

NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 11, 2019

- MEMBERS PRESENT:** President MR. DUSTY SPOMER; Treasurer MR. LUKE ANDERSON; and Trustees MR. JOHN HOUSEL, MS. NADA LARSEN, and MR. BOB NEWSOME.
- MEMBERS ABSENT:** Vice President/Secretary DR. MARK WURZEL Trustee MS. CAROLYN DANKO
- 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 Relation; MS. LISA WATSON, Vice President for Administrative Services and Finance; MR. BRAD BOWEN; MR. DEAN BRUCE; MS. MARNEÉ CRAWFORD; MS. DACIA DEBOCK; MS. ELAINE DEBUHR; MS. LISA SMITH; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *Powell Tribune*; MR. ZACH TAYLOR, *Cody Enterprise* and MS. DIANA GWYNN, Executive Secretary for the President and Board of Trustees.
- STUDY SESSION:** The Board of Trustees held a work session dedicated to developing the Board Operational Plan and Committee Assignments based on the FY20 College Priorities as approved by the Board at their February 11, 2019 meeting.
- An open discussion was held which included the following topics: the role of Board committees, the need for Board committees to work inter-connectedly, the Board working from a big-picture/future outlook point of view, being data-driven to assess viable options when making decisions; being more proactive, rather than reactive, in Board committee work; referring items to Board committees with appropriate timelines; having committee reports at Board meetings and included in the Board Book; doing transformational not just transactional work; providing the President with a vision and allowing her to determine and carry out how best to meet the target.
- A APPROVE THE AGENDA:** President Hicswa requested that the Executive Session be removed from the agenda, due to a timing issue with the personnel matter scheduled for the Executive Session.
- A motion was made by Trustee Larsen and seconded by Trustee Anderson to remove the executive session from the agenda and to approve the agenda as amended. Motion carried.**
- MISSION MOMENT:** President Hicswa introduced the NWC Rodeo Team and coaches. The team was recently inducted into the Montana Pro Rodeo Hall and Wall of Fame. The men's rodeo team is currently ranked 4th in the nation, and team member, Caleb McMillan, is currently the #1 All-Around Cowboy in the nation.
- A CONSENT AGENDA:** **A motion was made by Trustee Anderson and seconded by Trustee Newsome to approve the consent agenda as presented. Motion carried and the consent agenda, including the minutes of the February 11, 2019 regular meeting, was approved.**
- DISCUSSION/
INFORMATIONAL ITEMS:**
- State Performance Indicators Report
- Institutional Researcher Lisa Smith presented the State Performance Indicators Report. She shared several highlights from the 2017-2018 report.
- NWC had the highest full-time retention rate at 60%; part-time retention rate was 25%
 - NWC has had higher retention rates than the state average for eight of the past ten years; NWC retention rates are comparable to national rates
 - Highest NWC completion rate on record at 39%; this rate is well above

the national average

- 59% of students completed or transferred within three years of starting at NWC; this percentage is very high
- NWC had the highest degree productivity for associate degrees awarded per 100 FTE at 28.5%
- NWC had the second highest percentage in the state for success in subsequent, related coursework following developmental courses with 50% of students subsequently completing a college-level English course within eight terms, and 34% of student completing a college-level math course within eight terms

Workforce Development Activities Report

Dean Dean Bruce presented an overview of Workforce Development activities by highlighting several programs and partnerships in place at the Center for Training and Development and the Cody Center.

- Cody Center:
 - Evening credit program (M-TH, 6:30-9:30 pm) with courses which fulfill the General Education requirements
 - 5-year averages: 104 headcount per semester; 24 courses per semester; 34 FTE per semester
 - Utilizing the Allied Health facilities on a consistent basis
- Training Programs:
 - Working with businesses such as Vocational Rehabilitation, Y-Tex, and WBI Energy
 - Working with businesses to develop customized safety trainings
 - 5-year analysis: 52 courses per year with approximately 600 students between Cody and Powell
 - Offering exam proctoring
- Adult Education Program:
 - Offering Zoom math classes, which creates more options for non-traditional students
 - These option are free to students
- Community Service Programs:
 - Cody Writer's Series
 - Women in Wyoming
- Partnerships:
 - Outdoor Life program – climbing wall
 - Agriculture Department – artificial insemination class
 - Workforce Development – Career Day
 - Career Fair for high school students
 - Allied Health – CNA and CNA II classes
- Offered first plumbing certificate

Legislative Update

President Hicswa gave an update on the final results of the legislative session. The Safety and Security bill did not pass, but the Wyoming Community Colleges will continue to work toward obtaining a Homeland Security grant. The common transcripts' implementation bill passed, though the appropriation was decreased. The capital construction bill passed, without the NWC Level II footnote, which means that NWC has nearly \$600,000 for Level II construction planning for the Visual & Performing Arts building and the Student Center. A bill passed which increased the cap on operating reserves from 8% to 15%. Another bill passed to allow a career and technical pathway to be eligible for the Hathaway Scholarship.

