



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 & Work Session

Tuesday, March 21, 5:00 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

Trustees Present

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

Trustees Absent

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 & Sheridan College Foundation Executive Director
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO

Others Present

Clint Langer, NWCCD Board Counsel Edith Johnson-LaMeres Kevin Koile

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

Chair Wendtland called the meeting to order at 5:04 p.m. There was a quorum.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

Chair Wendtland requested a motion to add an agenda item related to appointing Trustees to committee assignments. Trustee Swanson moved, and Trustee Henry seconded. The motion carried.

4. Consent Agenda

Regular Meeting Minutes – February 21, 2023

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

Chair Wendtland requested a motion to approve the consent agenda. Trustee Henry moved, and Trustee Holloway seconded. There was no further discussion. The motion carried.

5. Recognition of 2023 Sheridan College Distinguished Alumni Award Winner – Zane Garstad

Chair Wendtland read aloud a summary as to why Mr. Garstad was selected for the award. Upon completion, Mr. Garstad commented that he was honored and humbled to be recognized for this award. Trustees Swanson and Wendtland briefly shared their positive experiences in knowing Mr. Garstad.

6. Work Session

a. Community College Funding in the State of Wyoming

b. Current Sheridan College Budget Status

VP Achord presented on the topics of community college funding in Wyoming and the current status of the District budget. See presentation “Financial Work Session Final 03212023”. He described the breakdown of funding sources, discussed state appropriations and how enrollment affects funding. Trustees briefly discussed the value of mills being different in each county and that GCCD did not levy four mills and therefore does not receive state funding. VP Achord reported that as of 2-23-2023, NWCCD revenue is slightly higher than projected revenue and expenses are slightly lower than projected expenses. VP Achord gave an overview of the 66th and 67th State of WY legislative sessions and how they affect NWCCD funding. Dr. Tribley discussed the District’s financial challenges and opportunities with a focus on loss of revenue once GCCD becomes accredited and what the NWCCD can do to address the loss.

7. President’s Report – Dr. Walt Tribley

a. District Division Update

GCCD & NWCCD continue to work together. Recently, GCCD requested that NWCCD provide a large amount of data to support their efforts to become accredited by the Higher Learning Commission.

b. Advanced Manufacturing and Applied Sciences Update

Dr. Tribley discussed the construction budget which is \$8.167M whereas the estimate from the Construction Manager at Risk is \$8.3M. Bids will be market dependent. If any value engineering becomes necessary, those affected will be consulted.

c. General Updates

Dr. Tribley updated the Board on upcoming events at SC including SCJC music events, rodeo, and an oil change fundraiser hosted by SC students to support their participation in Skills USA.

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

Ms. Kremers reiterated the information about the SCJC music events. She discussed the Golf for Knowledge fundraiser and encouraged the Board to participate. She reported that Brianna Buckingham joined the SCJC team as the retention mentor in Johnson County.

Sheridan College Foundation Report – Jennifer Crouse, Executive Director

VP Crouse reported that the 2023 SC Rodeo Banquet broke a fundraising record. The event raised \$77k after expenses. She invited the Board to attend a faculty lecture given by Joseph Aguirre on cultural diversity. She reported that the Student Partners will tour Kennon on 4-20-2023. The distinguished alum reception and recognition of Zane Garstad is on May 10. She gave an overview of recent donations received. Trustee Tracy Swanson and his wife Liz Swanson were recognized for their \$25,000.00 gift as the founding scholarship for the Sheridan College 4-year degree in business, leadership and management. Trustee Koltiska requested information about fundraising for other sports. Dr. Tribley explained that no other sports are currently active, and VP Crouse added that the other athletic teams received support from the booster club managed through the SCF.

9. Organization Reports – No organization reports as faculty and students are on break.

10. Public Comments – There were no public comments.

11. Key Monitoring Reports – None

12. Unfinished Business – None

13. New Business

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

In accordance with Board Policy 3001, VP Achord recommended First Interstate Bank for a depository of District funds. Chair Wendtland requested a motion to approve First Interstate Bank as a depository of College District funds as recommended by Administration. Trustee Holloway moved, and Trustee Cotton seconded. Trustee Koltiska requested information about a request for proposal (RFP). VP Achord reported that he had recently drafted an RFP, which is due back to NWCCD by 5-31-2023 with approximately six months necessary to implement a new relationship, should a different bank be chosen. The timeline for the RFP process is after a 3-year term with a possible two-year extension, then the District submits an RFP. Trustee Leibrich indicated that he would abstain from voting. Upon no further discussion, Chair Wendtland called for a vote. The motion carried with one abstention.

b. Financial Disclosure Forms – Action

Per W.S. 6-5-118, Affidavits Disclosing Financial Interest forms are distributed annually to all board members, President Tribley, VP/CFO Achord, and Director of Finance/Controller Kidneigh, to be completed, signed, notarized, and become part of the permanent records of the board. Chair Wendtland requested a motion to allow Administration to distribute the “Affidavits Disclosing Financial Interest” forms for the Board of Trustees to sign as proposed by Administration. Trustee Cotton moved, and Trustee Swanson seconded the motion. Hearing no further discussion, Chair Wendtland called for a vote. The motion carried.

c. New Commercial Motor Vehicle Training Certificate Approval – Action

Administration presented the Board with information related to a new certificate program: CMV Driver Training Certificate and asked the Board to consider approving the program. Chair Wendtland requested a motion that the Board approve the new Commercial Motor Vehicle Training Certificate. Trustee Leibrich moved, and Trustee Koltiska seconded. Dean Johnson-LaMeres provided the Board with program information. Upon no further discussion, Chair Wendtland called for a vote. The motion carried.

d. New Food Inspector Certificate Approval – Action

Administration presented the Board with information related to a new certificate program: Food Inspector Certificate and asked the Board to consider approving the program. Chair Wendtland requested a motion that the Board approve the new Food Inspector Certificate. Trustee Henry moved, and Trustee Holloway seconded. Dean Johnson-LaMeres provided the Board with program information. Upon no further discussion, Chair Wendtland called for a vote. The motion carried.

e. New Accounting-Enrolled Agent Certificate Approval – Action

Administration presented the Board with information related to a new certificate program: New Accounting-Enrolled Agent Certificate and asked the Board to consider approving the program. Chair Wendtland requested a motion that the Board approve the new Accounting-Enrolled Agent Certificate. Trustee Cotton moved, and Trustee Koltiska seconded. Dean Johnson-LaMeres provided the Board with program information. Upon no further discussion, Chair Wendtland called for a vote. The motion carried.

f. President Tribley Recommends Faculty for Tenure – Information

Dr. Tribley explained that the Board received information on the faculty members recommended for tenure and that they would have a month to review it. Dr. Tribley will ask the Board to make a decision regarding tenure at the April 18, 2023 board meeting.

g. Assignment of Trustees to Workgroups – Information

Chair Wendtland established a workgroup to work with Dr. Tribley and/or his designees to write and edit the board policies in Series 1000 "The District" and Series 8000 "Board of Trustees". Chair Wendtland assigned Trustees Henry and Swanson to the newly established policy workgroup. Trustees Swanson and Henry were removed from the GCCD Transition Team and Trustees Holloway and Cotton were added to the GCCD Transition Team. The Trustees agreed to participate in their workgroups.

14. Adjourn

Chair Wendtland adjourned the meeting at 6:28 p.m.

Respectfully Submitted:



Gary Koltiska

NWCCD Board of Trustees, Secretary



Debra Wendtland

NWCCD Board of Trustees, Chair