



NWCCD Mission

NWCCD welcomes all learners, empowers student success, and encourages and strengthens community development.

NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT - BOARD OF TRUSTEES

Minutes

Regular Meeting & Public Hearing

Tuesday, July 18, 2023, 5:30 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

Trustees Present

Debra Wendtland, Chair
Tracy Swanson, Vice Chair
Bob Leibrich, Treasurer
Ward Cotton
Elaine Olafson Henry
Chuck Holloway

Trustees Absent

Gary Koltiska, Secretary

Advisory Board Representative Present

Cindy Kremers, Chair, SC in Johnson County Advisory Board

Advisory Board Representative Absent

Administration Present

Dr. Walt Tribbley, President
Craig Achord, Vice President of Administrative Services & CFO
Jen Crouse, Vice President of Student Affairs & SCF Executive Director
Dr. Estella Castillo-Garrison, Vice President of Academic Affairs
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO
Robert Briggs, Associate Vice President for Institutional Research
Gina Kidneigh, Assistant Vice President for Finance & Controller

Others Present

Clint Langer, NWCCD Board Counsel
Kevin Koile

Joe Mueller
LaDonna Leibrich

Jennifer Adams
Kyle Rice

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

Chair Wendtland called the meeting to order at 5:34 p.m. There was a quorum.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

Chair Wendtland noted that the Sheridan College Foundation (SCF) report would not be necessary for this board meeting. Trustee Swanson moved to remove the SCF report from the agenda. Trustee Cotton seconded. The motion carried.

4. Consent Agenda

- Regular Meeting Minutes – June 20, 2023
- June 2023 Check Register
- Employee Hires and Exits

Trustee Leibrich moved to remove the June 2023 Financial from the Consent Agenda to make it the first item in New Business. Trustee Holloway seconded the motion. There was no further discussion. Chair Wendland called for a vote. The motion carried. Chair Wendtland requested a motion to approve the consent agenda as amended. Trustee Swanson moved, and Trustee Holloway seconded. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

5. President's Report – Dr. Walt Tribley

Dr. Tribley introduced new faculty member, Kyle Rice.

- a. **District Division Update** – Dr. Tribley described the academic agreements between NWCCD and GCCD that were sent to the board via email. GCCD applied to the Higher Learning Commission (HLC) to be considered eligible to become a candidate for accreditation. Dr. Tribley estimated two to three years for GCCD to become accredited. The board engaged in a brief discussion to clarify the accreditation process and academic programs included in the initial eligibility review.
- b. **Advanced Manufacturing and Applied Sciences Update** – VP Achord explained the building project is on track and on schedule.
- c. **General Updates** – The Executive Director for the Wyoming Community College Commission (WCCC), Dr. Sandy Caldwell announced her retirement. The WCCC will utilize a search firm to conduct the search for her replacement. On August 2, the University of Wyoming and the WCCC will meet to discuss collaborative efforts. Dr. Tribley shared good news about the District and described the new, increased full-time and part-time faculty pay scales (see handouts). VP Castillo-Garrison defined faculty course load and reassign time for faculty with specific committee assignments.

6. Johnson County Advisory Board Report – Cindy Kremers, Chair

Ms. Kremers presented and explained a handout describing the economic benefits of dual and concurrent enrollment for students in Johnson County. She described the momentum and community support around the recent improvements for SCJC, including the new furniture and technology, BOCHES agreement, and course offerings. SCJC will be present at the JC fair to give out ice cream bars and talk to the community about SCJC.

7. Department Spotlight – Dual & Concurrent Enrollment

VP Crouse introduced Joe Mueller and Jennifer Adams. Mr. Mueller and Ms. Adams defined dual and concurrent enrollment and presented data on dual and concurrent enrollment. The Board engaged in discussion about tracking the success of students who enroll in these courses. Trustee Cotton suggested that the District offer more information to the high school guidance counselors on SC academic programs and degree requirements and consider using the tv screens at the high schools to help educate students about dual and concurrent course requirements. Ms. Adams described the process for enrolling dual and concurrent students, meeting with students and parents at the local high schools, and FERPA.

8. Organization Reports – There are no organization reports in May, June, July, or August.

9. Public Comments – There were no public comments.

10. Public Hearing for the Fiscal Year 2024 Budget

Chair Wendtland opened the Public Budget Hearing for the Fiscal Year 2024 (FY24) Budget at 6:34 p.m.

