

**NORTHWEST COLLEGE BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING**  
February 11, 2019

**MEMBERS PRESENT:** President MR. DUSTY SPOMER; Vice President/Secretary DR. MARK WURZEL; Treasurer MR. LUKE ANDERSON; and Trustees Ms. CAROLYN DANKO, MR. JOHN HOUSEL, MS. NADA LARSEN, and MR. BOB NEWSOME.

**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; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. CHRISTINE BEKES; MR. LEE BLACKMORE; MR. BRAD BOWEN; MR. DEAN BRUCE; MS. ELAINE DEBUHR; MS. RENEE DECHERT; MR. TONY ENERVA; MS. CAREY MILLER; MS. JESSICA RUFFING; MS. LISA SMITH; MR. GREG THOMAS; MS. SHELBY WETZEL; MR. DON COGGER, *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary for the President and Board of Trustees.

Additional Study Session Attendees: MR. CHRIS DUGGER; MR. DENNIS QUILLEN; MS. KRISTIE SULLIVAN; MR. VERNON WARD

**CALL TO ORDER:** The regular meeting of the Northwest College Board of Trustees was called to order on Monday, February 11, 2019, at 3:04 p.m. in the Yellowstone Building Conference Center.

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

**STUDY SESSION:** Ms. Anne Volz from Scion Group, a higher-ed student housing consulting firm, presented a summary of Scion's findings and recommendations regarding NWC Campus Housing. She outlined strategic objectives specific to NWC:

- Forward-Thinking
- Financial Returns
- Retention of Student Living on Campus
- Student Recruitment

She gave an overview of the current housing demand at NWC, as well as peer-institution offerings, and then presented several scenarios exploring different combinations of various options such as:

- Selling Trapper Village West
- Taking down Cody Hall
- Taking offline Lewis & Clark, Colter, and/or Cody Halls
- Building new apartment-style housing
- Performing deferred maintenance on halls not taken offline

Ms. Volz outlined Scion's findings and recommendations:

**FINDINGS:**

- Current student housing does not align with student housing preferences for more privacy, larger rooms, and ADA compliance.
- A number of NWC peer institutions currently offer new or renovated apartment-style options which may pose a competitive disadvantage for NWC
- Overall occupancy at NWC housing has averaged 76% over the past 5 years (approximately 172 vacant beds)

RECOMMENDATIONS:

- Right-size student housing to create demand and achieve a minimum of 95% occupancy
  - Strategically take down halls in need of significant renovation to meet student preferences
- Align housing types with student preferences and offerings at competitive institutions
  - Offer new housing with apartment-style units
- Assess most appropriate financing mechanism leveraging current monies available and College capability to finance new construction
  - Gauge success of new housing in determining implementation of a second phase

Ms. Volz concluded her presentation with a proposed timeline showing new housing online by 2021 (this timeline does not take into consideration other projects already in process such as the Student Center and Visual & Performing Arts Building). She also presented implementation strategies and a list of detailed factors to be consulted in the decision-making process.

**MISSION MOMENT:**

President Hicswa introduced the NWC Forensics Team and Coaches to the Board of Trustees. This is the 52<sup>nd</sup> year of Forensics at NWC. The current team has won all of their competitions this year. Four of the current team members have qualified for Nationals.

**A CONSENT AGENDA:**

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

Trustee Housel reported on his attendance at the NWC Rodeo Team Winter Social. It was great event and very well attended. Trustee Housel was impressed by the team and found them to be very respectful and friendly.

President Hicswa suggested having the Rodeo Team introduced to the Board at a future Board meeting.

Trustee Housel presented amendments to the January 21, 2019 minutes. Because of the length and complexity of the amendments, Board President Spomer recommended that the minutes be removed from the consent agenda.

