



## **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**

**Tuesday, October 17, 2023 5:30 p.m.**

**Sheridan College – Whitney Center for the Arts – Room 235**

#### **Trustees Present**

Tracy Swanson, Vice Chair & Chairman for meeting  
Gary Koltiska, Secretary  
Bob Leibrich, Treasurer  
Ward Cotton  
Chuck Holloway

#### **Trustees Absent**

Debra Wendtland, Chair  
Elaine Olafson Henry

#### **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  
Jennifer Crouse, Vice President of Student Affairs & Sheridan College Foundation 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 VP of Finance & Controller

#### **Others Present**

Clint Langer, NWCCD Board Counsel	Steven Dow	Kodi Lybarger	Heidi Balster
Kevin Koile	Jana Clements	Kirk Viren	Brenda Haseman
Dr. Mark Bergman	Kristin Sowers	Audrey Steinhorst	

#### **Recorder**

Andrea Morgan

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

Vice Chair Tracy Swanson was chairman for this meeting because Chair Wendtland was not able to attend.  
Vice Chair Swanson called the meeting to order at 5:30 p.m.

#### **2. Pledge of Allegiance**

#### **3. Agenda Additions/Deletions**

Chair Swanson requested a motion to move the faculty senate report after the consent agenda and approve the agenda. Trustee Koltiska moved, and Trustee Holloway seconded. The motion carried.

#### **4. Consent Agenda**

Regular Meeting Minutes – September 19, 2023

- September 2023 Financials
- September 2023 Check Register
- Employee Hires and Exits

Chair Swanson requested a motion to approve the consent agenda. Trustee Leibrich moved, and Trustee Cotton seconded. There was no further discussion. Chair Swanson called for a vote. The motion carried.

**5. Organization Report – Faculty Senate**

Dr. Bergman reported that Faculty Senate (FS) continues to work on the pre-tenure and post-tenure review process. FS would like to assist with faculty onboarding. FS would like the Faculty Development Committee to oversee the appropriate level of staffing of the governance committees. FS hopes to participate in the state-wide WCCC faculty alliance group.

**6. Department Spotlight – Financial Aid**

Director of financial aid, Heidi Balster, presented information about the function and goals of the department. She expressed their commitment to customer service and compliance. She defined the sources of financial aid available. It was noted that NWCCD helps to support students in Gillette as needed. Ms. Balster explained the recent simplification of the FAFSA is the first major change in 40 years and that her team is ready to implement it.

**7. President's Report – Dr. Walt Tribley – Handouts provided to the Board.**

- a. **District Division Update** – No new information to report for this standing item. There were no questions.
- b. **Advanced Manufacturing and Applied Sciences Update** – VP Achord noted that the project is on budget and on schedule. The concrete has been poured and the steel delivered.
- c. **General Updates** – Faculty member, Jeff Walter was named the 2023 WYDEC Innovative Educator of the Year for Sheridan College. Dr. Tribley referred to the handout in the board packet related to the Department of Labor's statistics that indicate education credentials or degrees correspond to higher pay.

**8. Johnson County Advisory Board Report – Cindy Kremers, Chair**

Ms. Kremers reported that the board awarded approximately \$4k in scholarships thanks to the success of the Golf for Knowledge fundraiser. They received a record 23 applications and focused on student need to distribute the funds. The popular SC performing arts series at the Johnson County Library will be taking place the months of October, November, and December. "Selfies with Santa" is scheduled for December 2, and there will be a basketball event scheduled in Buffalo and Kaycee in January.

**Sheridan College Foundation Report – Jennifer Crouse, Executive Director**

VP Crouse reported that Bob Berger is the new president of the SCF. One member chose to step away from the board, so the board is accepting nominations for a new member. The SCF annual report was recently sent to donors. The SCF will soon begin its annual "Dream" campaign to raise operating funds for the foundation. The two annual audits of the foundation are complete, and based on the draft reports, SCF does not anticipate receiving any findings.

**9. Organization Report – Student Government Association**

Ms. Lybarger reported that SC students will host a food drive 11/13 – 11/17 with boxes for dropping off food items available in the TRCC and Whitney buildings. Generals Thrift recently opened. Funds earned at the thrift store will be donated in support of the student food pantry. The students are also working on scheduling a blood drive on campus.

**10. Public Comments – There were no public comments.**

**11. Key Monitoring Reports – None**

**12. Unfinished Business**

- a. **Higher Learning Commission (HLC) Mid-cycle Update – Information**

Dr. Castillo-Garrison provided a handout for the board on the status of the accreditation mid-cycle review process. She explained that the HLC would focus on criteria 3, 4, and 5 and that SC continues to work with a consultant to complete the required report due on 11/15. HLC will be onsite 12/4 and 12/5. Dr. Tribley noted that a special meeting of the board may be needed on this topic in advance of any trustee interviews for training purposes.

**b. Strategic Planning – Information**

Dr. Tribley introduced several key topics in the new strategic plan. It will focus on student success, distance education, loss of enrollment due to the loss of our operations in Gillette, fiscal solvency, and the direction of the College. AVP Briggs and VP Smith described the process and timeline for the strategic plan revision. The Board engaged in a brief discussion about how SC might distinguish itself from other institutions of higher education. They also discussed promoting student survey participation and feedback as a valuable source of information and learning board best practices by attending trainings and conferences.

**13. New Business**

**a. Board Discussion Regarding Students' Events – Information**

Dr. Tribley presented the handout "Students' Rights and Responsibilities" to the Board. He discussed student activities through the lens of student clubs and organizations. He discussed students' right to freely associate and freely express their views; however, he acknowledged that their views may or may not reflect the views of the Governor, Board of Trustees, Administration, or others at the College. He explained that students need to learn how to govern their activities and how they will fund those activities. Students at Sheridan College, and most other colleges and universities, utilize student fee money to support student clubs and many of their events. There were no questions.

**b. Board Policy 3040: Nondiscrimination and Anti-harassment – Information**

Dr. Tribley presented Board Policy 3040: Nondiscrimination and Anti-harassment and provided an explanation of the edits made to it. The board briefly discussed how genetic information is protected by this policy. It was clarified that the Spanish translation was not newly added, but the College is still working to ensure the edits are correctly translated into the policy. Trustee Holloway asked about the antidiscrimination language related to "genetic information." Dr. Tribley provided an example of how such information could be used inappropriately and suggested the need for such language at this time.

**c. Board Policy 3040: Nondiscrimination and Anti-harassment – Action**

Chair Swanson requested a motion to approve Board Policy 3040: Nondiscrimination and Anti-harassment with the understanding that the Spanish translation would be updated for accuracy. Trustee Cotton moved, and Trustee Holloway seconded. There was no further discussion. Chair Swanson called for a vote. The motion carried with one dissenting vote cast by Trustee Koltiska.

**14. Adjourn**

Chair Swanson adjourned the meeting at 6:45 p.m. The next regular meeting of the NWCCD Board of Trustees is on Tuesday, November 14, 2023 at 5:30 p.m. in the Whitney Center for the Arts, room 235.

Respectfully Submitted:



Gary Koltiska  
NWCCD Board of Trustees, Secretary



Tracy Swanson  
NWCCD Board of Trustees, Vice Chair