

available.

Of NWC students enrolling in a developmental English course in Fall 2014, 49% subsequently completed a college-level English course within eight terms (by summer 2017). NWC's rate of college-level English course completion was the highest in the state.

Of those enrolling in a developmental math course in Fall 2014, 27% completed a college-level math course within eight terms. This percentage was fifth in the state.

President Hicswa complimented faculty and staff on their student success efforts which are paying off. The complete 2016-2017 Annual Performance Report is included in the Board materials.

Legislative update

President Hicswa reported that the Legislature passed the budget bill, and the community colleges were able to avoid cuts.

Funding was appropriated for Level II and Level III capital construction projects. However, Northwest College's Level II funding requests for two renovation/construction projects—a Visual and Performing Arts center (\$1,109,800) and a Student Center (\$1,122,000)—were cut in half by the Joint Appropriations Committee (JAC); importantly, identical amounts were put in the "Other Funds (PR)" column. Dr. Hicswa added that given footnote #1 requires use of the other private funds before releasing approved General Funds. We are now unsure how to proceed because we do not have access to just over \$1 million in order to use the General Fund appropriation. We may renew our request for the full Level II amount at the 2019 session.

HB 175 passed and requires the Wyoming Community College Commission to develop and maintain a common transcript system using common course numbering and requires the University of Wyoming to adopt it.

HB109 increases the employee contribution to their retirement; SF29 requires computer science to be part of school curriculum.

CITIZENS' OPEN FORUM:

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.

A UNFINISHED BUSINESS:

2018-2019 room and board rate proposal (second reading)

Current inflation rates, debt service needs, operating and maintenance costs, vendor requests and a review of reserve balances were considerations in preparing the 2018-2019 room and board rate proposal. The College must also consider the needed repairs to Cody and Ashley Halls.

Trustee Housel inquired how much of the increased revenue will go toward the debt service and how much toward deferred maintenance. Vice President Watson explained that the College is very underfunded in deferred maintenance and is budgeting for \$5,500 per year for debt service with the balance to deferred maintenance. **A motion was made by Trustee Wurzel and seconded by Trustee Danko to accept the Fiscal Year 2019**

Student Housing and Student Meal Plan Pricing proposal as presented.

In further discussion, Trustee Housel reiterated his concern about incurring debt without a clear picture of how it will be serviced. He added that this is the first time this analysis has been used and that he thinks it is not good policy. Board President Larsen responded that in years past, the state contributed toward auxiliary buildings but that is no longer the case. **Motion carried 6-1 with Trustee Housel dissenting.**

2018-2019 mandatory student fees
(second reading)

President Hicswa reported that Vice Presidents Havig and Watson solicited and received feedback from Student Senate members in January regarding the proposed mandatory student fees for fiscal year 2019. The feedback favored maintaining existing services. **A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve the 2018-2019 mandatory student fees as presented. Motion passed.**

A NEW BUSINESS:

Long-term residence life master plan
priorities

As a result of the Board Facilities Committee discussion regarding long-term residence life master plan priorities, it was decided to hire a consultant to take a broad look at possible residence living options at NWC. At the direction of Board President Larsen, the Board Facilities Committee met on February 23rd and developed a list of outcomes for the residence life survey which are included in the Board materials.

A Statement of Qualifications (SOQ) was developed to help determine who best to employ for the survey. Upon approval of the list of imperatives, companies will be vetted.

Board Facilities Committee Chair Anderson asked for feedback and discussion followed. In response to questions by Trustee Housel, President Hicswa stated that the Level II planning for the Student Center will address how students will use the new Student Center and will reflect national trends.

In response to an inquiry by Trustee Newsome, Vice President Watson explained that the College doesn't plan to spend more than \$50,000 on the study. The SOQ will require the company the company to have the ability to come to campus and speak to it.

A motion was made by Trustee Danko and seconded by Trustee Wurzel to accept the list of outcomes for the residence life survey as presented. Motion passed.

Johnson Fitness Center project
approval

President Hicswa reported that since the Johnson Fitness Center (JFC) project is expected to cost approximately \$240,000, it requires Board approval according to the Purchasing Policy.

Phase one of the project was funded and completed in the summer of 2017 and focused on HVAC replacements and upgrades, insulation replacement, and electrical improvements. Phase two of the project is scheduled for completion this summer and will focus on fire suppression system installation, asbestos abatement in the fitness center and other HVAC replacements and upgrades.

Phase three of the JFC project has been developed to address further mechanical and structural improvements relating to building abatement and flooring, office space, ceiling improvements and partitioned showers. Timing of this phase aligns with phase two project timelines and will minimize mobilization and inflationary increases.

The State Construction Department has committed available funding for the project to complete phase three work to coincide with phase two and major maintenance funds are available.

A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the Johnson Fitness Center phase three project as presented. Motion passed.

Recommended policy revisions

President Hicswa reviewed the proposed policy revisions adding that this is a first reading. The Faculty Organization will vote on the proposed changes to the Faculty Employment Policies on March 16, 2018 and comments will be forwarded to the Board of Trustees in April.

Trustee Wurzel reported that the Board Policy and Student Success Committee met earlier in the day to review and discuss the recommended policy revisions.

Trustee Housel requested a study session for more discussion and analysis.

On behalf of the Board of Trustees, Board President Larsen thanked the Faculty Organization for their work in updating these policies.

ANNOUNCEMENTS:

Board President Larsen congratulated NWC's two WACCT Award winners, Amanda Enriquez and Aura Newlin.

Trustee Spomer will present the Juried Student Photo Show awards at the opening reception on March 20, 2018 at 7 p.m.

Trustee Anderson will present the Juried Student Art and Design Exhibit awards at the opening reception on April 17, 2018 at 7 p.m.

The time and date of the Distinguished Alumnus Reception is changed to 8:30 a.m. on May 5, 2018.

A ADJOURNMENT:

On a motion by Trustee Anderson and seconded by Trustee Wurzel, the meeting adjourned at 6:05 p.m.

DUSTY SPOMER, Vice President/Secretary

Date