**A motion was made by Trustee Larsen and seconded by Trustee Wurzel to remove the January 21, 2019 minutes from the consent agenda. Motion carried.**

Trustee Larsen reported on the WACCT meeting which took place in Cheyenne, February 7-8. WACCT governing board officers were elected: Ernie Over, President; Sue Schilling, Vice President; Regina Clark, Secretary; Don Erickson, Treasurer.

Trustee Larsen also reported on the WACCT Awards and Legislative Reception, at which Board President Spomer was honored as the WACCT Trustee Leadership Award recipient.

**The motion to approve the consent agenda (excluding the January 21, 2019 minutes) carried.**

**A motion was made by Trustee Wurzel and seconded by Trustee Housel to approve the January 21, 2019 minutes as amended.**

Discussion ensued regarding the necessity and accuracy of the proposed amendments.

**Motion carried.**

**DISCUSSION/INFORMATIONAL ITEMS:**

Key Performance Indicators Update

Institutional Researcher Lisa Smith presented the Key Performance Indicators report which contained updated values for 2018 and compared them to the previous two years. *From the report: "NWC's ambitious, but attainable, goals are to maintain or exceed the current institutional performance, as well as meet or exceed state and national benchmarks."* Ms. Smith highlighted a few of NWC's significant results:

- 85% of students agree/strongly agree that they had achieved student learning outcomes
- 30% of students transferred
- 2.90 average GPA for first semester UW transfer students
- #1 retention rate for Wyoming Community Colleges at 60%; as well as the highest rate of Associate Degree completions at 28.5%.
- Completion rate was 39%
- NWC salaries, at percent of market, are close to regional competitors
- 72% of NWC students are from our service area
- Satisfaction with functionality of college technology is fairly high, for both students and employees
- Cost per FTE decreased, as compared to the previous two years; this is most likely impacted by the recent budget cuts

Faculty Early Retirement Applications

President Hicswa reported that there were no Faculty Early Retirement Applications this year.

**A UNFINISHED BUSINESS:**

**A NEW BUSINESS:**

2019-2020 College Priorities (first reading)

Trustee Housel asked for clarification on the forecasting component in the priorities – whether it applied only to FY20 or to future years as well. It was determined that both short- and long-range forecasting is included.

**A motion was made by Trustee Anderson and seconded by Trustee Danko to approve the 2019-2020 College Priorities as developed by the Board. Motion carried.**

**CITIZEN'S OPEN FORUM:**

Citizens' Open Forum convened at 5:00 p.m. There were three citizens who wished to address the Board.

Elaine DeBuhr, Faculty Organization President, addressed the Board to explain the new Faculty Senate model. Faculty Organization (FO) recently voted to transition from Faculty Executive Committee to a Faculty Senate model with representation from each of the five divisions. The FO president will serve as the Faculty Senate chief executive. Faculty Senate will meet twice monthly during the academic year and once a month during summer months. These meetings will be open to the public and minutes will be taken.

NWC student, Jessica Ruffing, representing the Volleyball team as a whole, addressed the Board regarding the current Volleyball team/program. She explained that she chose to attend NWC over other 2- and 4-year colleges because of the past success of the NWC Volleyball program. She expressed her frustration and recounted the challenges that she and other players face as

a result of inconsistency in coaching staff, as well as her disappointment in the current situation - not having a coach for the spring season.

Christine Bekes, Powell Economic Partnership Executive Director, addressed the Board about the one-time funding request to BOCES for \$10,000 to hire a Powell MakerSpace coordinator, which position is currently coordinated through Vista volunteers. She outlined what the Powell MakerSpace hopes to achieve by having a coordinator on staff.

The Citizens' Open Forum adjourned at 5:10 p.m.

**A NEW BUSINESS (CONTINUED):**

2019-2020 Mandatory Student Fees  
(first reading)

President Hicswa presented the proposed FY2020 Mandatory Student Fees. She explained that student feedback indicates that students feel the proposed changes, which eliminate the \$10 per credit hour internet fee and increase mandatory student fees by \$4 per credit hour, would be more equitable for all.

