

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING**

December 12, 2022

MEMBERS PRESENT: President DR. MARK WURZEL; Vice President/Secretary DR. LARRY TODD; and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MS. DENISE LAURSEN, MR. BOB NEWSOME, MR. DUSTY SPOMER

MEMBERS ABSENT:

OTHERS PRESENT: MS. LISA WATSON, President; DR. GERRY GIRAUD, Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MR. LEE BLACKMORE; DR. RENEE DECHERT; MR. DUSTIN DICKS; MR. DAVE ERICKSON; MS. TRACY GASAWAY; MS. NANCY GILMORE; DR. TIM GLATZER; MS. JO ANN HEIMER; MS. MICHAELA JONES; MR. KEVIN KUENN; SENATOR DAN LAURSEN; MS. CAREY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MR. SHAWN WARNER; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, 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, December 12, 2022, at 3:30 p.m. in the Yellowstone Building Conference Center.

OATH OF OFFICE Ms. Jo Ann Heimer, NWC Business Office Manager and Notary Public administered the Oath of Office to newly elected Trustee Denise Laursen and re-elected Trustee John Housel.

President Watson stated that Trustee Dusty Spomer had been issued his Oath of Office by Ms. Heimer on December 7, 2022, as he cannot attend the Board meeting in person.

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

WORK SESSION President Watson welcomed Shawn Warner, Foundation Board President, and Shelby Wetzel, Executive Director, and thanked them for attending, given the need to change the meeting location due to inclement weather.

Shawn Warner expressed his appreciation to the Trustees for the opportunity to share information related to the Foundation. He stated that the goal is to ensure that the Foundation's and the College's goals are aligned.

A Memorandum of Understanding (MOU) details the relationship between the Foundation and the College. The MOU is reviewed every five years and is up for renewal at this time.

Shawn stated that the Foundation was founded in 1966 as a private non-profit corporation/charitable organization. The Mission is to raise and manage funds for the betterment of Northwest College. The Foundation assumed management of the Alumni Association in 2018 and also heavily supports the Trapper Booster Club Board.

Shawn explained that the Foundation Board consists of twenty-eight members, nine emeritus, and five staff members managed by Executive Director Shelby Wetzel. The Executive Committee comprises seven Board members who hold office and conduct business between quarterly Board meetings. The members are mostly Big Horn Basin and south-central Montana residents, in addition to a few from other states and one member from Switzerland.

The early focus of the Foundation was on land acquisition, with the emphasis eventually shifting to building projects. Next, there was a need to focus on

student scholarships and building endowments to generate ongoing resources for the College. The Foundation has come full circle and is assisting the College with funding for the new Student Center.

Shawn explained that the current fundraising priorities for the Foundation include the Student Center, endowed Athletic scholarships, and the NWC Giving Day, plus several smaller annual giving programs.

The Foundation's current total assets are \$58,211,771, whose value is primarily determined by market happenings. Of those dollars, \$3,083,035 are without restrictions; \$36,621,515 are with donor restrictions; \$18,508,221 are in a Northwest College endowment primarily due to the state matching dollars and is owned by the College and managed by the Foundation.

As an example of the growing cash flow from the Foundation, Shawn stated that in 1999, the cash flow from the Foundation was \$258,265, and it grew to \$1,856,462 in 2019. This year, early estimates indicate the cash flow will surpass \$2.8 million. The cash flow is essential to have the flexibility to fund items such as the \$500,000 grant to the College for the temporary dining facility and provide COVID relief funding, among other things.

Shawn stated that the Foundation recently launched its strategic planning work. The planning will be informed by the College's newly adopted Strategic Plan, and the Foundation's goals will be developed in alignment. The Foundation intends to seek input from the College and share its progress along the way.

Shelby Wetzel reiterated that the \$2.8 million being provided to the College by the Foundation in 2022 includes one-time money for the temporary dining facility and COVID relief funds. Shelby estimates they can contribute around \$2 million yearly to support scholarships and academic operations for the next few years.

