



Our 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, September 21, 2021, 6:30 p.m.

Sheridan College – Whitney Building – W 203

Trustees Present

Debra Wendtland, Chair
Gary Koltiska, Vice Chair
Shelley Wilson Kinnison, Treasurer
Norleen Healy, Secretary
Erin Kilbride
Robert Leibrich
Tracy Swanson

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
Janell Oberlander, Vice President of Gillette College
Craig Achord, Vice President of Administrative Services & CFO
Jen Crouse, Sheridan College Foundation Executive Director & VPSA
Estella Castillo-Garrison, Vice President of Academic Affairs
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO
Gina Kidneigh, Assistant Vice President for Finance & Controller
Jennifer McArthur, Assistant Vice President of Human Resources
Robert Briggs, AVP of Institutional Research

Others Present

Clint Langer, NWCCD Board Counsel
Ashleigh Snoozy
Sydney O'Neil

Kevin Koile
Mark Thoney

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

Chair Wendtland called the meeting to order at 6:30p.m., and there was a quorum.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

There were no additions or deletions to the agenda. Trustee Leibrich moved to accept the agenda as presented. Trustee Kilbride seconded the motion. The motion carried.

4. Consent Agenda

Regular Meeting Minutes – August 17, 2021

August 2021 Financials

August 2021 Check Register

Employee Hires and Exits

Trustee Koltiska moved to accept the consent agenda as presented. Trustee Swanson seconded the motion. The motion carried.

5. President's Report – Dr. Walt Tribley

The NWCCD Trustees and Dr. Tribley received an invitation to a reception hosted by Governor Gordon to hear his vision for the Wyoming Innovation Partnership (WIP). Dr. Tribley and Chair Wendtland will attend with other Trustees as schedules allow. Dr. Tribley gave a COVID-19 update for Sheridan College and Gillette College. Based on the close monitoring of COVID-19 cases across the District and input from IMT, there is no need for additional actions related to COVID-19 at this time; however, there are health guidelines in place. Dr. Tribley is not recommending any new or different action at this time. Robert Briggs gave an enrollment update. At census date, Fall 2021 enrollment is down compared to Fall 2019 and Fall 2020. This is true for headcount and full time equivalent (FTE) enrollment. Dr. Tribley shared context related to the data presented as well as recommended diversification of teaching modalities. There was further discussion related to distance education and other possible enrollment sources. Dr. Tribley reported that the Wyoming Department of Education (WDE) will conduct an audit of the SC career and technical education (CTE) program for compliance with the regulations set forth by the Office of Civil Rights. WDE will review the documents submitted and schedule an on-campus visit in the spring. This audit is part of routine monitoring. Dr. Tribley discussed the upcoming Wyoming Community College Commission (WCCC) and Wyoming Association of Community College Trustees (WACCT) meetings to be held on the SC campus. He provided an itinerary and invited the Trustees to attend. He highlighted the NWCCD BAS proposal as an agenda item on the WCCC meeting agenda. The BAS agenda item was placed on hold while NWCCD was in a state of financial exigency. If approved by WCCC, the next step in the process is for the Higher Learning Commission, to review and grant accreditation of NWCCD as a 4-year institution. Dr. Tribley discussed the proposed degree, its flexibility, and its built-in experiential learning components. NWCCD is presently undergoing its annual independent financial audit. Dr. Tribley represented NWCCD at the Kennon grand opening. Dr. Tribley discussed upcoming Whitney Days events and gave a brief update on the GC and SC rodeo teams.

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

Ms. Kremers reported a strong team atmosphere and strong enrollment in Johnson County. Ms. Kremers invited everyone to Bomber Mountain Civic Center to see the new improvements made to the student study lounge and computer lab to increase academic supports for students. SCJC is looking to increase tutoring options as well. SCJC surveyed the community looking for new adjunct instructors. There was a great response from community members in support of the College.

7. Sheridan College Foundation Report – Jen Crouse, Executive Director

Recently, the foundation hosted an event that raised \$12k for music scholarships. The annual alumni newsletter will go out soon. It has been successful in increasing alumni giving and communication with

alumni. The foundation is also undergoing its annual financial audit. Every donor will soon receive the annual report on funds management. VP Crouse requested RSVP's for the Presidents Partners luncheon.

8. Organization Reports

a. Faculty Senate – Mark Thoney, President

As a result of the vote in August, the general consensus among Faculty Senate was to postpone meetings for the time being. A special meeting may be called as needed, and the regular meetings will resume soon. Mr. Thoney reported being included in the Crisis Management Team and the recent tabletop emergency drill representing the faculty. Mr. Thoney thanked the Board for their leadership during the pandemic and restructuring of the District.

b. Student Government Association – Sydney O'Neil, President

Ms. O'Neil reported that the SGA recently received new furniture for TRCC. SGA continues to implement and support the "You Matter Period" program. SGA members reorganized and restocked the Hope Closet with nonperishable food items and school supplies for students in need. The SGA has also started a clothing closet for students or staff in need. The SGA plans to submit suggestions for rewriting the Student Code of Conduct and the SGA bylaws. SGA has been able to meet in-person rather than via Zoom.

9. Public Comments – There were no public comments.

10. Key Monitoring Reports

- a. Housing Report –** Written report was provided to the Board. It was prepared by VP Crouse. Dr. Tribley described the report giving context for the numbers reported. The Board engaged in conversation about housing asking questions related to compulsory housing participation, pricing, and possible housing scholarships.

