

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

April 9, 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 MR. BOB NEWSOME.

MEMBERS ABSENT: Trustee 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. BRAD BOWEN; MS. BETH HRONEK; MS. NANCY MILLER; DR. GREG THOMAS; MR. DEAN BRUCE; DR. RENEE DECHERT; DR. VERN DOOLEY; FACULTY MEMBERS FRED EBERT, JEN TREVINO, BILL JOHNSON, AMY MCKINNEY, ANTHONY POLVERE, BILLY CRAWFORD, DAVE ERICKSON, MORGAN TYREE, HEIDI HANSEN, JASON HORTON, RACHEL HANAN, ERIC SILK, CHRISTINE GARCEAU, SANDY FEYHL, ASTRID NORTHRUP, MICHAEL GUNDLACH; 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, April 9, 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 Newsome to approve the agenda as presented. Motion carried.**

STUDY SESSION:
Budget 101: Expenditures

Vice President Watson presented budget information on Northwest College's expenditures. The College is required to report its expenditures under two different categories: the NACUBO Functional Expense Categories and by natural classification.

NWC uses the following NACUBO functional expense categories in preparing the annual budget book. Vice President Watson described the categories including the budget line items in each classification.

The College's Unrestricted Operating Fund (internal funds 10, 14 and 15) is categorized by function. Salaries and benefits account for 75% of total expenditures with the remaining 25% going to operations.

The Unrestricted One Mill balance is \$718,982, down nearly one-

third as a result of the decreased tax levy valuations.

Beyond the expenditures in the Unrestricted Operating Fund and One Mill Fund, NWC also has expenditures in Auxiliary Services, Restricted Fund, Agency Fund, and the Plant Fund. Vice President Watson provided examples in each category.

In response to an inquiry by Trustee Housel, Vice President Watson described the process for seeking major maintenance funding from the State. NWC's list of major maintenance projects is in draft form. Projects are being prioritized after which they will be sent to the State for review. If the State has no concerns, Vice President Watson will present the list of NWC major maintenance projects to the Board in the next couple of months.

President Hicswa added that the community colleges did not receive any budget cuts as a result of the legislative session. We do not know yet how NWC will fare in the funding formula. She added that even though NWC's budget did not get cut, the College will still have budget cuts in order to catch up with what has been taken from reserves and to cover salary increases.

Vice President Watson ended by saying that it is difficult to finalize the budget when we don't receive revenue amounts until the end of June.

Model United Nations Team
introduction

Associate Professor of Political Science and Model United Nations Team advisor Steve Walker reported that this is the eighth straight year NWC has sent a delegation to the National Model United Nations Conference in New York City. Furthermore, Northwest College is the only active Model UN team in Wyoming that sends a delegation to NYC and Seattle. Team members Ikram Anizi, Leela Engle, Quentin McHoes, and Casey Robinson introduced themselves. (Kimberlee Rowland was not present.)

On behalf of the Board, President Larsen thanked the students for coming and congratulated them and Dr. Walker on the team's success.

A CONSENT AGENDA:

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

For her report, Board President Larsen congratulated and acknowledged the NWC Forensics Team for their continued success year after year.

President Hicswa responded to questions on the check register related to the Aviation Program. There was a brief discussion regarding the possibility of partnering with airlines to subsidize the program.

President Hicswa also responded to questions on the Volleyball Coach search and the Adult Education Program.

Motion carried.

**DISCUSSION/INFORMATIONAL
ITEMS:**

Wyoming Community College
Commission Fall 2017 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, auditing status, and alternative delivery. 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 Wyoming Community College Commission website.

FY18 Board Operational Plan

At the upcoming retreat, the Board will review and complete its FY18 Operational Plan and develop operational goals for FY 19 from the list of priorities the Board identified.

Summer Board retreat

The summer Board of Trustees retreat is scheduled for May 16, 2018. The agenda is being developed.

CITIZENS' OPEN FORUM:

Citizens' Open Forum convened at 4:47 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

A UNFINISHED BUSINESS:

Recommended policy revisions
(second reading)

President Hicswa explained that the list of recommended policy revisions under Unfinished Business were arranged in an order to make it easier to present. The recommended policy revisions numbered #1-#3, and #8 are the same as presented to the Board at last month's meeting. Items #4, #5, #6, and #7 have been separated out from General and Regulatory updates. Item #9 has been revised accordingly.

President Hicswa explained that the policies had been reviewed by the Faculty Employment Policy Review Committee (FEPRC) comprised of faculty members Vern Dooley, Greg Smith, Dave Erickson, Renee Dechert (facilitator) along with Vice Presidents Giraud, Kitchen and Watson.

President Hicswa asked FEPRC Facilitator Renee Dechert to present the proposed policy revisions. Dr. Dechert thanked Committee members for the time they invested in reviewing these policies, and she hopes the Committee will build on its work next year. In a quick overview, she reported that faculty and administrators were able to reach consensus on most of the policies they presented and she recommended Board approval on those. Dr. Dechert explained the parts of items #2, #3, #4, #5, #6, #7, and #8 on which there was disagreement.

Dr. Hicswa asked FO President/FEPRC member Vern Dooley to address the Board regarding the faculty concerns expressed in his

constituent group report which was included in the Board materials.