Shelby shared a spreadsheet that illustrates the annual support to the College for the past seven years. She indicated that the time frame of seven years correlates to when the College experienced the first significant budget cuts. The Foundation worked very hard to absorb a portion of the reductions to mitigate the effects on the College.

Shelby stated that in 2016, the Foundation provided \$985,364 in scholarships, which increased to over \$1.6 million in 2022. The College reduced funding to the Athletics program due to budget cuts. The Foundation is actively fundraising to create endowed funds that will sustain athletic scholarships and is also utilizing general scholarship resources to backfill the scholarships to prevent the teams from experiencing proportionate cuts.

Program support continues to grow. For instance, the Foundation is funding an \$80,000 simulator for the heavy equipment operator program the College is developing and a \$16,000 piece of equipment for the Chemistry department. Shelby explained that endowments support the majority of scholarships as well as program support.

Shelby noted that the Foundation also committed to taking on a more significant proportion of the salary load for Foundation staff. The Foundation had historically paid 100% of the Executive Directors and two-thirds of staff salaries. The Foundation now supports over 72% of its staff salaries to absorb more operational costs.

Shelby explained that the spreadsheet does not show the Foundation's operating costs. The program and outcome-based expenditures are those

expenses incurred to support the College. There are also costs associated with fundraising mailings, events, and activities to provide life and engagement for alums and community members. The Foundation pays for these expenditures.

Shelby stated that the Foundation also provides support to the Trustees. The Foundation pays the Wyoming Association of Community College Trustees' dues to make clear that state funds are not being utilized incorrectly. The Foundation also provides a discretionary budget each year for President Watson for use in strategic activities and a hospitality and public relations budget for entertaining or social receptions that may not fit within her budget.

In response to a question from Trustee Kuipers, Shelby explained that the endowed faculty positions are not represented in the spreadsheet as they will be funded in 2023. The endowment will support two faculty salaries, professional development, and student enrichment activities.

Shelby shared the current MOU between the Foundation and Northwest College. She explained that in 2016, a workgroup of College and Foundation representatives revised the MOU to include national best practices utilized in business agreements between Foundations and Colleges. It was determined that the agreement should be reviewed every five years, with updates taking place as needed. Changes were made in 2017 to the salary calculations contained in the 2016 MOU, and it is now time for the five-year review.

The MOU outlines the commitments and responsibilities of each party. Shelby stated that the Foundation Board has reviewed the document and is not suggesting any changes. She is presenting the document to the Trustees so that they may review and discuss the MOU to determine if changes need to be made from their perspective.

Shelby explained that the MOU states that the Foundation may accept gifts that benefit other organizations besides Northwest College. When formed, the Foundation's sole purpose was to support Northwest College. The articles of incorporation and by-laws were amended to accept gifts on behalf of other entities. The Foundation now has a partnership with Park County Youth Clubs. The Youth Clubs received a donation and couldn't manage the funds. The Foundation, the secondary beneficiary, manages the endowment and provides quarterly financial support to the Clubs. This work is a community service to the area.

Shelby stated that the endowment program from the state of Wyoming allowed the Foundation to match gifts from donors and changed the trajectory of what the Foundation can do for the College in a fantastic way. The Foundation holds over 350 individual endowment accounts, which grow each year. The goal is to keep pace with inflation and continue increased support to Northwest College over time.

President Wurzel expressed his appreciation to Shelby and Shawn for the presentation and to the Foundation for their continued support of the College.

In response to a question from Trustee Kuipers, President Watson stated that should Trustees have questions or concerns regarding the MOU, they should bring them to President Wurzel or herself.

Shelby stated that if there are suggested changes to the MOU, the Foundation is willing to take the time to work on the document for both parties to be pleased with the outcome. If there are no suggested changes, she feels it could be an action item on the Board of Trustees' January agenda, then go before the Foundation Board in February, gather the necessary signatures, and be suitable

for another five years.

