

**NORTHWEST COLLEGE BOARD OF TRUSTEES**  
**MINUTES OF REGULAR MEETING**  
September 9, 2019

- MEMBERS PRESENT:** President MR. DUSTY SPOMER; Vice President/Secretary DR. MARK WURZEL; Treasurer MR. LUKE ANDERSON; and Trustees MR. JOHN HOUSEL, MS. NADA LARSEN, and MR. BOB NEWSOME.
- MEMBERS ABSENT:** 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; MS. LISA WATSON, Vice President for Administrative Services and Finance; MS. BOSSAN ABDYYEVA, MS. JILL ANDERSON, MR. LEE BLACKMORE, MR. BRAD BOWEN, MS. KAREN BOWEN, DR. MARNEÉ CRAWFORD, MR. TONY ENERVA, MS. AMANDA ENRIQUEZ, MS. JENNIFER LITTERER-TREVINO, MS. CAREY MILLER, MS. ASTRID NORTHRUP, MS. LISA SMITH, MR. GREG THOMAS, MS. SHELBY WETZEL MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary to the President and Board of Trustees.
- WORK SESSION:** The Board of Trustees took a tour of the Enrollment Services, Financial Aid, and Student Success offices to view the recent reorganization of space and functions.
- CALL TO ORDER:** The regular meeting of the Northwest College Board of Trustees was called to order on Monday, September 9, 2019, at 4:00 p.m. in the Yellowstone Building, Room 105.
- A APPROVE THE AGENDA:** **A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the agenda.**
- President Hicswa requested that the Mission Moment agenda item, New Employee Introductions, be moved to the October Board meeting. The motion was revised to approve the amended agenda.
- Motion carried.**
- A CONSENT AGENDA:** **A motion was made by Trustee Anderson and seconded by Trustee Wurzel to approve the consent agenda, including the minutes of the August 13, 2019 regular meeting, as presented. Motion carried.**
- DISCUSSION/  
INFORMATIONAL ITEMS:**
- Powell Economic Partnership Update
- Christine Bekes, Executive Director of the Powell Economic Partnership (PEP), presented a brief overview of PEP's mission. She thanked the Trustees for NWC's continued membership in PEP/Powell Chamber and expressed her appreciation for President Hicswa's service on the PEP Advisory Board as well as the tremendous partnership with NWC's Center for Training and Development, which provides an opportunity to connect businesses with opportunities to train and educate the workforce.
- Director Bekes then outlined a new opportunity for NWC and PEP to partner through the AmeriCorps grant program. The NWC Foundation and the College have the opportunity to partner with PEP through utilization of the AmeriCorps staff provided through the grant program.
- Rebekah Burns, Coordinator for PEP/ Powell Chamber/ Powell Visitor Center, then spoke about business outreach opportunities as well as the extensive travel and outdoor recreation opportunities in the Big Horn Basin. She then touched briefly on opportunities for NWC through the Study Abroad Wyoming program.

She encouraged the development of strategic partnerships and participation in interest groups to progress these ideas.

Board President Spomer expressed his appreciation for the continued partnership between NWC and PEP/Powell Chamber which is crucial to the missions of both.

#### New Academic and Workforce Programs Report

Vice President Giraud presented a list of new and recently developed credit and non-credit programs. He explained that many programs begin as workforce programs (non-credit), which allows the College to test the viability of the program before offering it for-credit. He then reviewed the list of new and recent programs as well as their current enrollment and planned for future offerings.

- Emergency Medical Technologist (credit)
- Certified Medical Assistant (credit)
- Certified Nursing Assistant II (non-credit)
- Surgical Technologist (non-credit)
- Associate of Arts in Conservation Law Enforcement (credit)

Vice President Giraud reported that the Center for Training and Development has been working to obtain grants to support workforce development programs which respond to workforce needs such as Plumbing/HVAC and Electrical apprenticeships.

President Hicswa and Vice President Giraud responded to questions from the Board regarding partnerships. They reported that NWC does not currently have any partnerships with employers who pay for training programs. They explained that the Allied Health programs rely on community partners to gain access to technology for students. The partners do not provide monetary support, but rather in-kind offerings.

In response to additional questions regarding the Allied Health programs, President Hicswa explained that these programs are currently at enrollment capacity and that expansion potential depends on available clinical space, number of instructors qualified to teach the courses, and needs for meeting market demand without oversaturating the market.

President Hicswa reported that there is potential for limited funding for non-credit programs through Wyoming Works, but community colleges are still awaiting final rules and regulations from the Wyoming Community College Commission.

#### Community College Survey of Student Engagement Report

Institutional Researcher Lisa Smith presented a summary of the 2019 Community College Survey of Student Engagement (CCSSE) report. She explained that 369 students from 71 course sections participated in the survey; five areas of engagement were surveyed; and the results were averaged around the number 50. NWC was above average for two of the benchmarks: *Active and Collaborative Learning* and *Student-Faculty Interaction*; but below average for the other three benchmarks: *Student Effort*, *Academic Challenge*, and *Support for Learners*. IR Smith pointed out that this year was a departure for NWC, as they received lower scores than in past years. She explained this provides campus with an opportunity to discuss areas of improvement and to determine what, if anything, needs to be changed and where to focus energy. Survey results are available on the portal.

