

NORTHWEST COLLEGE BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

November 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. JILL ANDERSON, MR. LEE BLACKMORE, MR. BRAD BOWEN, MR. DEAN BRUCE, MS. ANNA CRAGOE, MS. RENEÉ DECHERT, MR. TONY ENERVA, MS. AMANDA ENRIQUEZ, MR. JASON HORTON, MR. WALT JATKOWSKI, MS. JENNIFER LITTERER-TREVINO, MS. CAREY MILLER, MS. NANCY MILLER, MS. LISA SMITH, MS. HALEY SORENSON, MR. GREG THOMAS, MS. SHELBY WETZEL, MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. DIANA GWYNN, Executive Secretary to 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 11, 2019, at 3:04 p.m. in the Yellowstone Building, Room 105.

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

WORK SESSION: Vice President Giraud presented an overview of the process to obtain authorization and approval for implementing a Bachelor of Applied Science degree at NWC.

This process began last summer when the Academic Advisory Council (AAC) held a week-long retreat. The proposal which came out of that retreat was then presented to College Council, constituency groups, and five academic divisions. The process included input from both faculty and staff.

Following campus input, a BAS Student Interest Study was administered to current NWC students and alumni. 61% of the respondents indicated that they would be interested or very interested in pursuing a BAS degree in Professional Studies; 62% of respondents indicated that they would be interested in starting the degree program in the next year.

Another survey was administered to the local business community, which was distributed through the Powell Economic Partnership/Powell Chamber (PEP) and the Cody Chamber of Commerce. 37 responses were received. 51% of respondents indicated a strong need, and 35% indicated a moderate need for a BAS program in Professional Studies. The survey also assessed business interest in hiring Professional Studies BAS graduates. The results helped determine the sustainability of this program. Overall, this survey indicated a general support from the business community.

In addition to the surveys which indicated interest and need for a Professional Studies BAS degree, NWC obtained letters of support from PEP and the Cody Chamber of Commerce.

After obtaining all necessary documentation, authorization from the Northwest College Board of Trustees was sought and obtained on September 9, 2019. Next, authorization was sought and obtained on October 24, 2019 from the Wyoming Community College Commission.

The next step in the process is to seek approval from the Higher Learning Commission (HLC). This will include a campus visit from HLC.

Vice President Giraud then presented the NWC BAS 5-Year Business Plan Summary which shows how NWC will sustain the program financially, based on enrollment projections. He indicated that now is a good time for the College to offer a BAS because NWC currently has the capacity to serve more students. He also reported that tuition rates for the BAS will be the same as for 2-year degree programs.

Dean Greg Thomas presented the details of the Professional Studies BAS program that NWC proposes to implement.

The program will be offered as a cohort model, for both full-time and part-time. Students in each cohort will progress through the program together. The program will utilize short-term (half semester) courses. Students would take two courses per eight-week session. The program will use of an adaptive hybrid model for course delivery. Courses will be offered online and face-to-face simultaneously. Students will be able to move back and forth between the two modes. Electronic materials will be used for the program core courses. The Academic Map is very tightly structured to allow students to move through the program in the quickest, most efficient way.

In response to questions from Trustees regarding students potentially failing courses in the tightly-structured program, Dean Thomas explained that the BAS group is still determining how to address failed courses, but the program will most likely allow for failure of one course without students falling behind.

President Hicswa related that the shared governance process was utilized very well throughout this process and that the BAS program will be presented for approval at the December Board of Trustees meeting.

MISSION MOMENT:

President Hicswa introduced the Intercultural Program staff to Board of Trustees. Amanda Enriquez, Intercultural Program Manager; Kara Ryf, Intercultural Program Coordinator; Cassie Loera, Senior Office Assistant. Ms. Enriquez presented a brief overview of NWC's Intercultural Program including information such as:

- NWC has the highest number of international students in Wyoming
- NWC has the most diverse group of international students
- NWC is a good choice for international students because it is more economical than other colleges and universities.

A CONSENT AGENDA:

A motion was made by Trustee Larsen and seconded by Trustee Anderson to approve the consent agenda as presented. Upon request by Trustee Housel, the motion was amended to remove the minutes from the consent agenda.

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

Motion carried and the consent agenda, excluding the minutes, was approved.

A motion was made by Trustee Larsen and seconded by Trustee Anderson to approve the minutes of the October 7, 2019 regular meeting. Motion carried with Trustee Housel and Trustee Wurzel abstaining.

DISCUSSION/ INFORMATIONAL ITEMS:

Preliminary Audit Report

Mr. Wayne Herr, CPA and partner in McGee, Hearne and Paiz, LLP, presented the audit report for the 2018-2019 fiscal year and reported that Northwest College was issued a clear audit with no findings. The Board will be asked to approve the final audit at its December meeting.

NWC Dual/Concurrent
Enrollment Report (*includes
Postsecondary Education
Options Program Report*)

Institutional Researcher Lisa Smith presented the annual Dual/Concurrent Enrollment Report which includes the Postsecondary Education Options Program (PEOP) Report. The data showed that in 2018-19, Northwest College enrolled 257 students in 1309 credit hours of concurrent coursework and 304 students in 2038 credit hours of dual coursework. A few highlights from the data include:

- NWC enrolled students in the smallest number of concurrent enrollment credits of colleges.
- NWC enrolled students in the fifth largest number of dual enrollment credits of colleges (though close to the third and fourth ranked colleges).
- NWC students completed 98% of concurrent enrolled credits with a grade of C- or higher (compared to 86% for all community colleges).
- NWC students completed 88% of dual enrolled credits with a grade of C- or higher (compared to 86% for all community colleges and UW).
- NWC received the smallest amount of revenue for both concurrent and dual enrollment, out of the Wyoming community colleges.
- NWC had the second lowest concurrent enrollment expenditures of the seven colleges and the second highest dual enrollment expenditures of the six colleges that reported this value.