The WyomingWorks bill passed, which provides funding for colleges to develop trades programs and scholarships. Though the appropriation was decreased, \$2M will be available for development and \$3M for scholarships. Though the adult learner scholarship bill failed, the Governor has asked the Attainment Council to study this issue. A bill allowing community colleges to confer applied bachelor's degrees has passed. A highlight of the legislative session was the passing of the bill which removed the sunset date for nursing student grants. The insurance pool has been partially funded moving forward, but this will be a priority and focus of study in future legislative sessions. The community college funding formula has been put forth as a potential interim topic.

President Hicswa responded to questions from Trustees about how the \$2M available for trade development may be awarded, by explaining that the rules have yet to be developed for how this money will be awarded.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 5:00 p.m. There were no citizens who wished to address the Board, so the Citizens' Open Forum adjourned at 5:00 p.m.

**DISCUSSION/
INFORMATIONAL ITEMS:
(CONTINUED)**

Athletics Update

Athletic Director Brian Erickson reported that he has been working closely with the NWC Foundation to raise scholarship funds, and that he has appreciated the great support from the Foundation and from the Administration. He then gave an update on the status of various searches for coaches' positions:

- Currently working through the hiring process for a Men's Soccer Coach, Women's Soccer Coach, and a Volleyball Coach
- Men's and Women's Basketball Coaches positions are currently in the process of national searches, with almost 40 candidates for the Men's position and almost 30 for the Women's position.

Mr. Erickson reported on efforts by the Athletic Department to involve the community and generate sponsorships of athletic events by incorporating different activities during the events. Upcoming events will be a halftime benefit, the Trapper Bonanza, final rodeo, and the Heart Mountain Hike in conjunction with Paint the Town Red.

Athletics also hosted a game in Cody to generate participation by the Cody community. After the game, teams signed autographs and interacted with community members.

Mr. Erickson explained initiatives for reaching target numbers of athletes per team. NJACC has a maximum number of Letters of Intent which can be signed. Athletics is striving to have the NJACC maximum be the minimum number of NWC athletes per team, which allows for strategic utilization of scholarships and effective management of teams.

Mr. Erickson addressed the concerns about the turnover of coaching staff which were expressed by a student-athlete at the last Board meeting. He explained that it is normal to experience high rates of turnover at the community college level. He also expressed that he is excited about the direction NWC Athletics is headed and sees a very positive future as he and his team continue to develop the Athletics program. Mr. Erickson then responded to questions from Trustees regarding target team numbers, fundraising, and the development of the program.

A UNFINISHED BUSINESS:

Disposal of Surplus Property
(second reading)

Trustee Larsen presented, for consideration, proposed revisions by the Board Policy and Student Success Committee to the Disposal of Surplus Property policy, as follows: change “as required” to “as applicable” in the second to last sentence and completely remove the final sentence. She recommended the Board approve this policy with these amendments.

A motion was made by Trustee Larsen and seconded by Trustee Housel to approve the Disposal of Surplus Property policy as amended. Motion carried.

A NEW BUSINESS:

Course/Lab Fee Proposals
(first reading)

President Hicswa presented course/lab fee proposals for the 2019-2020 academic year.

A motion was made by Trustee Anderson and seconded by Trustee Newsome to approve the Course/Lab Fee Proposals as presented. Motion carried.

Children’s Learning & Care
Center water damage repair
expenses

President Hicswa reported that water damage was discovered underneath the Children’s Learning and Care Center, which requires repair.

Vice President Watson presented the projected expenses for the water damage repair to the Children’s Learning and Care Center, and responded to questions from Trustees about the proposed expenses and funding sources.

A motion was made by Trustee Larsen and seconded by Trustee Anderson to approve the water damage repair expenses for the Children’s Learning and Care Center. Motion carried.

Policy Revisions

1.4.1.5 Classroom
Responsibilities (first reading)

A motion was made by Trustee Larsen and seconded by Trustee Anderson to approve the revisions to Policy 1.4.1.5 as presented. Motion carried.

FUTURE AGENDA ITEMS:

Board President Spomer asked for future agenda items. No items were put forth.

ANNOUNCEMENTS:

Juried Student Photography Show, April 2, 2019, 7:00 p.m., SinClair Gallery
Employee Recognition Luncheon, April 5, 2019, 11:30 a.m., Yellowstone Bldg
Next meeting, April 8, 2019, 3:00 p.m. in Yellowstone Bldg
WACCT Board meeting, April 10, 2019
WY Community College Commission meeting, April 11, 2019, Casper College
Honored Faculty Reception, April 11, 2019, 3:30 p.m., Yellowstone Building
Juried Student Art & Design Exhibit, April 16, 2019, 7:00 p.m., Northwest Gallery
Outstanding Student Awards, April 18, 2019, 3:00 p.m., Yellowstone Building
Nurses Pinning, May 3, 2019, 3:00 p.m., Nelson Performing Arts Auditorium
Distinguished Alumnus Reception, May 3, 2019, 5:30 p.m.
Commencement Exercises, May 4, 2019, 10:30 a.m., Cabre Gym

A ADJOURNMENT:

The meeting adjourned at 5:43 p.m.