

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

June 11, 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, MR. BOB NEWSOME and DR. MARK WURZEL.

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

DR. STEFANI HICSWA, President; 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. ELAINE DEBUHR; MS. RENEE DECHERT; MR. VERN DOOLEY; MR. MICHAEL ADKINS; MR. DEAN BRUCE; DR. GREG THOMAS; MS. KAREN ELTON; MR. MIKE BUHLER, *Powell Tribune*; and MS. DIANA GWYNN, 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, June 11, 2018 at 3:03 p.m. at the Yellowstone Building Conference Center.

**A APPROVE THE AGENDA:**

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

**STUDY SESSION:**

FY19 Preliminary budget review

President Hicswa introduced the budget discussion by explaining that the FY19 preliminary budget is similar to last year's budget, with the exception of the proposed compensation plan. The bulk of the study session discussion was devoted to the proposed compensation plan.

Vice President Watson reviewed the memo outlining a brief compensation history and the compensation prioritization resolution passed in the December 2017 Board Meeting. She also explained the purpose and methods behind the development of the proposed compensation plan. The Administrative Services office, in conjunction with the Finance Committee, explored trends in the economy and the markets, assessed the compensation models currently used by NWC, explored how best to address the gaps between current compensation and market levels, and determined how best to provide *every* employee on campus a cost of living increase. Items of consideration included, but were not limited to:

- The two compensation models: one for faculty and one for staff
- Current staff salary model has been in place since 2007-2008, with no updates

- Adjunct Faculty have not received any increase since 2010
- Local, regional, and national data research regarding staff salaries
- Large market gaps; cost of living disparity
- A desire to balance fairness and equity
- Recent increases to insurance and retirement

Based on the research, it became apparent that a 1% cost of living increase would be insufficient. Considering this, as well as the impact on morale, retention, and recruitment, it was determined that employee compensation increases must be a priority in the FY19 budget.

Questions were raised regarding the use of reserves to cover the compensation increase during FY19. President Hicswa acknowledged the concern, but explained that Federal Law requires NWC to keep in reserve enough to pay out employee sick leave and annual leave upon retirement; which provides a buffer during this period of reserve use; and that the reserve use to cover employee compensation is planned to be for one year only.

Following the discussion on compensation, Vice President Watson explained some changes and additions to the data included in the preliminary budget report. She also reviewed and responded to questions regarding the 2019-2020 Biennial Budget Projections and the Summary of Reserves.

Board President Larsen asked the Trustees to review the preliminary budget over the course of the next month and to send any questions to President Hicswa. The Board will be asked to approve the budget at the Board of Trustees Budget Hearing meeting on July 9, 2018.

#### **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 that she, Trustee Danko, Dr. Greg Thomas, Mr. Michael Adkins and Mr. West Hernandez attended the recent Complete College Wyoming conference in Riverton. Trustee Danko recommended visiting the Complete College website for more information: [www.completecollege.org](http://www.completecollege.org)

Board President Larsen reported that most of the Trustees were able to attend at least some of the meetings associated with WCCC/WACCT meetings on campus last week.

Board President Larsen recommended that the Trustees review the annual Board Meeting agenda outline for upcoming agenda items.

President Hicswa responded to questions about the check register.

Trustee Housel thanked President Hicswa for hosting the Retirement Reception for Jim Rose, retiring president of WCCC.

Trustee Housel requested a report on Vice President Giraud's attendance at the recent Athletic Meeting with the Scenic West

Athletic Conference (SWAC). In Vice President Giraud's absence, President Hicswa presented a brief report stating that SWAC Colleges are interested in increasing competition with Wyoming colleges through non-conference play. The discussion at the conference resulted in a decision to develop a memorandum of understanding, which includes planning tournament-style competitions in locations and at times when teams are already traveling, in an effort to avoid additional travel time and expenses. The discussion also included suggestions to have Vice Presidents and/or Athletic Directors, rather than coaches, oversee scheduling and to have College Presidents seek membership to the NJCAA board.

Trustee Spomer raised a question regarding the renovations to Ashley Hall and the potential additional funds required to finish the work. Vice President Watson responded, stating that the final numbers had not yet been received, as the engineers are still determining which renovations require new work and which can be accomplished with work-arounds.

In response to Trustee Housel's questions regarding the testing and maintenance of the water at the Field Station, President Hicswa explained that Dennis Quillen, Physical Plant Director, is now doing the required testing and maintenance.

In response to Trustee Housel's inquiries about recent travel to area high schools to assist seniors with registration, Mr. Michael Adkins, Academic & Career Advising Coordinator, clarified that each high school in the service area had been visited.

