

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

November 12, 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; 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. JILL ANDERSON; MR. BRAD BOWEN; MR. DEAN BRUCE; MS. ANNA CRAGOE; MR. CASEY DEARCORN; MS. ELAINE DEBUHR; MS. RENEE DECHERT; MS. KAREN ELTON; MR. TONY ENERVA; MS. ASTRID NORTHRUP; MS. LISA SMITH; MR. GREG THOMAS; MS. SHELBY WETZEL; MR. MIKE BUHLER, the *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary for 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, November 12, 2018, at 3:02 p.m. in the Yellowstone Building Conference Center.

**A APPROVE THE AGENDA:**

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

**STUDY SESSION:**

Mr. Casey Dearcorn, Computing Services Director, and Vice President Watson presented a Cybersecurity training to the Board of Trustees. Mr. Dearcorn began with a basic definition of cybersecurity and an explanation of the cost of a security breach. He reported that in 2018 the FBI determined the #1 cyber-attack on colleges and universities is phishing. He explained how hackers are getting more direct, more aggressive, and more targeted in their attacks. He shared some of the notable educational breaches which occurred in 2018. He emphasized that there is a great need for cybersecurity training.

Vice President Watson and Mr. Dearcorn then outlined the measures NWC has taken to address cybersecurity attacks, provide training, and prevent breaches, which include:

- Information Security and Governance Team formation
- Development of an information Security Policy
- Contracting with KnowBe4 for cybersecurity training
- Future plans to conduct a risk analysis

Mr. Dearcorn shared statistics showing how employees have responded to both simulated (NWC tests) and non-simulated (real) phishing emails. The data shows that employees are reporting more and clicking less on suspicious emails.

Mr. Dearcorn then walked the Trustees through one of the cybersecurity trainings that employees have recently completed and responded to questions from the Board.

**A CONSENT AGENDA:**

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

Board President Larsen congratulated the Trustees who were re-elected in the recent election.

Board President Larsen offered condolences to the Koelling family on the passing of Deb Koelling.

Trustee Wurzel gave a brief report on his attendance at the recent WACCT meeting in Rock Springs, which focused on campus safety.

Trustee Danko reported on her attendance at the recent WCCC meeting in Riverton. She gave a brief overview of the different entities' reports to the Commission and the agenda items. She reviewed the Commission's philosophy and new tuition policies which have increased tuition rates and have raised the tuition cap.

President Hicswa responded to questions from the Trustees on the check register and other reports.

**Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

NWC Dual/Concurrent Enrollment Report (*includes PEOP report*)

Institutional Researcher Lisa Smith presented the annual Dual/Concurrent Enrollment Report. The data showed that "In 2017-18, Northwest College enrolled 276 students in 1237 credit hours of concurrent coursework and 306 students in 2014.5 credit hours of dual coursework."

Trustees then discussed the option of creating a new BOCES and levying funds to support the cost of the Dual/Concurrent Enrollment. Board President Larsen charged the Board Policy and Student Success Committee to explore the issue and bring back a formal recommendation.

Preliminary Audit Report

Mr. Wayne Herr, CPA and partner in McGee, Hearne and Paiz, LLP, presented the audit report for the 2017-2018 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.

**CITIZEN'S OPEN FORUM:**

Citizens' Open Forum convened at 5:10 p.m. There were no citizens who wished to address the Board and the Citizens' Open Forum adjourned at 5:10 p.m.

Capital Project Update

Vice President Watson reviewed the Facilities Project Report, which is included in the board packet each month. She also presented an annual update and on the status of NWC capital projects. She summarized the projects currently in progress and responded to questions from the Board.

Board Officer Nomination Committee

Board President Larsen asked the Executive Committee to bring forward Board Officer nominations to the December Board meeting.

**A UNFINISHED BUSINESS:**

**A NEW BUSINESS:**

Compensation Resolution (first reading)

Trustee Spomer, representing the Board Policy and Student Success Committee, presented to the Board a proposed Compensation Resolution. He recommended approval of the Resolution.

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

Following discussion, the Board amended the Resolution to remove statements 1 and 5 and to revise the wording in statement 6.

**The motion to approve was changed to a motion to approve the Compensation Resolution as amended. Motion carried.**

Academic Calendar approval (first reading)

President Hicswa presented the proposed 2019-2021 Academic Calendar for approval by the Board.

**A motion was made by Trustee Spomer and seconded by Trustee Wurzel to approve the 2019-2021 Academic Calendar as presented. Motion carried.**

Policy Revisions

1.8.3 Emergency Situations (first reading)

President Hicswa presented to the Board proposed revisions to Policy 1.8.3 Emergency Situations and Policy 1.9.3.4 Candidate Review and Selection Policies for a first reading. She reported that the proposed revisions have been reviewed by the Faculty Employment Policy Review Committee (FEPRC), College Council and the Board Policy and Student Success Committee; and that the revisions would take effect in the next contract year. President Hicswa recommended approval of the proposed policy revisions.

**A motion was made by Trustee Wurzel and seconded by Trustee Anderson to approve the revisions as proposed. Motion carried.**

1.9.3.4 Candidate Review and Selection Policies (first reading)

**ANNOUNCEMENTS:**

A state-wide Listening Session on attainment will be held November 29, 2018 at 5:30 p.m. in the Yellowstone Building.

The Board Retreat will be held December 6, 2018, 8:30 a.m.-4:00 p.m.

The NWC Holiday Party will be December 7, 2018 at the Commons, beginning with a social hour at 5:30 p.m.

The next meeting will be held at 3 p.m. on December 10, 2018 in the Yellowstone Building.

The LPN Pinning Ceremony will be December 13, 2018, at 3 p.m.

**A ADJOURNMENT:**

**A motion was made by Trustee Anderson and seconded by Trustee Danko to adjourn. Motion carried and the meeting adjourned at 6:05 p.m.**