

**Our Mission**

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

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

**July 17, 2019**

**Sheridan College, Whitney Building Boardroom W132, 6:30 p.m.**

**Board of Trustees Present:**

Norleen Healy, Chair  
Walt Wragge, Vice Chair  
Bob Leibrich, Treasurer (by phone)  
Bruce Hoffman, Trustee  
Gary Koltiska, Trustee  
Shelley Kinnison, Trustee

**Board of Trustees Absent:**

Debra Wendtland, Secretary

**Advisory Board Members Present:**

Richard Cisneros, Gillette College Foundation Board Co-Chair (by phone)  
Cindy Kremers, Johnson County Advisory Board Chair

**Advisory Board Member Absent:**

Tracy Wasserburger, GC Foundation Chair

**Administration Present:**

Walt Tribley, President  
Cheryl Heath, Vice President for Administration & CFO  
Estella Castillo-Garrison, Vice President for Academic Affairs  
Leah Barrett, Vice President for Student Affairs  
Heidi Gross, Gillette College Foundation Executive Director  
Wendy Smith, Assistant Vice President, Public Information Office  
Jen Crouse, Sheridan College Foundation Executive Director

**Administration Absent:**

Janell Oberlander, VP – Gillette College

**Others Present:**

Ryan Patterson, Media  
Pat Blair, Media  
Dennis Zexas, Sheridan College SGA President  
Hayden Heaphy, NWCCD Legal Counsel  
Robert Briggs, SEEDA Planning Director

Jenny Tribley, President's Spouse  
Derek Andrews, Director, SC in Johnson County  
Jennifer McArthur, AVP for Human Resources

**Recorder Present:**

Jana Clements

**1. Call to Order and Roll Call – Regular Meeting.**

Chair Norleen Healy called the July 17, 2019 Regular Meeting to order at 6:30 p.m. Roll call was taken and there was a quorum.

Dr. Walt Tribley opened the Board Meeting by expressing thanks for everyone's warm welcome to him and his family.

## 2. Public Hearing for the FY 2020 Budget .

Upon recessing the Regular Board Meeting at 6:35 p.m., Board Chair Norleen Healy opened the Public Budget Hearing. Chair Norleen Healy asked for Public Comment.

## 3. Adjourn Public Meeting / Convene Regular Meeting.

Upon hearing no public comment, Chair Norleen Healy closed the Budget Hearing and reconvened the Regular Board Meeting at 6:37 p.m.

## 4. 2019-2020 Budget Adoption.

Administration presented the 2019-2020 Proposed Budget for the Board's consideration and approval. Trustee Bruce Hoffman **MOVED** and Trustee Gary Koltiska **SECONDED** the proposal that the Board approve the Expenditure Authority Resolution and the Resolution to Provide Income, which adopted the Fiscal Year 2020 Budget in the amount of \$89,621,441.

Hearing no discussion, Chair Norleen Healy called for a vote. The **MOTION** carried unanimously.

## 5. Approval of Two (2) Expenditure Authority Resolutions.

Administration recommended the approval of two (2) Expenditure Authority Resolutions:

- Refunding and Improvement Lease Revenue Bonds: Mars Ag & Science Center and Whitney Center for the Arts ~and~
- Refunding and Improvement Lease Revenue Bonds: Tech Ed Center

Administration presented Two (2) Expenditure Authority Resolutions as outlined above. Vice President Cheryl Heath answered questions regarding payment. Upon hearing no further discussion, Chair Norleen Healy asked for a **MOTION** for the Board to approve the Two Expenditure Authority Resolutions.

Vice Chair Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** that the Board approve the two Expenditure Authority Resolutions, as presented by Administration. The **MOTION** carried, unanimously.

## 6. Agenda Additions/Deletions.

Chair Norleen Healy asked if there were any additions or deletions to the agenda. Upon hearing no agenda additions or deletions, the Agenda was approved with no additions or deletions.

## 7. Consent Agenda.

Chair Norleen Healy asked the Board to approve the Consent Agenda, as presented by Administration, and to include: the June 19, 2019 Work Session and Regular Meeting Minutes; the June 2019 Financials and Check Register; and the Employee Hires and Exits.

Vice Chair Walt Wragge **MOVED** and Trustee Gary Koltiska **SECONDED** approval of the consent agenda. Upon hearing no discussion, the **MOTION** carried, unanimously.

## 8. President's Report.

Dr. Walt Tribley said it was his pleasure to be in Sheridan and he introduced his wife, Jenny. His welcome was a nice way to start the important work together with the Board, and College staff and faculty. He had attended the Whitney Benefits board meeting the evening before and said the College staff provided an excellent report.

## 9. Gillette College Advisory Board Report.

Dr. Walt Tribley introduced Co-Chair Richard Cisneros in Tracy Wasserburger's absence. Mr. Cisneros joined the Board Meeting by phone from Gillette. He said he was looking forward to a report through Executive Director Heidi Gross and Vice President Janell Oberlander.

Executive Director Heidi Gross and Vice President Janell Oberlander reported on Gillette College's response to the recent coal mine layoffs. The College had responded quickly and effectively, hosting a job fair on site in which 200 jobs were offered.

In addition, it was reported that the BSN Completion Program was awarded a 2019 Community Partner Award.

