

### **Our Mission**

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

## **NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES Regular Board Meeting MINUTES**

**Thursday, December 12, 2019, 6:30 p.m.  
Sheridan College - Whitney Building - W132**

### **Board of Trustees Present**

### **Board of Trustees Absent**

Norleen Healy, Chair  
Walt Wragge, Vice-Chair  
Debra Wendtland, Secretary (via phone)  
Bob Leibrich, Treasurer  
Bruce Hoffman, Trustee  
Gary Koltiska, Trustee  
Shelley Kinnison, Trustee

### **Advisory Board Members Present**

### **Advisory Board Members Absent**

Cindy Kremers, Chair, Johnson County Advisory Board  
Tracy Wasserburger, Chair, Gillette College Advisory Board (via video conference call)

### **Administration Present**

### **Administration Absent**

Dr. Walt Tribley, President  
Janell Oberlander, Vice President of Gillette College  
Cheryl Heath, Vice President for Administration & CFO  
Dr. Estella Castillo-Garrison, Vice President for Academic Affairs  
Jen Crouse, Sheridan College Foundation Executive Director & Interim Vice President for Student Affairs  
Dr. Leah Barrett, Vice President for Student Affairs  
Heidi Gross, Gillette College Foundation Executive Director  
Wendy Smith, Associate Vice President for Strategic Communication & Public Relations

### **Others Present**

Hayden Heaphy, NWCCCD Board Counsel	Delaney Katschke, SHS Govt. Class
Dr. Mark Bergman, President, Faculty Senate	Bailey Boulter, SHS Govt. Class
Dennis Zezas, Sheridan College SGA President	Hannah Palmer, SHS Govt. Class
Pat Blair, Sheridan Media	Hannah Ketner, SHS Govt. Class
Daniel McArdle, The Sheridan Press	Dan McArdle, SHS Govt. Class
Andrea Morgan, Executive Assistant	Karissa Dickson, SHS Govt. Class
Caleb Belan, SHS Govt. Class	
Andrea Pfeil, Gillette College SGA President (via video conference call)	
Harmony McDougal, SHS Govt. Class	

## **Recorder**

Sarah Aksamit

### **1. Call to Order and Roll Call for the Regular Meeting**

NWCCD Board Chair, Norleen Healy, called the Regular Meeting to order at 6:30 p.m. and asked if there was a quorum. There was a quorum.

### **2. Agenda Additions/Deletions**

Chair Healy announced that Item 10 a. on the agenda, New Business – Student Government Association By-Laws, would be deleted off the agenda and postponed until the next Regular Meeting of the Board of Trustees. Chair Healy asked if there were any other additions or deletions to the agenda. There were none.

### **3. Consent Agenda**

Chair Healy asked if the Board of Trustees reviewed the November 21, 2019, Regular Meeting Minutes, the November 2019 Financials, the November 2019 Check Register and the November 2019 Employee Hires/Exits.

Chair Healy asked for a **MOTION** to approve the Consent Agenda. Vice-Chair Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** to approve the Consent Agenda. There were no changes and the Consent Agenda was approved as presented.

### **4. Employee Recognition**

NWCCD President, Dr. Walt Tribley, introduced Dr. Leah Barrett, NWCCD Vice President of Student Affairs. Chair Healy presented Dr. Barrett with an award in recognition of her service to the Northern Wyoming Community College District.

### **5. President's Report**

Dr. Tribley presented a document to the Board of Trustees that the Public Information Office had produced for Wyoming Works. He summarized a recent trip to Cheyenne with Vacutech.

### **6. Gillette College Advisory Board Report**

Gillette College Advisory Board Chair, Tracy Wasserburger, wished everyone Happy Holidays. Gillette College Vice President, Janell Oberlander, followed up by updating the Board on a recent tabletop exercise that the Crisis Management Team did in Buffalo. VP Oberlander said she was approached by Campbell County Memorial Hospital to help with D.I.R.T. and that there will be CPR offered for staff. She said there was a beautiful tree lighting ceremony and thanked the Board for the opportunity to travel to Florida to cheer on soccer. She said that they came back from the National Tournament with several awards and athletes receiving All-American honors. VP Oberlander said the basketball teams are off to a great start.

### **Johnson County Advisory Board Report**

Johnson County Advisory Board Chair, Cindy Kremers, updated the Board on a new class taking place in Buffalo. She said the gingerbread house decorating event went well and that over \$900.00 was raised to go to Bread of Life food pantry in Buffalo from that event. She said that Derek Andrews, Director for Sheridan College in Johnson County, was working on getting the dual enrollment information out.

