

Our Mission

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

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

August 21, 2019

Sheridan College, Whitney Building Boardroom W132, 6:33 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
Debra Wendtland, Secretary

Board of Trustees Absent:

Advisory Board Members Present:

Tracy Wasserburger, GC Foundation Chair
Cindy Kremers, Johnson County Advisory Board Chair

Advisory Board Member Absent:

Administration Present:

Walt Tribley, President
Janell Oberlander, VP – 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
Jen Crouse, Sheridan College Foundation Executive Director

Administration Absent:

Heidi Gross, Gillette College Foundation Executive Director

Others Present:

Robert Briggs, SEEDA Planning Director
Pat Blair, Media
Dennis Zezas, Sheridan College SGA President
Hayden Heaphy, NWCCD Legal Counsel
Senator Jeff Wasserburger, BOCHES
Jennifer McArthur, AVP for Human Resources

Recorder Present:

Jana Clements

- 1. Call to Order and Roll Call** – Chair Norleen Healy called the Regular Board Meeting to Order at 6:33 p.m. and asked if there was a quorum. There was a quorum with all Board Members present.
- 2. Agenda Additions/Deletions** – There were no additions or deletions to the agenda.

3. **Consent Agenda** – Chair Norleen Healy asked if the Board of Trustees had any changes to the July 17, 2019 Minutes. Upon hearing no requests for changes, the July 17, 2019 public hearing and regular meeting minutes were accepted as presented, including the Minutes, July 2019 Financials, Check Register and Employee Hires and Exits.

Chair Norleen Healy asked for a **MOTION** to accept the Consent Agenda as presented. Vice Chair Walt Wragge **MOVED** and Treasurer Bob Leibrich **SECONDED**. The Consent Agenda was approved with no changes, unanimously.

4. **President's Report** – Dr. Walt Tribley welcomed Senator Jeff Wasserburger who stated he liked to attend a Board meeting once or twice a year as time allowed. Senator Wasserburger stated that there would be information coming out regarding the education attainment council which he is on. There is a statewide goal of achieving a 65% attainment of an AA or certificate. Senator Wasserburger went on to say that this was an almost impossible goal to achieve but it didn't mean the State shouldn't try.

Dr. Walt Tribley informed the Board of the accomplishments of and recognition received by District employees specifically mentioning Sara Spann and Amy Albrecht receiving a community award and Elain Pidgeon receiving a nursing award. He also notified the Board of some of the District Employees falling victim to cyber attacks over the summer and the immediate response and measures implemented by the IT Department.

5. **Gillette College Advisory Board Report** – Chair Tracy Wasserburger invited the Board of Trustees to attend the 50th anniversary celebrations at Gillette College. She asked Vice President Janell Oberlander to fill the Board in on current activities so Vice President Oberlander went over the schedule of events culminating in the Governor's dinner and reception on Saturday, September 7. She also told the Board that the TRiO and advisor positions in Gillette were still open. The next generation meeting will be on September 4. The Health Care Study is under way and Dr. Doug Gilbert will meet with the College to share results by the end of November.

Johnson County Advisory Board Report – Chair Cindy Kremers reported on the Rope for Knowledge fundraiser stating that over \$6,000 was raised for scholarships. She also informed the Board that 20 high school students were enrolled in the alternative high school in this first year. She was asked if it was patterned after the Schiffer High School and she responded that it was patterned but was not partnering with them.

Sheridan College Foundation Report – Executive Director Jen Crouse reported that the Foundation is hard at work with the health science fundraising campaign and are working on submitting a grant. It is also a busy time of year with scholarships being awarded. There will be an audit the first week of September with an additional audit provided (which is optional). The first alumni newsletter will be distributed to 3,000 alumni very soon.

6. **Organization Reports** – There were no organization reports.
7. **Public Comments** – There were no public comments.
8. **Old Business** – There was no old business for the Board to discuss.
9. **New Business**

- a. **Approval of the Paul Young Veteran's Plaza Naming.**

Administration presented a mock-up drawing of the proposed Naming of the Paul Young Veteran's Plaza and asked for the Board's approval.

Chair Norleen Healy asked for comments or discussion. Hearing none, she asked for a **MOTION** to approve.