President Watson clarified that the document states that it will be reviewed every five years but doesn't necessarily expire at that time. It could certainly be signed again to show both parties' engagement in the relationship.

A CONSENT AGENDA:

A motion was made by Trustee Kuipers and seconded by Trustee Newsome to approve the consent agenda.

In response to a question from Trustee Housel regarding the Governor's inclusion of compensation within his supplemental budget, President Watson stated that she has yet to see a spreadsheet of how that would be distributed among the agencies. While the figure represents 70-80% of what was requested, there are funds within that that are earmarked as one-time-only, which would reduce the amount provided for ongoing compensation.

Trustee Housel expressed his appreciation of President Watson's inclusion of progress on the Strategic Plan as part of her monthly President's Report.

In response to a question from Trustee Housel, President Watson clarified that items from DeWitt Student Center are being stored in Cody Hall during construction.

In response to a question from Trustee Housel, President Watson stated that the City of Powell and the College are considering a value exchange for the storm drain system in the form of intake locations on the storm drain for the soccer field and Lewis and Clark parking lot. The City has asked Engineering Associates to evaluate the costs associated with building the intake locations vs. updating existing infrastructure. She has yet to receive the proposal.

In response to a question from Trustee Spomer, President Watson stated that the value exchange currently being discussed includes both the soccer field and the Lewis and Clark parking lot improvements, but costs are still unknown. They must still determine if the existing infrastructure at the soccer field can be utilized to tie into the storm drain or if it would be necessary to build new infrastructure at that location.

In response to a question from Trustee Housel, President Watson confirmed that when the Facilities and Campus Security employees complete the online course, "Slips, Trips and Falls – Keeping your Campus Safe," the College will be able to take advantage of a 6% premium discount on the United Educators' risk management insurance.

Trustee Housel thanked Elaine DeBuhr and the Art department for hosting the Empty Bowls event yearly. He said selling over 500 bowls and raising over \$5000 for Loaves and Fishes is truly commendable.

Trustee Kuipers stated she is impressed with the extent of community engagement reflected throughout the Academic Affairs report.

Motion carried, and the consent agenda, including the minutes of November 14, 2022, regular meeting and the minutes of the November 14, 2022, Executive Session, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Board Priorities Review

President Wurzel directed Trustees' attention to the Board Priorities on page three of the agenda. He stated that the priorities were on the agenda to keep them in mind and determine if adjustments needed to be made.

Wyoming Postsecondary
Education Options Report

Trustee Spomer stated that a monthly review of the priorities would help the Board to determine how they relate to the newly adopted Strategic Plan and guide the Board in supporting the Plan.

President Watson suggested including the revised 2030 Vision graphic on the Board agenda and the Board's and President's priorities. The graphic contains the four pillars of the Strategic Plan and would serve as a visual reminder.

President Wurzel stated he would like to see it on the agenda and the Strategic Plan update included in the President's Report each month.

Lisa Smith shared the Wyoming Postsecondary Education Options report, a 2021-22 Concurrent and Dual Enrollment Summary. The report highlights the enrollment as well as the associated revenue. Lisa provided a link to the full report in her memo to the Trustees that is included in the meeting material.

Lisa reminded the Trustees that college-approved high school teachers at the high school teach concurrent enrollment students. Dual enrollment courses are taught by college instructors on campus, through an outreach center, or through distance learning technology.

Lisa provided a high-level overview of 2021-22 enrollment. At Northwest College, 299 concurrent students took 1626 credits (68 FTE/semester), and 457 dual students took 3475 credits (145 FTE/semester).

Lisa stated that concurrent enrollment was down approximately 4% from the previous year, while dual enrollment increased by 11% (18% more credits). This has been a trend in recent years.

Lisa stated that concurrent enrollment revenue from the school districts covers tuition and fees. The concurrent revenue equals the concurrent expenditures and becomes a wash. Revenue from dual enrollment covers mandatory and additional course fees but not tuition. Big Horn County School District #3 (Greybull) pays dual enrollment fees. Park County School District #1 (Powell) recently began providing funds to offset some of Powell's dual enrollment costs.