#### Big Horn Basin High School Report

Institutional Researcher Lisa Smith presented the Big Horn Basin High School Report, which is an annual summary of student enrollment, retention, and performance for students from NWC's service area high schools who enrolled at NWC the year following high school graduation. The report shows:

- On average from 2016-2018, 528 students graduated from service area high

schools, with 163 of those attending NWC (31%). Though the HS population has decreased, the percentage of students attending NWC has remained stable. Powell and Lovell high schools sent the highest percentage of their graduates to NWC.

- BHB high school graduates who were dual or concurrent enrolled in high school tended to have both a higher high school GPA and first-semester NWC GPA than students who were not dual or concurrent enrolled.
- In Fall 2018, 32% of full-time students placed into developmental writing, while 66% of NWC first-time students placed into developmental math
- Both NWC first-time students and BHB graduates attending NWC tend to be retained at the college at a higher rate than the Wyoming community college average.
- BHB high school graduates often have a higher college graduation rate than the average NWC first-time, full-time student, with those who have been dual or concurrent enrolled generally having the highest rate.

President Hicswa reported that, though numbers are not yet final, it appears NWC will have the highest retention rate in the state. At 65%, it is the highest retention rate in NWC's recent history.

#### Voluntary Early Retirement Program Budget

President Hicswa explained there is a Board policy for a Voluntary Early Retirement Program which includes Board approval of a budget for the program. She reminded the Board that in the FY20 budget, the Board did not approve funding for this program. She also reported that VERP has not been funded for several years. In light of the program not being funded for several years, Board President Spomer referred the policy to the Board Policy & Student Success Committee for review and consideration.

#### **CITIZENS' OPEN FORUM:**

The Citizens' Open Forum convened at 4:58 p.m.

Representative David Northrup invited the Board of Trustees to attend the Joint Education Interim Committee meeting September 26-27 in Cody. He congratulated the College for sending out the recent survey regarding the Bachelor of Applied Science degrees applauded the new and recent program development. He also reported on recent changes to the Commercial Driver's License certification requirements.

Bosssan Abdyeva, Student Senate President, invited Trustees to attend the September 17 Taste the Nations event. She then related student concerns regarding reduced library hours and the lack of trash bins in classrooms.

The Citizen's Open Forum was adjourned at 5:04 p.m.

#### **A UNFINISHED BUSINESS:**

#### **A NEW BUSINESS:**

Board Policy Manual Language  
Updates: Employee/Staff

**A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the recommended Board Policy Manual language updates to clarify policies which apply only to staff.**

Trustee Wurzel, Board Policy and Student Success Committee Chair, reported that the committee reviewed all of the policies with recommended language updates. He explained that these updates do not change the meaning or intent of the policy, but simply clarify to which employees the policies apply. He also explained that this need for clarification is a result of the transition from separate employment

handbooks to one Board Policy Manual.

Trustee Housel recommended instituting a policy to define staff, in conjunction with this language update.

**Motion carried.**

Bachelor of Applied Science  
Degree Authorization

Vice President Giraud outlined the process for implementing a Bachelor of Applied Science (BAS) degree at Northwest College. The first step in the proposal process is for the Board of Trustees to give its authorization for NWC to seek approval from both the Wyoming Community College Commission and the Higher Learning Commission.

**A motion was made by Trustee Wurzel and seconded by Trustee Anderson to authorize NWC to seek approval from the Wyoming Community College Commission and the Higher Learning Commission to implement a Bachelor of Applied Science degree at NWC. Motion carried.**

New Program Proposal:  
Paramedic

Vice President Giraud presented a proposal for a new AAS program in Emergency Medical Services–Para-medicine. He explained that this program would provide paramedic certification with an emphasis on wilderness medicine. This new program will provide correlative opportunities with the Conservation Law program currently being offered at NWC. The plan is to offer the General Education courses online with the program-specific courses being hands-on. Vice President Giraud reported that there is an pool of EMT graduates who could continue their training through this program.

**A motion was made by Trustee Larsen and seconded by Trustee Wurzel to approve the program proposal. Motion carried.**

Trustee Nomination for the  
2019-2020 WACCT Leadership  
Awards

**A motion was made by Trustee Spomer and seconded by Trustee Anderson to nominate Trustee Mark Wurzel for the 2019-2020 Wyoming Association of Community College Trustees award. Motion carried.**

**FUTURE AGENDA ITEMS:**

No future agenda items.

**ANNOUNCEMENTS:**

President’s BBQ and Club Fair, September 10, 11:30 a.m., NWC Campus Mall  
Taste the Nations, September 17, 2019, 6 p.m., Yellowstone Building  
New Employee Reception, September 17, 5:30 p.m., President Hicswa’s home  
WACCT Reception, September 24, 5:30 p.m., President Hicswa’s home  
WACCT Fall Conference, September 25, 8:30 a.m., Northwest College  
Next meeting, October 7, 2019, 3 p.m., Yellowstone Building  
WCCC Meeting, October 24, 2019, Gillette College

**A ADJOURNMENT:**

**The meeting was adjourned at 5:27 p.m.**