

Our Mission

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

**NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

Wednesday, June 19, 2019

Sheridan College, Whitney Building Boardroom W132, 6:45 p.m.

Board of Trustees Present:

Norleen Healy, Chair
Walt Wragge, Vice Chair
Bob Leibrich, Treasurer
Debra Wendtland, Secretary
Bruce Hoffman, Trustee
Gary Koltiska, Trustee
Shelley Kinnison, Trustee

Gillette Advisory Board Absent:

Tracy Wasserburger, Chair, Gillette Advisory Board

Johnson County Advisory Board Present:

Jack Tarter, Chair

Administration Present:

Paul Young, President
Janell Oberlander, Vice President – Gillette College
Cheryl Heath, Vice President for Administration & CFO
Estella Castillo-Garrison, Vice President for Academic Affairs
Leah Barrett, Vice President for Student Affairs
Wendy Smith, Assistant Vice President, Public Information Office

Others Present:

Walt Tribbley, Future NWCCD President (by phone)
Ryan Patterson, Media
Pat Blair, Media
Dennis Zezas, Sheridan College SGA President
Hayden Heaphy, NWCCD Legal Counsel
Robert Briggs, SEEDA Planning Director
Dr. Jean Garrison, Chief Engagement Officer - University of Wyoming (special guest)
Dr. Laurie Nichols – former President – University of Wyoming (special guest)

Recorder Present:

Jana Clements

REGULAR BOARD MEETING / EXECUTIVE SESSION
6:45 p.m.
Sheridan College – Whitney Academic Center – Boardroom W132

1. Call to Order and Roll Call – Regular Meeting

Chair Norleen Healy called the June 19, 2019 Work Session to order at 6:45 p.m. Roll call was taken and there was a quorum.

Dr. Paul Young asked the Board of Trustees to welcome two special guests to the beginning of the meeting: Dr. Jean Garrison, Chief Engagement Officer – University of Wyoming, and Dr. Laurie Nichols, former President – University of Wyoming. He thanked both for visiting the Board of Trustees. Dr. Jean Garrison expressed her thanks to the Board for the collaboration the College shares with the University. Dr. Laurie Nichols wanted to wish Dr. Young well in retirement. Both left the meeting upon delivering their messages.

2. Agenda Additions/Deletions

There were no additions or deletions noted.

3. Consent Agenda

Chair Norleen Healy asked for a **MOTION** to accept the consent agenda as presented. Trustee Bruce Hoffman **MOVED** and Trustee Gary Koltiska **SECONDED** the motion.

The Board accepted the consent agenda as presented, including the May 16, 2019 Regular Meeting and Work Session Minutes, the May 2019 Financials, the May 2019 Check Register and Employee Hires and Exits. The **MOTION** carried unanimously.

4. President's Report

Dr. Paul Young's final report before retirement focused primarily on student and employee accomplishments. He highlighted the rodeo team being named the #4 ranked team in the nation with 570 points. Chance Ames, Sheridan College, finished 1st in the nation in bareback riding and Coby Johnson, Sheridan College, finished 3rd in bull riding. He also highlighted two employees being recognized as "Top 20 under 40" recipients and one who attended the National Community College Hispanic Council Leadership Development Program.

5. Gillette College Advisory Board Report

Vice President Janell Oberlander highlighted the Donkey Creek Festival that occurs on the Gillette College campus the weekend of June 21. She also informed the Board of the nursing program reaching full compliance after successfully completing the second level of certifications. Area 59 continues to draw campers to its summer programs.

Johnson County Advisory Board Report

Johnson County Chair, Jack Tarter, briefly reported on accomplishments in Johnson County including the nine students enrolled in the summer CNA program.

Sheridan College Foundation Report

Executive Director, Jen Crouse, reported the success of the May investment advisors meeting, emphasizing that the endowment is doing very well. The Foundation is ranked high within their network to the level of being used as a success model for other programs.

6. Organization Reports

a. There are no Organization Reports in June, July, or August.

7. Public Comments

There were no public comments.

8. Old Business

a. Policy Series 3000 – Second Reading. – Action.

Administration brought before the Board the second reading of Policy Series 3000 – Business Management. The proposed changes were highlighted and were reviewed by the District Council of the College at a work session on May 16, 2019 with recommendation for approval.