Trustee Bruce Hoffman **MOVED** and Trustee Gary Koltiska **SECONDED** the proposed approval of the Naming of the Paul Young Veteran's Plaza, as presented. There was some discussion if Dr. Young had seen the mock-up and the response from Administration was that he had and approved of it. Vice President Cheryl Heath thanked Joel Anderson who provided the mock-up drawing free of charge. Chair Healy called for a vote and the **MOTION** passed unanimously in favor of the naming.

b. WACCT Board Meeting Update.

Treasurer Bob Leibrich provided information regarding the WACCT Board Meeting. Materials from that meeting were provided to the Board of Trustees. Treasurer Leibrich informed the board that the 2019 session will be very busy with 3-4 committees working on the proposed Bachelor of Applied Science degrees. WACCT would like to re-instate advocacy in the form of a representative from each of the 7 colleges. Employee compensation continued to be a discussion at the last meeting. WACCT is looking for a volunteer to reorganize the Cheyenne awards session since it will now be more focused on student achievement "Transforming Leaders".

c. Approval of Sheridan Economic and Educational Development Authority Board Member for a Three-Year Term.

Administration brought before the Board, Dr. Walt Tribley, to serve on the Sheridan Economic and Educational Development Authority Board (SEEDA) as the College's non-governing representative for a term beginning August 2018 and ending August 31, 2022.

Chair Norleen Healy asked for any discussion. Hearing no discussion, she asked the Board for a **MOTION**.

Trustee Gary Koltiska **MOVED** and Vice Chair Walt Wragge **SECONDED** approval of the Sheridan Economic and Educational Development Authority Appointee, Dr. Walt Tribley, as presented.

The appointment presented to the Board was for the Sheridan Economic and Educational Development Authority Joint Powers Board. The SEEDA Board is governed by a mutual joint powers board agreement and set of adopted bylaws. Per governing documents, the SEEDA Board is made up of two representatives appointed by the NWCCD Board of Trustees, two representatives appointed by the City of Sheridan, and one member at large appointed with the approval of both entities. SEEDA Board terms are for three years, and there is presently no constraint as to the number of terms a board member may serve.

Dr. Walt Tribley was initially appointed to take the immediate appointment vacated by Dr. Paul Young that expires August 2019. This appointment will fulfill the requirement for the College's non-governing position for a term beginning August 2019 and ending August 31, 2022.

d. Approval of the Modification to the Computer Science Program.

The Wyoming Community College Commission (WCCC) has modified their process for the approval of "significantly" modified programs. As a part of this process, the Vice President for Academic Affairs must ensure that the modifications have been reviewed by College faculty, approved by Faculty Senate, and then approved by the Board of Trustees.

Upon reviewing and approving the Modifications to the Computer Science Program through Faculty Senate, Administration brought before the Board, a request to approve the amended and renaming of the Computer Informations Systems AS to **Computer Science Program** to better align with the University of Wyoming for transferability. (A brief Executive Summary is provided below.)

Chair Norleen Healy asked for a **MOTION** for approval of the amended and renamed Computer Informations Systems AS to Computer Science Program.

Vice Chair Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** approval of the amended and renamed "Computer Informations Systems AS" to **Computer Science Program**. Chair Norleen Healy asked for a vote on the **MOTION**. The **MOTION** carried unanimously in favor of the renamed program.

EXECUTIVE SUMMARY

In the academic year of 2017-2018, NWCCD embarked on a district-wide review of the general education requirements and college programs. During this process, it was discovered that the existing Computer Information Systems AS was limited in its transferability and application to the larger computer science career field. In addition, legislation was passed to promote computer science in education. With the indication of a growing field of students, NWCCD recognized the need to amend the current program to align with the University of Wyoming and to update the curriculum.

The local advisory board, and faculty agree that the demand to pursue a computer science degree should increase as a result of Boot Up Wyoming and Senate Enrolled Act 0048. Boot Up is an initiative to implement computer science in all Wyoming schools by 2022. The Wyoming Legislature passed Act 0048 during the 2018 budget session, which added computer science and computational thinking to the state educational program. Without this program and a subsequent 2+2 agreement, it would not be feasible for students to attend Sheridan College to pursue a degree in Computer Science.