President Hicswa responded to inquiries regarding Moodle, by explaining the various uses of Moodle at NWC for on-campus and online classes. She also shared information regarding a recent trend toward the use of "MOOCs" – open source classes.

**Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

FY18 Board Operational Plan

The Board reviewed the FY18 Board Operational Plan, which was finalized at the Board Retreat.

FY19 Board Operational Plan

The Board reviewed the FY19 Board Operational Plan, and will begin working on those objectives. Board President Larsen encouraged the Trustees to contact state legislators throughout the year to keep them abreast of current information.

BOCES Budgets

Trustee Spomer presented the information included in the Park County School District #1 budget.

President Hicswa presented the information included in the Big Horn County School Districts #2 and #3 budgets.

**CITIZENS' OPEN FORUM:**

Citizens' Open Forum convened at 4:45 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum was adjourned.

**UNFINISHED BUSINESS:**

Board of Cooperative Education  
Services (BOCES) contract  
(second reading)

**A motion was made by Trustee Wurzel and seconded by Trustee Danko to approve the BOCES contract. Motion carried.**

**A NEW BUSINESS:**

Faculty and staff compensation plan  
(first reading)

The Finance Committee recommended approval of the compensation plan, which grants a 4% increase for faculty positions; an increase from \$650 to \$700 per credit hour for adjunct faculty positions; and a 4% increase for all staff, as well as market adjustments for those that are below market levels. The plan requires a total investment of just over \$1 million. Plan is to take effect July 1, 2018.

**A motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the Faculty and Staff Compensation Plan.**

Trustee Spomer raised a concern about the decrease in reserves over the last couple of years. President Hicswa offered for consideration that the College is mandated to keep no more than 8% in reserves.

**Motion carried.**

Preliminary budget (first reading)

President Hicswa reiterated that the proposed compensation plan was included in the preliminary budget figures.

Accounts receivable write-offs  
(first reading)

President Hicswa recommended for approval the accounts receivable write-offs.

**A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve writing off the accounts receivable bad debt.**

In response to questions regarding the significant increase to this balance compared to past years, President Hicswa and Vice President Watson listed several potential factors that have led to this increase, such as: a cultural shift; students not saving the same as in past years; students struggling with adult responsibilities; drop-outs not considering the long-term effects; students lacking skills to succeed in the system; other life factors which impact their lives much more than college.

**Motion carried.**

Citizens' Open Forum guidelines  
(first reading)

Trustees reviewed the Citizens' Open Forum Guidelines which were discussed at the Board Retreat. Discussion ensued regarding the timing of the Citizen's Open Forum at 5:00 p.m., and whether or not it can be held earlier in the meeting, if the meeting reaches that point in the agenda before 5:00 p.m. The point was made that the Citizens' Open Forum should be held prior to presenting any New Business.

**A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the recommended changes to the Citizen's Open Forum guidelines. Motion carried.**

Recommended policy revisions  
(first reading)

President Hicswa presented revisions to the 3.6.1 Drug-Free Workplace Policy and 3.6.2 Alcohol Policy, which had been previously reviewed by the Policy Committee.

**A motion was made by Trustee Danko and seconded by Trustee Wurzel to approve the policy revisions as presented. Motion carried.**

**ANNOUNCEMENTS:**

The College National Finals Rodeo will be held June 10-16, 2018 at the Casper Events Center.

The next Board of Trustees Meeting will be held July 9, 2018 in the Yellowstone Building Conference Center.

- 3 p.m. study session
- 4 p.m. budget hearing
- 4:30 p.m. regular meeting

The Association of Community College Trustees Leadership Congress will be held October 24-27, 2018 in New York City, NY.

The WACCT Conference is tentatively scheduled the week of October 15-19, 2018 in Riverton.

The WACCT School Safety meeting has been moved to September. Trustee Danko plans to attend. Trustee Wurzel is tentatively planning to attend, depending on prior engagements.

In response to a question regarding the NWC entry planned for the Cody Stampede Parade, Vice President Kitchen explained that the international students will be marching, alongside the NWC Bus, with their home country flags.

**EXECUTIVE SESSION**

**A motion was made by Trustee Anderson and seconded by Trustee Danko to move into executive session, which convened at 5:20 p.m. The open session resumed at 6:50 pm.**

**A motion was made by Trustee Newsome and seconded by Trustee Danko, to charge Board President Larsen with discussing contract and compensation adjustments with President Hicswa. Motion carried.**

**A ADJOURNMENT:**

**A motion was made by Trustee Danko and seconded by Trustee Wurzel to adjourn. Motion carried and the meeting adjourned at 7:00 p.m.**