

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

July 14, 2025

MEMBERS PRESENT: President Ms. DENISE LAURSEN; Treasurer MR. BOB NEWSOME; and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MR. SHANE OGDEN; and DR. MARK WURZEL (via Zoom).

MEMBERS ABSENT: Vice President/Secretary MR. R.J. KOST.

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, Vice President for Academic Affairs; MR. TOM HAVRON, Vice President for Student Services; MR. BURT REYNOLDS, Vice President for Administrative Services and Finance; MS. JILL ANDERSON; MS. JACQUE COBOURN; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. CAREY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; 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 Denise Laursen called the regular meeting of the Northwest College Board of Trustees to order on Monday, July 14, 2025, at 3:59 p.m. in the Yellowstone Building Conference Center.

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

A BUDGET HEARING The regular meeting recessed at 4:00 p.m. for the Budget Hearing. After the budget business concluded, the Budget Hearing adjourned at 4:08 p.m., and the regular meeting resumed.

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

In response to a question from Trustee Housel, Vice President Havron stated that summer enrollment this year is similar to what it's been in the past. Northwest College typically has lower summer enrollment than the other community colleges in the state. He and Vice President Erickson have discussed opportunities to increase summer enrollment. For instance, all the College's summer courses are taught online. International students who stay on campus during the summer are limited in the number of online courses they can take. Offering live classes might bolster enrollment from international students, as well as dual and concurrent students. There are currently thirty-eight students staying on campus this summer, most of whom are international.

In response to a question from Trustee Housel, President Watson stated that Hanover Research has conducted several surveys that the College has already begun to assess and respond to. For instance, K-12 Superintendents, Principals, and counselors were surveyed, and as a result, the College is examining staffing and the automation of enrollment. An economic marketing forecast was conducted for Outdoor Recreation, leading to the development of the Ski Operations program.

Hanover will soon launch new surveys related to ranching and farming, in which the College will assess whether program needs are being met. Later in the fall, a study of Allied Health businesses will be conducted to identify areas of support that could be expanded to serve them better.

Lisa stated she will provide a summary report of the various surveys and Hanover's work to the Board at upcoming meetings.

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

she, Vice President Reynolds, and Director Dennis Quillen have reviewed, sorted, and prioritized all feedback received regarding the Master Plan and are working with the architect to write the document. A first draft will be presented to the Facilities Committee at the end of summer or early fall. The final draft is expected to be presented to the Board later this fall.

In response to a question from Trustee Housel, President Watson stated that funding for the Powell Economic Partnership (PEP) is variable. They receive funding from the Park County Travel Council and the City of Powell Economic Development Grant, which are nearing expiration. They are currently evaluating how to manage the decreased funding.

In response to a question from Trustee Housel, President Watson stated that Finance Director Mark Grant and Computing Services Coordinator Lucas Shaw, among others, have been working to develop procurement automation to streamline efforts and prevent duplication. Work will continue to automate and streamline operations whenever possible.

Trustee Kuipers noted that the TRiO grant being awarded is excellent news for the College and especially the students.

President Watson agreed and stated that, in theory, the College is funded for five years for the TRiO grant. However, there's a lot of uncertainty related to federal grants with the current administration.

Trustee Housel was pleased to see that Chris Staley finished 11th in Bull Riding at the CNFR. He also noted that all six athletic teams made the NJCAA Academic Team of the Year and appreciated their respective Coaches for their recruiting, support, and guidance to achieve their students' academic success.

In response to a question from Trustee Housel, VP Havron stated that there is a delicate balance between digital and printed recruiting material in terms of the success of each. Admissions Representatives and Coaches travel across the region, and having printed material to distribute to prospective students is beneficial. Digital marketing reaches the local and regional market, and beyond. It's difficult to know which is more valuable; therefore, it's essential to provide information in various formats to reach as many prospective students as possible.

Trustee Housel stated he was pleased to see the efforts of the Safety and Security office to facilitate a meeting between the ISSS program and the Powell Police Chief to discuss immigration changes and discuss best practices for encounters with international students.

In response to a question from Trustee Housel, President Watson stated that the College received WIP funds for virtual reality training. Full-time and adjunct faculty recently attended WRAP Virtual Reality Firearms Simulator Training. Joshua Buhman also attended, as he recently received his master's degree and will likely be teaching adjunct classes this fall.

Motion carried, and the consent agenda, including the minutes of June 17, 2025, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Policy update review for FY2025

President Watson stated that the report included with the Board material is a summary of the Policy work that was completed during the last fiscal year.

The College will continue to spend time working on Policy in the coming year. There are still gaps in operational policy, such as conflict of interest, procurement, and needed revisions to the investment policy. The Board will be asked to approve new policies and changes to existing policies, as the College continues its focus on Policy work.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 5:00 p.m. No citizens requested to address the Board; therefore, the Citizens' Open Forum adjourned.

A UNFINISHED BUSINESS

There were no unfinished business items on the agenda.

A NEW BUSINESS:

There were no new business items on the agenda.

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

August 11, 2025, upcoming:

- Review vendor contracts
- Review Citizens' Open Forum procedure
- Schedule fall Board retreat
- Other TBD

ANNOUNCEMENTS:

Next Board meeting, August 11, 2025, 4:00 p.m., Yellowstone Bldg.
State of the College Address, August 18, 2025, 8:30 a.m. Yellowstone Bldg.
Kick-off Weekend, August 16-19, 2025, NWC campus
Joint Appropriations Committee, August 18, 2025, Dubois
First day of all classes, August 20, 2025, NWC
Joint Education Committee, August 21-22, 2025, Casper
Paint the Town Red, August 22, 2025, 4:00 p.m., Powell
WCCC Meeting (special), August 22, 2025, 8:30 a.m., Casper
WCCC Meeting, October 2-3, 2025, 8:30 a.m., Douglas

President Watson stated that because of the Trustees' work during their mini retreats, the FY2026 Board and President's Priorities have been added to the last page of the agenda. The President's Staff will be meeting to develop the President's Operational Plan for FY2026 and review the Strategic Plan work completed in FY2025.

A ADJOURNMENT:

The meeting adjourned at 5:04 p.m.

DENISE LAURSEN

Date