



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, December 16, 2025, 3:00 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

Trustees Present

Tracy Swanson, Chair
Elaine Henry, Vice Chair
Ward Cotton, Secretary
Bob Leibrich, Treasurer
Gary Reynolds
Tom Ringley

Trustees Absent

Chuck Holloway

Advisory Board Representative Present

Cindy Kremers, Chair, SC in Johnson County Advisory Board

Advisory Board Representative Absent

Administration Present

Dr. Walt Tribley, President
Craig Achord, Vice President of Administrative Services & CFO
Jennifer Crouse, Sheridan College Foundation Executive Director
Dr. Estella Castillo-Garrison, Vice President of Academic Affairs
Micah Olsen, Interim Vice President of Student Affairs
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO
Robert Briggs, Associate Vice President for Institutional Research
Gina Kidneigh, Assistant Vice President for Finance & Controller

Others Present

Clint Langer, NWCCD Board Counsel Hector Martinez Randy Schmidt Roger Davis
Kevin Koile, Mary Sandy Kristin Diggs, Auditor

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

2. Pledge of Allegiance

3. Agenda Additions/Deletions

There were no changes made to the agenda. Trustee Ringley moved to approve the agenda as published. Trustee Cotton seconded. The motion carried.

4. Consent Agenda

- Regular Meeting Minutes – November 18, 2025
- November 2025 Financials

- November 2025 Check Register
- Employee Hires and Exits

Trustee Ringley moved to approve the consent agenda. Trustee Reynolds seconded. The motion carried.

5. Presentation of NWCCD Audit Report by Eide Bailly LLP – Information

VP Achord reported that the College passed both the financial statement audit and federal awards audit with unmodified opinions, the best opinion possible. Ms. Diggs, independent auditor, reiterated they were able to issue an unmodified, clean opinion. She referenced compensated absences as a new GASB standard effective for the current year, with little impact on the financial statements. She highlighted that there were no findings in the areas of internal controls and federal compliance with student financial aid. Trustee Leibrich congratulated VP Achord and his team. He asked for clarification on the money shared with GCCD as seen on page 14 of the report. VP Achord and Dr. Tribley explained that the \$3.5M in tuition and fees sent to GCCD is accounted for in the financial statements; however, Administration anticipates further loss of funds from teaching courses in Gillette, once GCCD earns accreditation. Trustee Leibrich asked about the effect of the additional loss. VP Achord responded that, for now, the District would still be in a healthy financial position. (See 2025 Financial Statement posted on College website, Board of Trustees page).

6. Acceptance of Audit Report – Action

Chair Swanson requested a motion to accept the audit report. Trustee Henry moved, and Trustee Cotton seconded. The motion carried.

7. President's Report – Dr. Walt Tribley

- District Division Update** – The WY community college presidents were made aware that through a potential change in legislation, GCCD would be able to access state funds before earning full accreditation and/or without the currently-required levying 4 mills. Dr. Tribley, Cabinet members, and the Chair and Vice Chair of the Board of Trustees met with many members of the Sheridan and Johnson county legislative delegation to discuss this matter. Dr. Tribley reviewed the “expected” timeline for achieving accreditation as best we can estimate from the Higher Learning Commission (HLC) website and explained that Administration has been preparing for GCCD’s early, initial accreditation and subsequent loss of revenue in FY29. However, if they are successful in changing legislation, it could then happen as early as FY27. This would be damaging to the fiscal health of the College. He presented WY Stat §21-18-205 as the statute which requires accreditation and a levy of 4 mills to receive state funds. Currently, GCCD is not accredited and levying approximately 3.2 mills, thus not meeting criteria established in statute. Next, he presented Enrolled Act 47, which allocates the state apportionment to NWCCD for both districts until GCCD becomes accredited. Dr. Tribley discussed the need for stability funding for NWCCD should GCCD access state funds earlier than anticipated. He summarized a graph to estimate the loss of funding at approximately \$7-8M. Property tax revenue is also uncertain, which could reduce revenue further. He reviewed NWCCD reserves and investments, which are in a healthy position, and could be used, but the District will also consider other means to help offset loss of revenue streams. Dr. Tribley explained that the District no longer supervises GCCD employees and would continue to offer accredited courses in Gillette until they achieve accreditation. He explained the District’s continued focus on driving enrollment, and that Administration would consider other cost-saving measures such as a voluntary separation of employment with one year of compensation paid out over three years. He discussed several unknown factors and concluded that the cost saving measures may not happen immediately and in one action. We will need to see how the legislation and other factors impact the College.
- Science Building Update** – Dr. Tribley attended the Joint Appropriations Committee meeting to request the additional \$15M necessary to move forward with the science building project. The design will be ready in February, and NWCCD has the only “shovel-ready” project in the list of projects before the JAC. However, it is unknown at this time if the legislature will provide funding.