## Johnson County Advisory Board Report.

Chair Cindy Kremers expressed her appreciation to the Board for attending the board meeting in May in which a dual enrolled student, Mark Woodall, received his high school diploma at the same time he earned an associates of arts degree. Chair Cindy Kremers said it meant a lot to him and his mom.

Chair Cindy Kremers spoke about the 10<sup>th</sup> annual Rope for Knowledge fundraiser that was approaching on August 17 and has raised over \$10,000 in scholarship money each year.

In addition, Director Derek Andrews thanked the Board for the scholarship that was given to a CNA student to continue to encourage her in her pursuit to become a nurse. He reminded the board that the CNA program and prometric testing had been successfully moved to Johnson County.

## Gillette College Foundation Report – Heidi Gross, Executive Director

Executive Director Heidi Gross invited the Board to attend the 18<sup>th</sup> annual golf tournament fundraiser on August 16 and the 50<sup>th</sup> anniversary celebrations occurring from September 5-7.

## 10. Organization Reports – (There were no organization reports.)

## 11. Public Comments – There were no public comments.

## 12. Old Business

### a. Policy Series 3000 – Third (3<sup>rd</sup>) and Final Reading – Information. Action.

Administration brought before the Board, the third and final reading of Policy Series 3000 – Business Management. A copy of the Series and proposed changes was approved by the Board at the second (2<sup>nd</sup>) reading at the Regular Meeting on June 19, 2019. No additional changes were recommended. It was stated that the District Council, Cabinet and employee groups were given an opportunity to provide input.

Upon hearing no further discussion, Chair Norleen Healy asked the Board of Trustees for a **MOTION** to approve the amended Policy Series 3000 – Business Management.

Trustee Shelley Kinnison **MOVED** and Trustee Bruce Hoffman **SECONDED** approval and adoption of the Policy Series 3000 upon conclusion of the third and final reading as presented to the Board. Chair Norleen Healy asked for a vote and the **MOTION** to approve passed unanimously.

Vice Chair Walt Wragge asked for the status of the other Policies. Vice President Cheryl Heath responded that Series 6000 was almost done and ready to bring forward to the Board.

### **13. New Business**

#### **a. Approval of a Gillette College Foundation Board Member for a three-year (3) term.**

Administration brought before the Board, the proposal to approve the appointment of Ms. Irma Kerns to serve on the Gillette Foundation Board for a term beginning June 2018 and ending June 2021.

Trustee Bruce Hoffman **MOVED** and Vice Chair Walt Wragge **SECONDED** approval of the Gillette College Foundation Board Member Appointee, Irma Kerns, as presented.

Executive Director Heidi Gross thanked the previous Board Member, Mr. Bilkre for his service to the Foundation Board. Upon hearing no further discussion, Chair Norleen Healy called for a vote. The Approval of Irma Kerns' appointment was unanimous.

#### **b. Approval of a Gillette College Advisor Board Member for a three-year (3) term.**

Administration brought before the Board, the proposal to approve Mr. Scott Durgin, to serve on the Gillette College Advisory Board for a term beginning June 2018 and ending June 2021.

Trustee Bruce Hoffman **MOVED** and Trustee Gary Koltiska **SECONDED** approval of the Gillette College Advisory Board Member appointee, Scott Durgin, as presented.

Upon hearing no discussion, Chair Norleen Healy called for a vote. The approval of appointee Scott Durgin's appointment was unanimous.

#### **c. Overview of Title IX and Clery Act Report.**

Vice President Cheryl Heath provided a report to the Board regarding the District's efforts in annual Title IX training, monitoring trends and briefly explained that there could be new rules in effect from the Department of Education that would require additional measures be taken by all institutions of higher learning.

Vice President Cheryl Heath explained that the Jeanne Clery Act is a federal act that requires schools to provide timely notice of certain crimes such as murder, sexual assault, and robbery, among others. The college has taken advantage of using outside resources for annual training such as using a highly respected firm called D. Stafford and Associates. The college is looking at Green Dot Training which is a "bystander training" to teach bystanders how they can actively participate to prevent sexual assault before it can potentially occur.

Employees are reminded annually that they must report a crime or harassment if they see one. There is also a "See Something Say Something" campaign to make students more aware. The only exemptions are counselors and clergy.

#### **d. Wyoming Works Update.**

Vice President Leah Barrett provided an update on Wyoming Works. The State of Wyoming legislature enacted Senate Act #78 which provides grants for adult students, enabling them to get a job by obtaining a certificate. The rules and processes are being worked out through the Wyoming Community College Commission. Phase 1 is to identify programs, including existing ones that can qualify for the grant funding. Phase 2 will look at new programs for credit and possible reformulation of some current programs. Vice President Estella Castillo-Garrison had recruited faculty to work on this over the past summer.

**14. Adjourn**

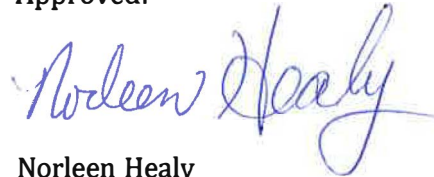
Hearing no further discussion for the good of the District, Board Chair Norleen Healy adjourned the regular meeting at 7:55 p.m.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "W. Wragge".

Walt Wragge  
NWCCD Board of Trustees, Vice Chair

Approved:

A handwritten signature in blue ink, appearing to read "Norleen Healy".

Norleen Healy  
NWCCD Board of Trustees, Chair