Upon the conclusion of the Board's further review, Chair Norleen Healy asked the Board of Trustees for a **MOTION** to amend with the recommended changes, to Policy Series 3000 – Business Management, upon the conclusion of the second reading as presented to the Board in the May 16, 2019 work session.

Vice Chair Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** to approve the Policy Series 3000 with the proposed changes, upon the conclusion of the second reading as presented. The **MOTION** carried unanimously.

9. Key Monitoring Report

a. PACE Assessment Results

Administration presented a summary of the results from the PACE assessment for the Board's information. Dr. Paul Young explained that this is the employee survey that is provided for feedback on a biennial basis. The top two areas of concern for most employees were compensation and communication, in which positive comments increased. Overall, the results were very positive. Chair Norleen Healy asked if the information provided was compared nationally, and Dr. Paul Young replied that it is.

10. New Business

a. Approved Expenditures July 1, 2019 – July 17, 2019

Administration brought before the Board the matter of the 2020 Fiscal Year, which begins July 1, 2019. Because the 2020 Fiscal Year budget is not authorized until July 17, 2019, Administration requested the authorization of expenditures for the operation of the District for the period of July 1, 2019 through July 17, 2019.

Upon hearing no discussion, Chair Norleen Healy requested a **MOTION**. Trustee Bruce Hoffman **MOVED** and Treasurer Bob Leibrich **SECONDED** expenditures be authorized for the operation of the District. The **MOTION** carried unanimously.

a. Center for a Vital Community New Board Member Appointees

Administration brought before the Board, Mr. John Dick and Mr. Allen Thompson, to serve on the Center for a Vital Community Board for a term beginning June 2019 and ending June 2022. Dr. Leah Barrett provided the Board with a brief biography of each proposed appointee.

Chair Norleen Healy requested a **MOTION**. Trustee Gary Koltiska **MOVED** and Trustee Shelley Kinnison **SECONDED** approval of the Center for a Vital Community New Board Member Appointees, as presented. The **MOTION** carried unanimously.

b. Sheridan College Foundation New Board Member Appointee

Administration brought before the Board, Dr. Michelle Meehan, to serve on the Sheridan College Foundation Board for a term beginning June 2019 and ending June 2022. Executive Director Jen Crouse provided a brief biography of Dr. Meehan.

Upon hearing no discussion, Chair Norleen Healy called for a **MOTION** to approve the appointment. Trustee Bruce Hoffman **MOVED** and Trustee Shelley Kinnison **SECONDED** approval of the Sheridan College Foundation New Board Member Appointee, as presented. The **MOTION** carried unanimously.

c. Sheridan Education and Economic Development Association New Board Member Appointee

Administration brought before the Board, Dr. Walt Tribley, to serve on the Sheridan Education and Economic Development Association (SEEDA) Board for an unexpired term beginning July 15, 2019.

Upon hearing no discussion, Chair Norleen Healy called for a **MOTION** to approve the appointment. Vice Chair Walt Wragge **MOVED** and Trustee Gary Koltiska **SECONDED** approval of the SEEDA New Board Member Appointee, as presented. The **MOTION** carried unanimously.

d. Wyoming Association of Community College Trustees (WACCT) Meeting Report and Wyoming Community College Commission Meeting (WCCC) Report

Dr. Paul Young presented highlights of the WACCT and WCCC meetings in Riverton. Wyoming Works and the Baccalaureate of Applied Science were approved to move forward. The new Academic Center in Gillette was also approved. The donated property at 1600 Solutions Way was approved to be included in major maintenance. He also stated that Gillette College will host the next WCCC meeting on October 24, 2019.

Treasurer Bob Leibrich also shared information with the Board regarding Erin Taylor's increase in hours working for the WCCC. She was approved to have 80% of her time devoted to work with WCCC.

e. Consideration of real property transactions

The following three transactions were brought before the Board to consider, affirming the Northern Wyoming Community College District's commitment to working with local partners, particularly representatives of industry, to provide education and training opportunities that give students the greatest potential for career success, and skills relevant to the needs of business. It was noted that the combined acreage would increase the size of the Sheridan College campus by approximately 26%, providing a dedicated location to grow vocational programs.

Trustee Gary Koltiska inquired about the five-acre strip of land located north of the real property at 1600 Solutions Way. Administration responded that the land would be retained by Seven Pillars Resources, LLC.