- c. **General Updates** – Dr. Tribley discussed the holiday gathering happening after the Board meeting and thanked the SCF through ED Crouse for funding for the event.
- 8. **Johnson County Advisory Board Report** – Cindy Kremers, Chair
Ms. Kremers reported on the “Selfies with Santa” event, awarded scholarships, a financial aid night at BHS with 38 students, “Walk in Wednesdays” registration events, and lastly the annual visit to Kaycee and BHS to give out scholarships and swag at halftime of the boys’ and girls’ basketball games.
- Sheridan College Foundation (SCF) Report** – Jen Crouse, Executive Director
Ms. Crouse reported that for the eighth year in a row, SCF received no findings on their audit. The SCF agreed to a five-year campaign for housing scholarships. After raising funds for the first year, they are now working on the funding for next year. They are simultaneously raising funds for the Dream campaign for SCF operating funds.
- 9. **Organization Reports**
 - a. **Faculty Senate (FS)** – Mary Sandy
Faculty just finished the FA25 semester, and the main focus for SP26 will be a revision of the faculty handbook.
 - b. **Student Government Association (SGA)** – There is no SGA report due to winter break.
- 10. **Public Comments** – There were no public comments.
- 11. **Key Monitoring Reports** – See Audit Presentation, Item #5
- 12. **Unfinished Business** – None
- 13. **New Business**
 - a. **Nomination and Election of Board Officers & Appointment of Three Trustees to the BOCHES Board, Two Trustees to the WACCT Board, and One Trustee to the SEEDA Board.** – Action
NWCCD attorney, Clint Langer conducted an Open Board Election for the 2026 Board Officer positions. He offered written ballots, if necessary. He reviewed the current slate of officers.
Mr. Langer requested a motion for nomination of Board Chair. Trustee Henry moved to nominate Tracy Swanson, and Trustee Ringley seconded. There were no further nominations. The motion carried.
Chair Swanson moved to nominate Trustee Henry for Vice Chair. Trustee Leibrich seconded. There were no further nominations. The motion carried.
Mr. Langer requested a nomination for Treasurer. Chair Swanson moved to nominate Trustee Leibrich. Trustee Cotton seconded. There were no further nominations. The motion carried.
Mr. Langer requested a nomination for Secretary. Trustee Henry moved to nominate Trustee Cotton. Trustee Ringley seconded. There were no further nominations. The motion carried.
Mr. Langer requested a motion to renominate the current slate of individuals (Trustees Cotton, Leibrich, and Holloway) to continue their appointment on the Sheridan/Johnson County BOCHES Board. Chair Swanson moved, and Trustee Ringley seconded. There were no other nominations for a different slate. The motion carried.
Mr. Langer requested a motion to renominate the current slate of individuals (Trustees Swanson and Henry) to continue their appointment on the WACCT Board. Trustee Cotton moved, and Trustee Reynolds seconded. There were no other nominations for a different slate. The motion carried. The appointment of SEEDA members was not necessary at this time.
 - b. **Assignment of Trustees to Workgroups** – Information
The Board assigned trustees to workgroups. GCCD Workgroup: Chair Swanson, Trustee Holloway & Trustee Cotton. Policy & Procedure Workgroup: Trustee Henry & Trustee Reynolds

c. Approval of Authorized Signatories – Action

The NWCCD Board Chair, Secretary, and Treasurer have signing authority at First Interstate Bank and First Federal Bank & Trust. Chair Swanson requested a motion to approve the signatories (Chair Swanson, Secretary Cotton, and Treasurer Leibrich). Trustee Ringley moved, and Trustee Henry seconded. There was no further discussion. The motion carried.

d. Policy Review and Approval – Information & Action

i. Board Policy 3015: Use of District Resources – Action

Dr. Tribley presented Board Policy 3015: Use of District Resources for information and action. He recommended approval and reported that the main change in the policy directs the president to make decisions or direct decisions through a procedure for the use College resources. Chair Swanson requested a motion to approve Board Policy 3015. Trustee Henry moved, and Trustee Reynolds seconded. The motion carried.

ii. Board Policy 3002: Incident Management Team – Information

Dr. Tribley presented the new policy to the Board. He informed the Board he has received some feedback for changes which will be made and included in their packet for next month's meeting. He described the general purpose of the policy as empowering staff to manage an incident, for other staff to follow the lead of the incident commander, and provide protection or indemnification for those, acting in good faith, to participate in an incident or other circumstance as a "good Samaritan". He asked the Board to provide any feedback they may have to Ms. Morgan.

e. New Program Approval Request: Graphic Design Certificate – Action

Dr. Castillo-Garrison presented a new program: Graphic Design Certificate for the board's consideration. She explained the features of the certificate and that while it's not brand new, it qualifies as new with a 60% change to the current certificate. With this change, and once fully approved through program approval process, the program will be eligible for financial aid, work as an "add on" to other degrees and be available online. Chair Swanson requested a motion to approve the program. Trustee Reynolds moved, and Trustee Henry seconded. The motion carried.

14. Adjourn – Chair Swanson announced the next regular meeting of the NWCCD Board of Trustees is on Tuesday January 20, 2026 at 5:30 p.m. in the Whitney Center for the Arts, room 235.

Respectfully Submitted:


Ward Cotton
NWCCD Board of Trustees, Secretary


Tracy Swanson
NWCCD Board of Trustees, Chair