

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

July 10, 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, and MR. DUST SPOMER.

**MEMBERS ABSENT:** Trustee DR. LARRY TODD.

**OTHERS PRESENT:** MS. LISA WATSON, President; MR. DAVE ERICKSON, INTERIM Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. JO ANN HEIMER; MS. MICHAELA JONES; MS. JEN LITTERER-TREVIÑO; MS. CAREY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; 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:** President Dr. Mark Wurzel called the regular meeting of the Northwest College Board of Trustees to order on Monday, July 10, 2023, at 4:03 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. Motion carried.**

**A BUDGET HEARING:** The regular meeting recessed at 4:04 p.m. for the Budget Hearing. After the budget business concluded, the Budget Hearing adjourned at 4:53 p.m., and the regular meeting resumed at 5:00 p.m.

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

In response to a question from Trustee Housel regarding a payment to Rapid Fire Protection in the check register, President Watson stated that State statute requires all buildings to be thoroughly inspected every year.

In response to a question from Trustee Housel regarding payment to Wolsborn Environmental in the check register, President Watson stated that the College has several different endowed funds that faculty can utilize in the form of grants for various purposes. In this situation, Associate Professor of Biology Eric Atkinson, in collaboration with the University of Wyoming, took a group of students to Pinedale to work in the field. The expenditure shown is related to their travel costs subsidized by the grant.

In response to a question from Trustee Housel, President Watson stated that the website redesign had been worked into the budget. The RFP was written for the website redesign with alternates on search engine optimization costs and a content management system.

Carey Miller stated she anticipates receiving the proposals within four to six weeks. She is hopeful the project will be complete in six to nine months after a contract is agreed upon. If the College chooses to go with all three options listed on the RFP, the project would be more extensive and could take up to twelve months.

Trustee Housel expressed his appreciation of the College's and President Watson's participation in the Cody Stampede parade on July 4<sup>th</sup>. There was a nice turnout of faculty, staff, and students.

Trustee Housel expressed his appreciation to Library Director Nancy Miller and her years of service and who recently retired.

President Watson stated that Nancy helped organize and facilitate the year four accreditation report. Her oversight, review, organization, and critique of that writing were needed and greatly appreciated.

**Motion carried, and the consent agenda, including the minutes of the June 12, 2023, regular meeting, and the minutes of the June 12, 2023, executive session, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

**FY2023 Policy Update Review**

President Watson stated that the report included in the Board packet is the annual review of policy activity during the previous year. There has been some delay in policy work the past couple of years due to the pandemic, restructuring of the process, and staffing changes. She anticipates more activity associated with policy work in the upcoming year.

**CITIZENS' OPEN FORUM**

The Citizens' Open Forum convened at 5:03 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:**

**Ashley Hall Boiler Replacement**

President Watson reminded Trustees that a few boilers were lost during the recent brutal winter. In working with consultants, the College has determined that additional redesign work is needed for the long-term benefit of Ashley Hall. She proposes that the boiler room be modified and two boilers be installed to ensure redundancy should one of the boilers fail. The project's complexity necessitates going out for a bid instead of doing the work in-house.

**A motion was made by Trustee Newsome and seconded by Trustee Kuipers to approve the use of auxiliary plant fund reserves for the Ashley Hall boiler replacement project in an amount not to exceed \$200,000. Motion carried.**

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

August 14, 2023, upcoming:

- Review vendor contracts
- Review Citizens' Open Forum procedure
- Other TBD

**ANNOUNCEMENTS:**

President Watson introduced Dave Erickson, who will serve as the Interim Vice President of Academic Affairs. Dave is well respected on campus and has served in many different capacities over the years. He will serve in the interim role for one year while the College seeks a permanent placement. The recruiting season for this type of position is typically in the spring. The College will likely post the job in December.

President Wurzel stated that he and President Watson were unable to meet to discuss and finalize the President's contract and compensation adjustment due to his family emergencies. They intend to meet soon and will report the outcome of their negotiations at the August Board meeting.

Joint Appropriation Committee, July 10-11, 2023, Cheyenne  
Joint Education Committee, Aug. 8-9, 2023, Cheyenne  
Next Board meeting, August 14, 2023, at 3:30 pm. Yellowstone Bldg.  
WCCC (special) meeting, Aug. 25, 2023, 8:30 a.m., Casper or Virtual  
State of the College Address, Aug. 21, 2023, 8:30 a.m., Yellowstone Bldg.  
NWC Employee Picnic, Aug. 21, 2023, 11:30 a.m.  
WCCC meeting, Oct. 5-6, 2023, 8:30 a.m., Sheridan  
ACCT Leadership Congress, Oct. 9-12, 2023, Las Vegas, NV

**A ADJOURNMENT:**

**The meeting adjourned at 5:28 p.m.**

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TARA KUIPERS, Vice President/Secretary

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Date