

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

January 9, 2023

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

**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; MS. HOLLY BERRYMAN; MR. LEE BLACKMORE; MR. CASEY DEARCORN; MR. DUSTIN DICKS; MR. DAVE ERICKSON; MS. MICHAELA JONES; MR. KEVIN KUENN; MS. CAREY MILLER; MS. NANCY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; 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, January 9, 2023, at 4:00 p.m. in the Yellowstone Building Conference Center.

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

President Watson stated she would like to amend the agenda to move the Mission Moment – Student Recognition item until the February regular meeting.

**Motion carried, and the agenda was approved as amended.**

**A CONSENT AGENDA:** **A motion was made by Trustee Spomer and seconded by Trustee Todd to approve the consent agenda.**

In response to a question from Trustee Housel regarding the check register, President Watson stated the expenditure to Hord Coplan Macht for \$14,250 was for a Level 1 architectural evaluation of the second-floor addition to the Student Center. Because the original project design came in under budget, President Watson requested a high-level assessment and soft cost estimate before committing to the addition. The College was able to utilize WIP Grant funding designated to Outdoor Recreation for the expenditure since the addition would be for the aerial adventure classroom space. The assessment indicates that adding the second floor will be simple enough. The project addition is currently out for bid, and initial rough estimates are \$750k to \$850k.

In response to a question from Trustee Housel, President Watson stated that during the recent cold weather that forced the campus to close on December 21<sup>st</sup>, the Colter Hall boilers failed. Thankfully, the College had purchased two replacement boilers for Ashley Hall as part of deferred maintenance and planning. The College was able to get the boilers replaced with contract and college personnel.

President Watson is thankful that the College's mechanical system sends notifications when there is a problem, as Dennis Quillen, Interim Facilities Director, received notice in the middle of the night and during the extreme cold weather that the Science and Math building was shutting down. Physical Plant staff was able to rectify the problem before there was permanent damage to the building.

Physical Plant staff dealt with several additional issues that resulted from the

weather, all while moving out of the Student Center, redesigning and rebuilding the fairgrounds kitchen, and setting up the Trapper Gym to accommodate food service beginning January 12<sup>th</sup>.

Trustee Kuipers clarified that while the minutes of December 9<sup>th</sup> are accurate, there has since been a change in the BOCES PCSD#1 committee assignment. The minutes state that Trustee Kuipers and Trustee Laursen were to have been the delegates; however, President Wurzel will now be serving on the committee in place of Trustee Kuipers.

**Motion carried, and the consent agenda, including the minutes of the December 12, 2022, regular meeting, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

Disclosure of Interest forms

President Wurzel stated that the Disclosure of Interest forms is due at the end of the meeting.

**CITIZENS' OPEN FORUM**

The Citizens' Open Forum convened at 5:00 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:**

Course Fee Proposals

**A motion was made by Trustee Kuipers and seconded by Trustee Todd to approve the Course Fee Proposals as presented.**

In response to a question from Trustee Laursen related to the EMT course fee proposals, President Watson stated that the state recently stopped reimbursing proctors for the students' national registry skills testing; therefore, the associated fees will go back to the student. These fees are not unique to Northwest College and are consistent throughout the state.

**Motion carried.**

Foundation MOU

President Watson stated that neither she nor President Wurzel received additional feedback on the MOU between the Foundation and Northwest College as presented during the December meeting. However, she and President Wurzel made minor grammatical changes. These were presented to Foundation Executive Director Shelby Wetzel, who had no objection to the changes.

President Watson stated that if approved, the document would be signed as a show of commitment to the MOU and brought forward to the Foundation for their support.

**A motion was made by Trustee Spomer and seconded by Trustee Kuipers to approve the Foundation MOU as presented. Motion carried.**

FY2022 Audit and Financial Statements

President Watson stated that although the Trustees received a presentation and held a lengthy discussion about the FY2022 Audit, the financial statements were not included in the Board packet. Trustees have since had a chance to review the documents.

**A motion was made by Trustee Kuipers and seconded by Trustee Newsome to reaffirm the approval of the FY2022 Audit and Financial**

New Date for April 2023 Board Meeting

**Statements. Motion carried.**

President Watson stated that the April Board meeting is scheduled for April 10<sup>th</sup>. However, the College will be closed April 7-10 for Spring Recess, and she suggested that the Trustees consider an alternate date for the meeting.

**Trustees elected to hold the April regular meeting on Wednesday, April 12, 2023.**

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

February 13, 2023, upcoming:

- Employee welcome back reception – Spring
- Designation of depositories
- Completions and Transfer Summary
- FY2024 Proposed residence hall rates
- FY2024 Proposed meal plan rates
- FY2024 Proposed mandatory student fees
- Other TBD

**ANNOUNCEMENTS:**

WACCT Student Awards, January 10, 2023, 6-8 p.m., Cheyenne, WY  
State of the College, January 16, 2023, 8:30 a.m., YB  
ACCT National Legislative Summit, February 5-8, 2023, Washington D.C.  
Employee welcome back reception, February 13, 2023, 3:00 p.m., YB  
Next meeting, February 13, 2023, 4:00 p.m., YB, Powell  
WCCC Meeting, February 17, 2023, LCCC, Cheyenne

**EXECUTIVE SESSION:**

**A motion was made by Trustee Kuipers and seconded by Trustee Housel to move into executive session. Motion carried, and the executive session convened at 4:39 p.m.**

**A motion was made by Trustee Kuipers and seconded by Trustee Spomer to come out of executive session and into open session for the Citizens' Open Forum. Motion carried, and the executive session paused at 5:00 p.m.**

**A motion was made by Trustee Todd and seconded by Trustee Kuipers to return to executive session. Motion carried, and the executive session reconvened at 5:01 p.m.**

**A ADJOURNMENT:**

**A motion was made by Trustee Housel and seconded by Trustee Spomer to adjourn the executive session and move into open session. Motion carried, and the executive session adjourned at 6:12 p.m. The regular meeting adjourned at 6:17 p.m.**

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TARA KUIPERS, Vice President/Secretary

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Date