

NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 13, 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. MARK KITCHEN, Vice President for College Relations; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. DEEPTI AMARASURYIA; MS. JILL ANDERSON; MR. BRAD BOWEN; MS. KAREN BOWEN; MR. DEAN BRUCE; MS. ANNA CRAGOE, MS. JENNIFER DARE; MR. TONY ENERVA; MR. JASON HORTON; MR. WALT JATKOWSKI; MS. JENNIFER LITTERER-TREVINO; MS. AMY MCKINNEY; MS. CAREY MILLER; MR. GREG THOMAS; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *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, May 13, 2019, at 4:02 p.m. in the Yellowstone Building Conference Center.

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

MISSION MOMENT: President Hicswa introduced the Enrollment Services team. West Hernandez, Admission Manager, introduced staff members, Kendle Dockham, Dru Cartier, Lydia Hernandez and Alejandra Gonzales. He acknowledged absent staff members Char Kline and Kennedy Corr. Mr. Hernandez gave a brief overview of some of the work his team has been engaged in for recruitment and retention such as: Experience Day, working with academic programs to assess marketing strengths for the full-court press marketing plan, and providing assistance for adult education.

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

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

Motion carried and the consent agenda, including the minutes of the April 8, 2019 regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Strategic Enrollment
Management Plan

West Hernandez, Admissions Manager, presented an overview of the Strategic Enrollment Management plan, which has been in development for several years. He explained that this plan is fluid and will change as needs continue to be assessed. Mr. Hernandez outlined the purpose of the plan, which focuses on retention, recruitment and student success; the assumptions made by the committee, which were key in the construction the plan; and the proposed actions to carry out the plan. Mr. Hernandez then highlighted several of the actions assigned to and progress being made by each of the different areas - Recruitment, Retention, and Communications. Mr. Hernandez responded to questions from Trustees regarding feedback from students about the success of these initiatives, outreach to parents of prospective students, awareness of competition, and monitoring online responses to marketing.

Powell Valley Community Education (PVCE) contract for services renewal

The Board reviewed the PVCE contract for services which was approved at the April meeting of the Park County School District No. 1 Board of Cooperative Educational Services (BOCES). Trustee Wurzel noted that minor changes were made to the contract prior to approval.

Preliminary FY20 Budget Review

President Hicswa presented the FY20 Preliminary Budget for review by the Board of Trustees. She reported that analysis indicates NWC will have a \$1.6M shortfall in the budget. This shortfall has been impacted by the decline in enrollment, a decrease in State Appropriations, and lack of increase in local mill levies. President Hicswa then highlighted several efforts which have been made on campus to actualize budget savings, and explained that analysis is still in-process, including a review of regulatory compliance. She then presented to the Board a document outlining several guiding principles to be considered in making the necessary budget decisions, when the proposed budget is presented at the June Board meeting. She reported that though this budget work has been difficult, and will have significant implications for NWC, it has been of the highest quality.

Reduction in Force Policy Review

President Hicswa reviewed, with the Board, the procedures outlined in the Reduction in Force (RIF) policies, in preparation for potential reductions in force to be recommended as part of the FY20 budget. Key steps include:

- The President recommends invoking RIF to the Board
- The Board must vote to invoke RIF
- The Board designates specific units or areas for RIF, as well as the number of positions
- The President then designates specific personnel, within those units or areas
- RIFed employees are given 30-days' notice prior to termination
- RIFed employees given severance of 1/12 their annual salary/earnings
- Accrued annual and sick leave are paid out
- RIFed employees, who were benefited, receive single health and dental coverage for six months or until employee becomes employed
- Preference given for re-hire in comparable positions for 3 years

Board of Trustees Budget Review

The Board discussed the utilization of the Board of Trustees operating budget and options for cutting the budget. The Board charged President Hicswa to make reductions to Board of Trustees' budget, based on the discussion.

President's Office Budget Review

President Hicswa presented the President's Office budget. She explained that though she has not, in the past few years, completely utilized the travel budget lines, more travel will be required during her tenure as President of the Wyoming Community College Presidents' group, beginning July 1, 2019.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 5:06 p.m. There were no citizens who wished to address the Board, so the Citizens' Open Forum adjourned at 5:06 p.m.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Board Policy Manual Organization

A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the Board Policy Manual organization as discussed.

Motion carried.

ANNOUNCEMENTS:

The Summer Board Retreat will be held May 21, 2019.
The next Board Meeting will be June 10, 2019 at 3:00 p.m. in the Yellowstone Building.
The WACCT Meeting is scheduled for June 12, 2019 in Riverton.
The WCCC Meeting is scheduled for June 13, 2019 in Riverton.
The WACCT Annual Conference is scheduled for September 24-25, 2019.

A EXECUTIVE SESSION:

A motion was made by Trustee Anderson and seconded by Trustee Wurzel to move into executive session. Motion carried and the executive session convened at 5:25 p.m.

A ADJOURNMENT:

A motion was made by Trustee Anderson and seconded by Trustee Wurzel to adjourn the executive session, to move to open session. Motion carried and the executive session adjourned at 6:22 p.m. The regular meeting was adjourned at 6:23 p.m.

MARK WURZEL, Vice President/Secretary

Date