Dr. Dooley thanked the Board for the opportunity to present faculty views on the policies. As mentioned in his report, the faculty is concerned that language changes in Policy #1.1.1 which they feel further distance Board members from College faculty. Faculty members desire an open line of communication with Board members. Another concern is the lack of time to carefully consider and discuss some of the proposed policy language changes. Faculty members believe the proposed changes to credentials detract from search committee duties and feel the faculty voice should be heard in determining if faculty and applicant credentials are appropriate. Finally, the letter from faculty conveys concerns about the instrument used for course evaluations and how the data is used.

Before discussion on proposed policy revisions began, Board President Larsen interjected that this was a great deal of information for the Board to review all at once. In order to do provide Trustees with time for deliberate consideration, she asked to have future policy revisions come to the Board throughout the year instead of waiting until March. Board President Larsen added that regardless of what action the Board takes today, be assured Trustees understand these policies are important as they define faculty contracts. She thanked the faculty for their time and the letter; it has given Trustees much to think about.

The Board Policy and Student Success Committee reviewed the proposed policy revisions as a Committee in March and April. Trustee Spomer stated that the Board takes these policy revisions seriously. He asked the Board and administration to better facilitate the process next year. Both sides mentioned time as an issue. Dr. Dechert took responsibility for the time issue and explained what happened. She assured the Board this will not happen again and that thanks to this exercise in housekeeping, there will not be this volume again.

Board Policy & Student Success Committee Chair Dusty Spomer presented the Committee's recommendations.

Item #1 – The Committee recommends passing the revisions to Policies 2.2.5-3.6.5.11—Presidents Advisory Council replacement language. **A motion was made by Trustee Anderson and seconded by Trustee Spomer to approve the recommended changes to Policies 2.2.5-3.6.5.11.** There was no further discussion. **Motion passed 5-1 with Trustee Housel dissenting.**

Item #2 – Trustee Spomer explained that the Committee spent a good deal of time reviewing Policy 1.1.1—Amendment of Faculty Employment Policies. Their work was in the spirit of enhancing shared governance. Proposals can come from all areas to FEPRC, and the Committee brings changes forward. Trustee Spomer clarified that FEPRC's recommendations come to the Board through the President with her recommendation and documentation.

The Committee's recommendation is to pass revision #2 (with FEPRC recommendations). **A motion was made by Trustee Anderson and seconded by Trustee Spomer to amend policy 1.1.1 according to proposed revision #2. Motion passed 5-1 with Trustee Housel dissenting.**

Item #3 – The Committee's recommendation to the Board is to take no action on Policy 1.4.1.3—Assignment of Secondary Areas of Expertise and to lay it back for further discussion next year. **A motion was made by Trustee Anderson and seconded Trustee Danko to take no action on the proposed revisions to Policy 1.4.1.3. There was no further discussion. Motion passed.**

Item #4 (Policy 1.8.2—Appointment), Item #5 (Policy 1.8.3—Emergency Situations), #6 (Policy 1.9.2—Appointment), and Item #7 (Policy 1.9.3.4—Candidate Review and Selection Policies) — The Committee recommends passing version 1 of each of these policies. Dr. Dechert interjected that these policies are all related to Policy 1.4.1.3 and explained why she would like the faculty to have the opportunity to work back through it.

Division Chair Dave Erickson interjected that the faculty's biggest concern is the language to bring in the master's degree and the 18 credits in sub field. He stated faculty members are concerned that because the language is specific in nature, that they would be viewed as lacking the credentials to teach a specific class.

A motion was made by Trustee Housel and seconded by Trustee Danko to defer items #4, #5, #6, and #7 and lay back these items under Unfinished Business. Motion passed.

Item #8 – Trustee Spomer reported that the Committee's recommendation on Policy 1.12.4.3.2—Frequency of Student Evaluations is to take no action and to lay it back for further consideration next year. **A motion was made by Trustee Anderson and seconded by Trustee Danko to take no action on the proposed revisions to Policy 1.12.4.3.2. Motion carried.**

Item #9 – Trustee Spomer stated there are seven sections on the chart plus Appendix B. The Committee's recommendation is to pass those amendments.

Dr. Dechert interjected that the seven sections go together except for Appendix B. The Facilitator description should remain in Appendix B but the faculty proposal included it in Policy 1.1.1. Since the Board has rejected that version, she believes it is incompatible and that it does not make sense to approve this one.

Trustee Spomer amended the Committee's recommendation to pass the amendments except for Appendix B. **A motion was made by Trustee Anderson and seconded by Trustee Danko to approve the faculty version of Policies 1.4.2.11-1.7.2 and 1.13.10.3 as presented with the exception of Appendix B. Motion carried.**

President Hicswa thanked faculty for their feedback on the policies.

She stated her appreciation that Drs. Dechert and Dooley were present to present the policy and faculty concerns. She added that no faculty members had expressed concern to her about the policies before today's meeting. She asked that, in the future, faculty respectfully not leave her out of their deliberations. Board President Larsen agreed that if the faculty had communicated with President Hicswa, much of this consternation could have been prevented.

A NEW BUSINESS:

ANNOUNCEMENTS:

Board President Larsen reviewed the list of upcoming events.

A ADJOURNMENT:

On a motion by Trustee Anderson, the meeting adjourned at 5:58 p.m.

DUSTY SPOMER, Vice President/Secretary

Date