Lisa explained that the concurrent expenditures are not necessarily money the College pays out but are calculated by taking a percentage of the total Student Services budget since those students are receiving services. Because 5.8% of all credits taken in 2021-22 were concurrent, the expenditures equal 5.8% of the total Student Services budget. Total dual expenditures include 12.4% of the combined Student Services and instructional expenses since 12.4% of all Northwest College enrolled credits were dual.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 5:01 p.m. No citizens requested to address the Board; therefore, the Citizen's Open Forum adjourned.

A UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

A NEW BUSINESS:

FY2023 Audit Approval

President Watson stated that this is a second reading of the FY2023 audit, and no changes were made from last month.

A motion was made by Trustee Newsome and seconded by Trustee Kuipers to approve the FY2023 Audit as presented.

In response to a question from Trustee Housel, President Watson stated that

while she fully supports utilizing local accountants and auditors when possible, finding a local auditing firm that can service this industry's complexity could be unlikely. She feels that if the College were to do an RFP, the prices could be much higher than what is paid now.

Motion carried.

Project Pay – VPASF duties

A motion was made by Trustee Kuipers and seconded by Trustee Housel to approve the project pay as outlined in policy to President Watson for performing VPASF duties. Motion carried.

**ELECTION OF OFFICERS
AND COMMITTEE
APPOINTMENTS**

Trustee Kuipers presented the nominations for officers proposed by the Nomination Committee as follows:

- Trustee Mark Wurzel as President
- Trustee Tara Kuipers as Vice President/Secretary
- Trustee Bob Newsome as Treasurer.

Trustees voted to elect for a one-year term, Trustee Mark Wurzel as President, Trustee Tara Kuipers as Vice President/Secretary, and Trustee Bob Newsome as Treasurer.

Trustee Kuipers announced the committee and delegate appointment proposals:

- Facilities Committee: Trustees Spomer (Chair), Newsome, and Housel
- Finance Committee: Trustees Newsome (Chair), Kuipers, and Todd
- Policy & Student Success Committee: Trustees Kuipers (Chair), Todd, and Laursen

Boards of Cooperative Educational Services (BOCES) will be as follows:

- Park County School District #1 (Powell): Trustees Kuipers and Laursen
- Big Horn County School District #2 (Lovell): Trustees Spomer and Housel
- Big Horn County School District #3 (Greybull): Trustees Newsome and Todd

Trustees Wurzel and Kuipers will be delegates to the Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC).

Trustee Housel will serve as the NWC Foundation Board representative.

**ANNUAL SIGNING OF THE
BOARD CODE OF ETHICS
AND DISTRIBUTION OF THE
DISCLOSURE OF INTEREST
FORMS**

President Wurzel stated that the signing of the Board Code of Ethics and distribution of Disclosure of Interest forms would take place during the January meeting.

**FUTURE AGENDA ITEMS
FEEDBACK TO CITIZENS'
OPEN FORUM TOPICS:**

January 9, 2023, upcoming:

- Disclosure of Interest form completion
- Legislative session talking points/advocacy
- Other TBD

ANNOUNCEMENTS:

Faculty Jazz Christmas Concert, Dec 12, 2022, 7:00 p.m., NPA
Photo Exhibit, December 13, 2022, 7:00 p.m. Sinclair Gallery, ORB
Stothart Reading, December 15, 2022, 12:00 p.m. Hinckley Library

Women & Men Basketball, December 15, 2022, 5:30 p.m. Cabre Gym
Nursing Pinning, December 16, 2022, 3:00 p.m. Yellowstone Building
Next meeting, January 9, 2023, 4:00 p.m., Yellowstone Building, Powell

A ADJOURNMENT: The meeting adjourned at 5:06 p.m.

TARA KUIPERS, Vice President/Secretary

Date