Upon hearing no further discussion, and in consideration of accepting a gift of real property located at 1600 Solutions Way, from Seven Pillars Resources, LLC to NWCCD, Chair Norleen Healy asked for **MOTION** to approve the property transaction that adds approximately 26.17 acres of land and two buildings, located at 1600 Solutions Way, Sheridan, Wyoming.

Trustee Gary Koltiska **MOVED** and Vice Chair Walt Wragge **SECONDED** approval of NWCCD accepting the gift of real property as presented. The **MOTION** carried unanimously.

Brought before the Board, and **in consideration of a transfer of real property** from the Sheridan Education and Economic Development Association (SEEDA) to NWCCD, the Board was asked to approve accepting the transfer of real property from SEEDA located at 1600 Solutions Way, Sheridan, Wyoming 82801, and to allow Administration to execute all documents related to this transaction. SEEDA is transferring real property to NWCCD, located at 1600 Solutions Way, Sheridan, WY 82801. This property includes approximately 5 acres of land. SEEDA will retain rights to this land for ten years.

Upon hearing no discussion, Chair Norleen Healy asked for a **MOTION**. Trustee Gary Koltiska **MOVED** and Trustee Bruce Hoffman **SECONDED** approval of NWCCD accepting the transfer of real property as presented. The **MOTION** carried unanimously.

Brought before the Board and **in consideration of accepting real property** from Whitney Benefits, Inc. to NWCCD and NWCCD conveying the same property to the Sheridan Senior Citizens Council (The Hub) in support of the ongoing partnership between the two entities.

Chair Norleen Healy asked for a **MOTION**. Given NWCCD's interest in supporting the continued partnership with the Sheridan Senior Citizens Council, Trustee Gary Koltiska **MOVED** and Trustee Debra Wendtland **SECONDED** approval to accept the real property at 244 N. Brooks St., Sheridan, WY 82801 from Whitney Benefits, Inc. to NWCCD and convey the same property to the Sheridan Senior Citizens Council and to allow Administration to execute all documents related to this transaction. The **MOTION** carried unanimously.

One matter of information was added to the Agenda, informally, at this time. Johnson County Advisory Board Chair, Jack Tarter, wished to thank the Board. The Johnson County Advisory Board met the week of

June 10 and voted into office a new chair, Cindy Kremers. The Board of Trustees thanked him for his many years of service.

11. Executive Session –

a. The Board will adjourn into Executive Session to discuss personnel matters as outlined in W.S. Statute 16-4-405(a)(ii) and legal matters as outlined in W.S. Statute 16-4-405(a)(iii).

Chair Norleen Healy asked for a **MOTION** to enter into Executive Session. Trustee Bruce Hoffman **MOVED** and Trustee Shelley Kinnison **SECONDED** approval of the Board of Trustees adjourning from the regular Board Meeting into Executive Session, regarding personnel matters as outlined in W.S. Statute 16-4-405 (a)(ii) and legal matters as outlined in W.S. Statute 16-4-405 (a)(iii). The **MOTION** carried unanimously and the Board entered into Executive Session at 7:30 p.m.

b. Upon conclusion of the Executive Session, Chair Healy asked for a motion to reconvene the regular Board meeting.

After no further discussion in the Executive Session, in which no action was taken, Trustee Bruce Hoffman **MOVED** and Vice Chair Walt Wragge **SECONDED** reconvening the regular Board Meeting at 7:50 p.m. The **MOTION** carried unanimously.

One matter of information was added to the Agenda, informally, at this time. Dr. Paul Young wanted to express that it was his honor to have served this Board, the Northern Wyoming Community College District, the local communities and Wyoming. He stated that being the President for nine years was one of his greatest privileges. He gave a cautionary tale of the story of the Goose that laid the Golden Egg, likening the college to that of being the golden goose. He didn't want to see the College try to be all things to all people, being taken into too many different directions. Dr. Walt Tribley thanked Dr. Young for the words of advice and said it was an honor to follow him.

12. Adjourn

Upon hearing no further business for the good of the District, Chair Norleen Healy adjourned the Regular Meeting at 7:57 p.m.

Respectfully Submitted:



Debra Wendtland
NWCCD Board of Trustees, Secretary

Approved:



Norleen Healy
NWCCD Board of Trustees, Chair