**A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the proposed FY2020 Mandatory Student Fees. Motion carried.**

2019-2020 Room and Board  
Proposed Rates (first reading)

President Hicswa gave a brief overview of the changes contained in 2019-2020 Room and Board Proposed Rates. She explained that the housing rate model is based on the assumption that Colter and Cody Halls will be closed to maximize the use of campus housing. The proposed meal plan rates include a simple Consumer Price Index increase.

**A motion was made by Trustee Danko and seconded by Trustee Anderson to approve the Student Housing and Meal Plan rate increases for FY2020.**

Trustee Housel expressed concern about the rate increases being quite high for one year, but felt they were necessary in order to meet the debt service.

President Hicswa related that the rates are set annually and the Board will have an opportunity to review the rates again next year.

Trustee Larsen pointed out that the State's decision to make auxiliary major maintenance the colleges' responsibility, left NWC vulnerable because they had not been keeping up with Room and Board rate increases.

Trustee Danko expressed her agreement to raising the rates in order to meet debt expectations.

President Spomer asked for clarification on the note "Assumes Colter and Cody are closed." President Hicswa explained that closing Colter and Cody Halls decreases expenses and therefore makes the current financial model work. If Colter and/or Cody Halls were open, higher rate increases or higher enrollment would be necessary to make the proposed model financially feasible.

**Motion carried.**

Policy Revisions

- 1.4 Duties and Responsibilities  
(first reading)
- 1.4.1 Teaching (first reading)
- 1.4.1.1 In General (first reading)
- 1.4.1.2 Teaching Effectiveness

**A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the revisions to Policies 1.4, 1.4.1, 1.4.1.1 and 1.4.1.2 as presented, en bloc.**

Trustee Wurzel, Chair of the Board Policy & Student Success Committee,

(first reading)

reported that the committee had reviewed the policies and accompanying documentation, and that the faculty vote showed support of the revisions.

**Motion carried.**

New Policy

Disposal of Surplus Property  
(first reading)

Trustee Wurzel, Chair of the Board Policy and Student Success Committee, presented amendments to the Disposal of Surplus Property policy and raised questions about the different types of property to be disposed of, as well as the coordination with state and federal laws and regulations.

Discussion ensued regarding the scope of and procedures associated with surplus property disposal.

President Hicswa responded to questions and explained how the process of surplus property disposal has historically been handled on a case-by-case basis, in accordance with state and federal law.

**A motion was made by Trustee Anderson and seconded by Trustee Wurzel to defer the Disposal of Surplus Property policy to the March Board Meeting. Motion carried.**

BOCES Request

Trustee Wurzel presented a brief overview of the request to BOCES from the Powell MakerSpace for \$10,000, in order to hire a staff member rather than utilizing a Vista volunteer. He presented the following points for consideration by the NWC Board of Trustees:

- Is BOCES the appropriate funding partner?
- Is Powell MakerSpace engaging public schools, the community and NWC in such a way as to warrant the funding?
- The size of the donation.
- More understanding about the space to assess any duplication of what NWC offers.

Trustee Wurzel sought input from the NWC Board of Trustees concerning this matter. Though all decisions about this request fall under the purview of BOCES, the NWC Board was in support of BOCES funding the Powell MakerSpace request.

Designation of Depositories

**A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the Designation of Depositories as presented. Motion carried.**

**FUTURE AGENDA ITEMS:**

Board President Spomer asked Trustees to consider future agenda items.

Trustee Housel expressed that he was very impressed with the courage exhibited by student, Jessica Ruffing, who addressed the board. He also expressed concern about the recent turn-over in coaching staff and the resulting impact on the success of the teams.

**ANNOUNCEMENTS:**

The next meeting will be held at 3 p.m. on March 11, 2019, at the Cody Center.

**A ADJOURNMENT:**

**The meeting adjourned at 6:00 p.m.**