11. Unfinished Business – There was no unfinished business.

12. New Business

a. District Division Update – Information

Dr. Tribley reported that he provided VP Oberlander and Heidi Gross release time to work with GCCD. There has been initial communication among the districts related to liability insurance. The board chairs are working collaboratively on a first meeting and its agenda. The next steps include the drafting of an initial universal MOU. The expectation for the MOU is that it will be based on SEA 47 though it must be flexible enough to work through unforeseen items as they arise. These items can be handled through addenda to the MOU. There have been several organizational changes so far due to the reality of the separation, and there will likely be more. Dr. Tribley recommended working on policy changes followed by procedure changes as needed. Chair Wendtland discussed the possible timeline for the first joint meeting of the boards.

b. Board Policy 1050: The District Official Name – Information

Dr. Tribley presented Board Policy 1050: The District Official Name to the Board for information. Dr. Tribley reminded the Board that they received copies of the draft policy changes in their packets and offered copies to the public. Dr. Tribley reported that once policies are changed that action would set in motion changes to other internal documents to reflect the changes. Dr. Tribley will ask the Board to discuss and approve or deny the proposed policy changes as soon as possible. There was no action taken.

c. Board Policy 3003: Sexual Misconduct Policy – Information & Action

Dr. Tribley presented Board Policy 3003: Sexual Misconduct Policy to the Board for information and action. Dr. Tribley introduced the premise of the change to this policy was to move procedural language into a procedure. This will allow the District to change procedures as Title IX regulation change without having to change the overall policy. He reported that the policy was reviewed by D. Stafford & Associates.

He offered to have any questions answered by AVP of Human Resources McArthur. The Trustees engaged in discussion about changing NWCCD policies as they relate to GCCD, responsibility and liability for employees, buildings, and insurance. Dr. Tribley suggested that these issues will have to be worked through by the boards. Dr. Tribley recommended the approval of policy 3003 as presented.

Chair Wendtland requested a motion to approve and adopt revised Board Policy 3003: Sexual Misconduct Policy as presented. Trustee Healy moved and Trustee Kilbride seconded approval and adoption of revised Board Policy 3003: Sexual Misconduct Policy as presented. There was no further discussion. Chair Wendtland called for the vote. The motion carried.

d. Board Policy 3040: Nondiscrimination and Anti-Harassment – Information & Action

Dr. Tribley presented Board Policy 3040: Nondiscrimination and Anti-Harassment to the Board for information and action. Dr. Tribley asked AVP McArthur to provide information about the proposed policy. AVP McArthur noted that the policy is being proposed for compliance-driven reasons; however, she assured the Board that the non-discrimination statement has already been made widely available along with her contact information as a practice. NWCCD trains employees and students annually on nondiscrimination and harassment. The training is mandatory. The policy includes language related to CTE, but it applies to all programs. Dr. Tribley recommended that the Board approve Board Policy 3040.

Chair Wendtland requested a motion to approve and adopt Board Policy 3040: Nondiscrimination and Anti-Harassment Policy as presented. Trustee Kinnison moved and Trustee Leibrich seconded approval and adoption of Board Policy 3040: Nondiscrimination and Anti-Harassment Policy as presented. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

e. Board Policy 3045: Americans with Disabilities Act (ADA) – Information & Action

Dr. Tribley presented Board Policy 3045: Americans with Disabilities Act (ADA) to the Board for information and action. AVP McArthur recommended the policy for compliance and assured the Board that there are already procedures in place to support employees and students who request accommodations. There are knowledgeable staff available in Sheridan and Gillette assist employees and students. There were no questions.

Chair Wendtland requested a motion to approve and adopt Board Policy 3045: Americans with Disabilities Act (ADA) as presented. Trustee Swanson moved and Trustee Koltiska seconded approval and adoption of Board Policy 3045: Americans with Disabilities Act (ADA) as presented. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

f. Board Policy 5060: Student Organizations – Information

Dr. Tribley explained that items **(f)**, **(g)**, and **(h)** are all items that contain policy language changes he will be recommending for approval, but they are drafts. At this point, the Board has received the proposed policy changes in their packets, and this item is for information only at this point.

g. Board Policy 5400: Intercollegiate Athletics – Information

Please see explanation provided in item **(f)** above. The Trustees engaged in a discussion about the possible need at some point to change athletic conferences to support the District's needs. They also discussed the role of athletics in supporting students' academic achievements. Dr. Tribley will recommend approval of the changes as soon as possible suggested for items **(f)**, **(g)**, and **(h)**. He asked the Trustees to send any feedback or questions they have to the executive assistant for the president.

h. Board Policy 8000: Responsibility for Operating the District – Information

Please see explanation provided in item **(f)** above.

i. Consideration for Sale of Real Properties – Information & Action

Dr. Tribley presented the Board with information and a recommendation related to a full price offer received on listed properties 1841 & 1851 S. Sheridan Avenue. The Board was provided details of the offer in their materials for the meeting. VP Achord updated the Board on the inspection timeline and contingency on financing. There were no questions. Chair Wendtland requested a motion to approve the real property sale contract recommended by Administration. Trustee Swanson moved and Trustee Kilbride seconded the motion. There was no further discussion. Chair Wendtland called for a vote. The motion carried.

13. Adjourn

The next Regular Board Meeting will be on October 19, 2021 at 6:30 p.m., exact location to be determined. Chair Wendtland reminded the Board to RSVP for several upcoming events including the Governor's reception, WCCC meeting, and President's Partners luncheon if available. Chair Wendtland adjourned the meeting at 8:08 p.m.

Respectfully Submitted:



Norleen Healy
NWCCD Board of Trustees, Secretary



Debra Wendtland
NWCCD Board of Trustees, Chair