



### **NWCCD Mission**

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

## **NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT - BOARD OF TRUSTEES**

### **Minutes**

#### **Work Session Followed Immediately by Regular Meeting**

**Tuesday, January 18, 2022, 4:30 p.m.**

**Sheridan College – Whitney Building – W 235**

#### **Trustees Present**

Gary Koltiska, Vice Chair (Acting Chair for Meeting)  
Shelley Wilson Kinnison, Treasurer  
Norleen Healy, Secretary  
Erin Kilbride  
Robert Leibrich  
Tracy Swanson

#### **Trustees Absent**

Debra Wendtland, Chair

#### **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  
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  
Robert Briggs, Associate Vice President for Institutional Research  
Kent Andersen, Assistant Vice President for Facilities Management

#### **Others Present**

Clint Langer, NWCCD Board Counsel  
Kirk Viren  
Mark Thoney

Heidi Balster  
Kevin Koile  
Stephen Mullins

#### **Recorder**

Andrea Morgan

### **1. NWCCD Board Work Session**

At 4:34 p.m., Chair Koltiska called the Work Session to order. There was a quorum.

**a. Enrollment**

Robert Briggs presented data related to current NWCCD enrollment giving both national, state, and local context.

**b. College Initiatives**

Dr. Tribley and VP's Crouse, Castillo-Garrison, and Smith provided the Board with information on new and continuing College initiatives including expansion of distance education offerings, increasing presence in outreach areas including Dayton, Ranchester, and Johnson County, community interest courses, new programs, evening programming, and housing scholarships. These initiatives correspond to the goal of increasing enrollment.

**c. Presentation of Audit**

VP Achord presented an overview of the 2021 Audit Report for the District. His presentation included a handout. He explained that the auditors gave an unmodified opinion of the District's financial statement. There were no significant deficiencies. NWCCD qualifies as a low-risk audit. NWCCD also underwent a single audit. There were two findings related to the single audit. There was one finding on internal controls in the distribution HEERF funds. The error has been identified and corrected. There was one finding on internal control related to financial aid, a major federal program, in the incorrect reporting of a withdraw date. Kristin Diggs, partner at Eide Bailly reiterated that Eide Bailly issued an unmodified report of the District's financial statement. She discussed the report and findings. She asked for questions. There were none. Trustee Leibrich congratulated the team on a job well done.

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

Chair Koltiska called the Regular Meeting to order at 6:38 p.m. There was a quorum.

**3. Pledge of Allegiance**

**4. Agenda Additions/Deletions**

There were no additions to or deletions from the agenda. Chair Koltiska requested a motion to approve the agenda. Trustee Kilbride moved, and Trustee Kinnison seconded the motion. The motion carried.

**5. Consent Agenda**

Regular Meeting Minutes – December 21, 2021

December 2021 Financials

December 2021 Check Register

Employee Hires and Exits

Chair Koltiska requested a motion to approve the consent agenda. Trustee Swanson moved, and Trustee Healy seconded the motion. The motion carried.

**6. Presentation and Acceptance of Audit Report – Action**

Chair Koltiska requested a motion to accept the audit report. Trustee Kinnison moved, and Trustee Leibrich seconded the motion. There was no further discussion. The motion carried.

Administration will review salient points from the audit presentation given during the work session.

**7. President's Report – Dr. Walt Tribley**

Dr. Tribley echoed Trustee Leibrich's sentiments in complimenting staff on an unmodified report.

**a. COVID-19**

Dr. Tribley reported the total, present number of COVID-19 cases. He discussed the change in CDC guidelines related to quarantine protocol now implemented on all campuses. The U.S. Supreme Court did not uphold OSHA's ability to enforce a vaccine mandate. However, NWCCD health care programs must operate in a manner that recognizes the vaccine mandate in effect within the healthcare sector.

**b. District Division Update**

The transition teams continue to discuss employee and property transfer to GCCD. This will be discussed at the next meeting on January 27, 2022. The Board will continue to receive updates throughout the process.

**c. General Updates**

The NWCCD Board will host a joint board meeting with the SCSD #2 Board in February. Some of the topics to be discussed are the use of the SCSD #2 property located on Fifth Street and dual and concurrent enrollment. Dr. Tribley recognized the NWCCD Excellence Award winners (see below) as well as reported that NWCCD had 83 students on the president's honor roll (4.0 GPA), 79 students on the vice president's honor roll (3.5 GPA), and 44 students on the part time student honor roll.

**Sheridan College**

Eric Trueblood, Student of the Year

Jonni Joyce, Faculty of the Year

Amber Townsend, Adjunct of the Year

Dennis Wood, Classified Staff of the Year

Christina Rigdon, Administrative Staff of the Year

**Gillette College**

Hannah Smithson, Student of the Year

Dr. John Kodet, Faculty of the Year

Mary Allison, Adjunct of the Year

Ashley Corkins, Classified Staff of the Year

Susan Serge, Administrative Staff of the Year

Dr. Tribley reported that he plans to sign-up for the fly-fishing course offered this spring. There were no questions.

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

Ms. Kremers thanked staff for their work to bring events to Johnson County. She reported that people seem to be more aware of classes in Johnson County particularly about the CNA program.

**Gillette College Foundation Report – Heidi Gross, Executive Director – Written Report**

**9. Organization Reports**

**a. Faculty Senate** – No report as FS has not met since the last NWCCD board meeting.

**b. Student Government Association** – No report as students are on winter break.

**10. Public Comments – None**

**11. Key Monitoring Reports – None**

**12. Unfinished Business – None**

**13. New Business**

**a. WACCT Advocacy Update – Information**

Trustees Healy and Kilbride presented information to the Board related to advocacy for the Wyoming community colleges informed by the Wyoming Association of Community College Trustees (WACCT). The main themes for advocacy are sustainable funding for community colleges, support for increased compensation, and consistent support for fixed costs. The mill levy in Sheridan County does not supply the District with as much funding as in other counties. Trustee Kilbride discussed capital construction funding and echoed the need to discuss sustainability with legislators. She complimented the work of Erin Taylor on behalf of the community colleges. Dr. Tribley explained the need to advocate for capital construction funding for CTE programs, a science center, and a recreation center for students. Dr. Tribley described the challenge of finding sustainable funding for the state of Wyoming unrelated to fossil fuels and suggested a shift in philosophy and industry may be required to help support relevant education in the future.

**b. State Clay, LLC. – Information**

Dr. Tribley called upon Clint Langer to address one of the concerns expressed by trustees during the 12-21-2021 meeting. Mr. Langer reviewed the agreement as it is currently written. In it, NWCCD would be responsible for real property taxes, and State Clay would be responsible for personal property taxes. The statutes default to everything being taxable unless one can prove an exemption. To prove an exemption, Mr. Fall would determine the percentage of time the facility is used for government or educational

purposes and percentage of time for private purposes. Mr. Langer suggested defining in the agreement the devotion of the facility to educational purposes in terms of its total availability and shifting the entire tax burden to the lessee. The other concerns expressed will be addressed at the February 15, 2022 meeting.

**14. Adjourn**

Chair Koltiska requested a motion to adjourn. Trustee Swanson moved, and Trustee Kilbride seconded the motion. The motion carried. The meeting adjourned at 7:02 p.m.

Respectfully Submitted:



Norleen Healy  
NWCCD Board of Trustees, Secretary



Debra Wendtland  
NWCCD Board of Trustees, Chair

Gary Koltiska  
for Debra Wendtland