This program provides the skills and abilities for entry-level positions for the computer science field, as well as offers the ability to transfer to a four-year institution. As employees gain more experience and training, additional opportunities open to them. With the proposed modification, it is our goal to give our completing students as many opportunities for employment and career progression as we can.

e. Approval of the Modification to the Engineering Tech Program.

The Wyoming Community College Commission (WCCC) has modified their process for the approval of "significantly" modified programs. As a part of this process, the Vice President for Academic Affairs must ensure that the modifications have been reviewed by College faculty, approved by Faculty Senate, and then approved by the Board of Trustees.

Upon reviewing and approving the Modifications to the Engineering Tech Program through Faculty Senate, Administration brought before the Board, a request to approve the amended and renaming of the Computer Aided Design Certificate and AAS to **Engineering Technology**. (A brief Executive Summary is provided below.)

Vice President Estella Castillo-Garrison provided a review of both recommendations to the Board, explaining it was a move to provide consistency, for ease of transference and to ensure relevance.

Chair Norleen Healy asked for a **MOTION** to approve the amended and renamed Computer Aided Design certificate and AAS to Engineering Technology.

Trustee Bruce Hoffman **MOVED** and Treasurer Bob Leibrich **SECONDED** approval of the amended and renamed "Computer Aided Design Certificate and AAS" to **Engineering Technology**.

EXECUTIVE SUMMARY

In the academic year of 2017-2018, NWCCD embarked on a district-wide review of the general education requirements and college programs. During this process, it was discovered that the existing Computer Aided Design Certificate and Associate of Applied Science (AAS) was limited in its scope and application to the larger engineering career field. The current Classification of Instructional Programs (CIP) code was more closely aligned to an Engineering Technology title and academic emphasis.

District advisory councils also made recommendations to enhance the existing programs, offer more options for program electives, including the existing CAD courses, and create a more versatile program with basic principles and skill application across a wider spectrum of engineering disciplines.

This program provides the skills and abilities for entry-level positions for the engineering career field. As employees gain more experience and training additional opportunities open to them, requiring additional levels of education, for advancement within the engineering career field.

10. Executive Session

a. The Board adjourned into Executive Session to discuss a Real Estate matter, as outlined in W.S. Statute 16-4-405 (a)(vii).

Chair Norleen Healy asked for a **MOTION** to enter into Executive Session.

Trustee Shelley Kinnison **MOVED** and Trustee Gary Koltiska **SECONDED** that the Board adjourn into Executive Session to discuss a Real Estate matter, as outlined in W.S. Statute 16-4-405 (a)(vii).

The Board voted to adjourn into Executive Session at 7:15 p.m.

b. Upon the Conclusion of the Executive Session, in which no action was taken, the Board Chair, Norleen Healy, asked for a MOTION to reconvene the Regular Board Meeting.

Trustee Bruce Hoffman **MOVED** and Secretary Debra Wendtland **SECONDED** that the Board adjourn out of Executive Session and back into the Regular Meeting at 8:00 p.m. The Board voted to return to the Regular Meeting, unanimously.

11. Return to Regular Meeting

a. Upon entering back into the Regular Meeting, Chair Norleen Healy requested a MOTION for the Board to authorize Administration to negotiate the best lease and/or sale terms for the property at 1600 Solutions Way, to execute all documents related to this transaction, and to begin the approval process to design and construct a building for the Construction Technology Program.

Secretary Debra Wendtland **MOVED** and Trustee Shelley Kinnison **SECONDED** that the Board authorize Administration to negotiate the best lease and/or sale terms for the property at 1600 Solutions Way, as presented. Hearing no further discussion, Chair Norleen Healy called for a vote in which there were 6 votes in favor, no votes against and Trustee Gary Koltiska abstained from voting. The **MOTION** passed.

With no further action, Board Chair Norleen Healy adjourned the Regular Meeting for the good of the District at 8:05 p.m.

12. Adjourn

Respectfully Submitted:

Approved:

~~Debra Wendtland~~ **Walt Wragge**
NWCCD Board of Trustees, Secretary
Vice-Chair

Norleen Healy
NWCCD Board of Trustees, Chair