VP Achord presented the FY24 Budget. He noted that the Board previously received information on the budget and that nothing in the FY24 changed since their last meeting. Dr. Tribley reminded the Board of the 2016 study indicating that SC contributes \$51 million dollars per year to Sheridan County and recommended an updated study. VP Achord discussed revenue and expenses. The Board engaged in discussion about the different revenue sources for the District including property taxes, state

appropriations, and non-profit contributions. VP Achord explained tuition and fee reimbursement to GCCD for courses taught in Gillette, less any appropriate expenses still paid by NWCCD and how they are accounted for in the budget. VP Achord defined a mill as 1% of the total assessed valuation in Sheridan County. Chair Wendtland asked for public comments or questions. There were none.

11. Adjourn Public Hearing & Reconvene Regular Meeting

Upon hearing no public comments, Chair Wendtland closed the Public Budget Hearing and reconvened the Regular Board Meeting at 6:45 p.m.

12. Fiscal Year 2024 Budget Adoption: Approval of Expenditure Authority Resolution and the Resolution to Provide Income – Action

Dr. Tribley highlighted several key aspects of the FY24 budget including increased compensation, funding for District initiatives, the general level of reserve funding, and participation in the Wyoming Innovation Partnership. He recommended that the Board adopt the FY24 budget. Chair Wendtland requested a motion that the Board approve the Expenditure Authority Resolution in the amount of \$82,319,555 and the Resolution to Provide Income in the amount of \$82,434,074, which adopted the Fiscal Year 2024 Budget. Trustee Henry moved, and Trustee Leibrich seconded. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

13. Approval of Two (2) Expenditure Authority Resolutions

a. Refunding and Improvement Lease Revenue Bonds: Mars Ag & Science Center and Whitney Center for the Arts in the amount of \$1,490,000.

b. Refunding and Improvement Lease Revenue Bonds: Tech Ed Center in the amount of \$810,000.

Dr. Tribley and VP Achord presented two (2) Expenditure Authority Resolutions as outlined above. Chair Wendtland requested a motion that the Board approve the Two Expenditure Authority Resolutions as presented by the Administration. Trustee Cotton moved, and Trustee Leibrich seconded. Chair Wendtland thanked Whitney Benefits for their contributions. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

14. Banking

a. Approval of Bank(s) as Public Funds Depository – Action

VP Achord requested that the Board approve First Federal Bank & Trust as a public funds depository. Trustee Swanson moved to approve First Federal Bank and Trust as a public funds depository, and Trustee Holloway seconded. The Board asked about the timing of the RFP process. VP Achord explained the District engages in the RFP process every 5-7 years or earlier, as needed. Chair Wendtland called for a vote. The motion carried.

b. Financial Disclosure Forms – Action

Chair Wendtland requested a motion to allow the Administration to distribute the "Affidavits Disclosing Financial Interest" forms for the Board of Trustees to sign. Trustee Henry moved, and Trustee Swanson seconded. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

15. Key Monitoring Reports – There were no key monitoring reports given.

16. Unfinished Business – There was no unfinished business to address.

17. New Business

a. June 2023 Financials – Action

Trustee Leibrich asked VP Achord to explain the variances in the revenues and expenses in the one mill fund, grants and contracts, and plant fund (pages 5, 6, and 8 of the June 2023 Financials report). VP Achord explained that the variances are based on timing for the end of the fiscal year and that any discrepancy would be resolved upon making routine, year-end adjustments. Chair Wendtland requested a motion to approve the June 2023 Financials as presented. Trustee Leibrich moved, and Trustee

Holloway seconded. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

b. HLC Assurance Review – Information

Dr. Tribley introduced the concept of an assurance review and asked Dr. Garrison to please further explain the review and process. Dr. Garrison described the process and requirement of the HLC Assurance Review to the Board to keep them apprised of the accreditation requirements and status of the District's response. She confirmed the District's preparedness to submit the required evidence to the HLC by the July 31, 2023 deadline. Dr. Tribley explained that the District division would be addressed in a letter to the HLC. Trustee Swanson thanked everyone for their good work on the assurance review and encouraged continued transparency on the District division.

c. Strategic Plan Update – Action

Dr. Tribley reviewed the update made to the Strategic Plan and requested Board approval. Trustee Henry moved that the Board approve the Strategic Plan Update as presented. Trustee Leibrich seconded. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

18. Adjourn

Chair Wendtland adjourned the meeting at 7:09 p.m.

Respectfully Submitted:



Gary Koltiska
NWCCD Board of Trustees, Secretary



Debra Wendtland
NWCCD Board of Trustees, Chair