### **Gillette College Foundation Report**

Executive Director of the Gillette College Foundation, Heidi Gross, told the Board that the 2019 Annual Report could be found online. She said that in the past fiscal year that the Foundation received over \$1 million in gifts and awarded over \$100,000.00 in scholarships and over \$4,000.00 in other contributions. She also said that the Gillette College Foundation is now debt free.

### **7. Organization Reports**

**Faculty Senate Report** – Faculty Senate President, Dr. Mark Bergman, updated the Board on how Faculty Senate is promoting teaching excellence across the District. He talked about different town halls and workgroups going on within Faculty Senate. Dr. Bergman told the Board that Faculty Senate is working with Vice President of Academic Affairs, Dr.

Estella Castillo-Garrison, on different applied baccalaureate items. He also updated the Board on other projects that Faculty Senate is working on, including, revising the sabbatical process, updating bylaws and working with the digital learning workgroup.

**Student Senate Report** - Gillette College Student Government President, Andrea Pfeil, updated the Board on different service projects that SGA has been doing. She also updated the Board on community service hours that the SGA has partaken in. Ms. Pfeil congratulated Gillette College SGA Secretary, Cody Elliott on receiving the NWCCD Excellence Award and for being nominated for the WACCT Award.

**8. Public Comments**

There were no public comments except Chair Healy welcoming the Sheridan High School government class students who were present at the meeting.

**9. Old Business**

There was no old business.

**10. New Business**

**b. Applied Baccalaureate Resolution**

Administration brought before the board the second and final reading of the Baccalaureate Resolution. No changes were recommended and Administration recommended the approval of the Resolution. Dr. Tribley addressed what the next priorities will be.

Upon hearing no further discussion, Chair Healy asked the Board of Trustees for a **MOTION** to accept the 2019 Applied Baccalaureate Resolution, as presented by Administration.

Trustee Gary Koltiska **MOVED** and Vice-Chair Wragge **SECONDED** that NWCCD Board accept the 2019 Applied Baccalaureate Resolution, as presented by Administration. Chair Healy asked for a vote and the **MOTION** to approve passed unanimously.

**c. Presentation and Acceptance of Audit Report**

Chair Healy asked the Board of Trustees for a **MOTION** to accept the 2019 Audit Report, as presented in the Work Session by Administration and Kristin Diggs, Partner with Eide Bailly.

Trustee Hoffman **MOVED** and Trustee Koltiska **SECONDED** that the NWCCD Board accept the 2019 Audit Report, as presented in the Work Session by Administration and Kristin Diggs, Partner with Eide Bailly. Chair Healy asked for a vote and the **MOTION** to approve passed unanimously.

**11. Nomination and Election of 2020 NWCCD Board Officers/Appointment of Two Trustees Each to BOCHES and WACCT Boards.**

Not seeking reelection, Chair Healy conducted an Open Board Election of the 2020 Board Officer positions. She conducted said position elections according to Robert's Rules of Order including nominations for the Board Chair, the Board Vice-Chair, the Board Treasurer and the Board Secretary.

**NWCCD Board Chair:** Trustee Bruce Hoffman nominated Walt Wragge for NWCCD Board Chair, and by unanimous vote, he was elected and approved as Board Chair.

**NWCCD Board Vice-Chair:** Trustee Deb Wendtland nominated Robert Leibrich for NWCCD Board Vice-Chair, and by unanimous vote, he was elected and approved as Board Vice-Chair.

**NWCCD Board Treasurer:** Trustee Gary Koltiska nominated Debra Wendtland for NWCCD Board Treasurer, and by unanimous vote, she was elected and approved as Board Treasurer.

**NWCCD Board Secretary:** Trustee Gary Koltiska nominated Shelley Wilson Kinnison for NWCCD Board Secretary, and by unanimous vote, she was elected and approved as Board Secretary.

Appointment of BOCHES and WACCT appointments were not voted on in this session.

Per the full agenda, no motion was made to appoint two Trustees each to the BOCHES and WACCT Boards; however, Chair Healy indicated and it was agreed upon that the Board will make the appointments during the January 16, 2020 Regular Board of Trustees meeting.

**12. Adjourn**

Upon hearing no request for further action items for the good of the District, the Regular Meeting of the NWCCD Board of Trustees was adjourned by Chair Healy at 6:59 p.m.

Respectfully Submitted,



Debra Wendland, Secretary

Approved,



Norleen Healy

Norleen Healy, Chair