Ms. Smith and Dean Bruce responded to questions from the Board regarding the dual/concurrent revenues versus expenditures.

Trustee Wurzel reported that the Board of Cooperative Educational Services (BOCES) has been discussing the possibility of levying a BOCHES to support the cost of the Dual and Concurrent Enrollment. Board President Spomer referred this item to the Finance Committee for further study, including a possible joint meeting of the BOCES Boards.

CITIZENS' OPEN FORUM:

The Citizens' Open Forum convened at 5:10 p.m. Three students submitted requests to address the Board. Abigaile Grubb addressed the Board regarding her concerns about decreases to Library Hours and Late-Night Study Hours as well as changes to the Tutoring Center schedule. Jordan Nelson addressed the Board regarding her concerns about remedial Math courses and the associated cost of the ALEKS test. Christina Lacek addressed the Board regarding her concerns about budget cuts and the distribution of athletic scholarships. The Citizen's Open Forum was adjourned at 5:19 p.m.

Statewide Legislative Update

President Hicswa presented an update on the statewide legislative activities. She reported that she submitted a proposal to the Governor requesting a \$30M increase to the community college budgets (\$7.5M for compensation; \$10M for program development; \$7M for marketing/recruiting; \$5.5M for operational efficiency and effectiveness).

President Hicswa explained that this proposal was presented to the governor as an independent request because there is not a clear avenue for requesting this kind of funding through the Wyoming Community College Commission. This proposal will also be presented to the Joint Education Committee and the Joint Appropriation Committee.

ACCT Conference Report

Trustee Wurzel and Trustee Newsome reported on their attendance at the recent ACCT Leadership Congress. They shared the following takeaways:

- Some colleges are partnering with large businesses who cover some of the costs for training workers.
- Dual/Concurrent education helps students become familiar with the college,

President's Operational Plan Update

which correlates with students then becoming full-time students at the college.

- Trends suggest that it is vital to offer classes directly relating to obtaining a job.

President Hicswa presented the FY20 President's Office Operational Plan based on the goals set for her by the Board at the December 2018 retreat.

President's Evaluation

Board President Spomer announced that the link to the President's Evaluation will be sent out to Trustees this week.

Review Board Committee Assignments

Board President Spomer asked the Trustees for ideas about how to more effectively use the Board Committees to accomplish the work that matters. He posed several questions for consideration: What is the Board's role going forward? How does the Board make a lasting improvement at the College? What are the roles of the Board Committees?

Board President Spomer reminded the Board to be future-thinking by looking 5 and 10 years ahead and by zooming out to the Board level, rather than getting into the day-to-day operations.

Trustee Wurzel proposed having a small committee to review the list of items determined to be important at spring Board Retreat to see which items the Board could address by referring them to the Board Committees.

Trustee Larsen recommended continuing this discussion at the winter Board Retreat when there is time to go more in-depth.

Trustee Housel pointed out that the process of developing committee assignments needs to be more fully developed, as well as clearly defining the role and function of each committee.

Board President Spomer referred to the Policy and Student Success Committee the work of defining the role and function of each committee and the process of making committee assignments.

Board Officer Nomination Committee

Board President Spomer recommended that the current Board Officers serve as the nomination committee for next month's officer elections. All Trustees assented.

A UNFINISHED BUSINESS:

A NEW BUSINESS:

Recommended Policy Revisions:
1. 5290 Equalized Pay
(first reading)

President Hicswa explained that the majority of the revisions to policy 5290 Equalized Pay were simply clean-up. One significant revision changed the window of opportunity for staff to opt in or opt out of equalized pay to the beginning of each fiscal year only. President Hicswa reported that these policy revisions have been through the College shared governance process. Trustee Wurzel stated that the Board Policy and Student Success Committee recommends approval of the revisions as presented.

A motion was made by Trustee Wurzel and seconded by Trustee Larsen to approve the recommended policy revisions to policy 5290 Equalized Pay as presented. Motion carried.

Residence Hall Rates

President Hicswa explained that residence hall occupancy has decreased, therefore this proposal is to reduce the super single room rate in the hopes of enticing more students to house on campus.

Trustee Danko reported that the finance committee supports this proposal.

A motion was made by Trustee Danko and seconded by Trustee Anderson to approve the super single room rate change from \$2695 to \$2175 per semester. Motion carried.

February 2020 Board Meeting
Date Change

President Hicswa explained that due to her attendance at the Legislative Session the week of February 10, she requests moving the February Board meeting to February 3.

A motion was made by Trustee Anderson and seconded by Trustee Danko to change the date of the February Board of Trustees meeting from February 10 to February 3. Motion carried.

FUTURE AGENDA ITEMS:

Trustee Larsen requested that the WACCT Awards and Legislative Event be added as a discussion/informational item on the December Board meeting agenda.

ANNOUNCEMENTS:

President's evaluation due November 22, 2019
Board Retreat, December 5, 2019, 9 a.m.-4:30 p.m.
Next meeting, December 9, 2019, 3 p.m., Yellowstone Building
LPN Pinning Ceremony, December 10, 2019, 3 p.m., Yellowstone Building
Holiday Party, Date and location have changed; notification will be sent.

A ADJOURNMENT:

The meeting was adjourned at 6:11 p.m.

MARK WURZEL, Vice President/Secretary

Date