



### **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 19, 2023 5:30 p.m.**

**Sheridan College – Whitney Center for the Arts – Room 235**

#### **Trustees Present**

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

#### **Trustees Absent**

Gary Koltiska, Secretary

#### **Advisory Board Representative Present**

#### **Advisory Board Representative Absent**

Cindy Kremers, Chair, SCJC Advisory Board

#### **Administration Present**

Dr. Walt Tribley, President  
Craig Achord, Vice President of Administrative Services & CFO  
Jennifer Crouse, Vice President of Student Affairs & Sheridan College Foundation Executive Director  
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	Kirk Viren	Jana Clements	Renee Wollenman
Kevin Koile	Sarah Aksamit	Dee Davis	Stephanie Ellis
Dr. Eric Richards	Kristin Diggs		

#### **Recorder**

Andrea Morgan

#### **1. Call to Order and Roll Call – Regular Meeting**

Chair Wendtland called the meeting to order at 5:29 p.m. There was a quorum.

#### **2. Pledge of Allegiance**

#### **3. Agenda Additions/Deletions**

There were two changes made to the agenda. Because students were out for winter break, there would be no student government report. Trustee Swanson moved to remove the report (previously item 10b) from the agenda. Trustee Swanson moved, and Trustee Cotton seconded. Chair Wendtland requested a

motion to move item 14a to just after item 7. Trustee Swanson moved, and Trustee Leibrich seconded. The motions carried.

**4. Consent Agenda**

- Regular Meeting Minutes – November 14, 2023
- November 2023 Financials
- November 2023 Check Register
- Employee Hires and Exits

Chair Wendtland asked if there were any changes to the consent agenda. There were none. She requested a motion to approve the consent agenda. Trustee Leibrich moved, and Trustee Swanson seconded. The motion carried.

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

Dr. Tribley introduced the audit report and affirmed the strength of the College's financial position. VP Achord noted the sound financial position of NWCCD. He also explained that the books include an expense that accounts for the transfer of property to GCCD. He noted that this is not cash or actual revenue. VP Achord reported the audit resulted in an unmodified opinion with no findings, and he introduced Ms. Diggs, partner with Eide Bailly, to expound further. Ms. Diggs explained the audit process and testing done to formulate the unmodified opinion. She referenced the management discussion and analysis as well as the governance letter. She discussed cash, investments, and the transfer of assets to GCCD. She explained there were no findings related to internal control, financial reporting, or compliance. Trustee Leibrich asked Ms. Diggs to further explain pg. 60 and the lack of findings. Ms. Diggs explained that having no findings speaks to the quality of work by staff. The Board thanked Ms. Diggs and staff for their good work. (See the 2023 Financial Statement posted on the Sheridan College Website).

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

Trustee Holloway moved to approve the audit report as presented. Trustee Swanson seconded. The motion carried.

**7. Department Spotlight: Sheridan College Foundation (SCF)**

VP Crouse introduced her staff and presented information about the SCF and its board. She discussed recent capital campaigns to support five building projects in seven years. She explained the annual report sent to donors. She reported that the SCF received no findings in the two audits conducted in 2023. She reviewed information related to gifts, program support, scholarships, the veterans center, upcoming foundation events, and the 2023 Dream Campaign to support SCF operations.

**8. President Recommendation for Faculty Sabbatical Leave: Dr. Eric Richards – Action**

Dr. Tribley recommended that the Board approve the sabbatical leave of Dr. Eric Richards. He discussed the process for requesting sabbatical leave and assured the Board that academic administration has ensured that Dr. Richards' courses are taught by other faculty while he would be on sabbatical leave. The leave is for one semester, Fall 2024. Chair Wendtland requested a motion to approve the sabbatical leave for Dr. Eric Richards. Trustee Henry moved, and Trustee Swanson seconded. The motion carried.

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

- a. **District Division Update** – Nothing new to report, but Dr. Tribley confirmed work continues to support the transition process mainly in the areas of academics, financial aid, admissions, and institutional research.
- b. **Advanced Manufacturing and Applied Sciences Update** – NWCCD and Whitney Benefits Boards recently toured the new facility. Construction of the building is on time and on budget. There is a second floor, however it will not be finished in phase I of the building. Trustee Holloway asked about finding a qualified employee to be the director of the functions in the new building. Dr. Tribley explained that the job description for that position is still being developed, but it will

- include teaching and administrative responsibilities. The College plans to consult legal counsel on the development of contracts for outside entities to utilize the space.
- c. **Strategic Planning** – VP Smith and AVP Briggs discussed the process and progress of the strategic planning effort. AVP Briggs demonstrated how employees can participate and provide feedback online. He pointed out that the survey results are posted on the internal website.
- d. **HLC Mid-Cycle Review Update** – In its initial review, the visiting team found that all five criteria were met with no interim monitoring recommended. However, the final report and ruling by the HLC is not expected until late spring. In response to a question from Chair Wendtland as to whether the team asked about GCCD, Dr. Tribley answered that NWCCD provided information about the district division the written documents provided to the HLC.
- e. **General Updates** – Two former SC Rodeo athletes placed 2<sup>nd</sup> and 3<sup>rd</sup> in the world at the NFR in saddle bronc riding. The SC range club paired with professionals to participate in a regional PRO/AM event. Dr. Tribley provided a handout to the Board that was previously given to local legislators with important information related to the value of SC to the cities we serve and the surrounding region.

#### **10. Johnson County Advisory Board Report**

VP Smith reported that the advisory board continues to focus on community education about the courses offered in Johnson County, specifically the Spring 2024 schedule beginning on January 22, 2024. There are new community interest courses available, which have an “easy button” to register.

#### **11. Organization Reports**

- a. **Faculty Senate** – No report given.

#### **12. Public Comments** – There were no public comments.

#### **13. Key Monitoring Reports** – None

#### **14. Unfinished Business** – None

#### **15. New Business**

- a. **Nomination and Election of Board Officers & Appointment of Two Trustees Each to the BOCHES and WACCT Boards** – Action

Chair Wendtland called upon NWCCD counsel, Clint Langer to conduct an Open Board Election of the 2024 Board Officer positions and the appointment of three Trustees to the Board of Cooperative Higher Education Services (BOCHES) Board and two Trustees to the Wyoming Association of Community College Trustees (WACCT) Board. The Board engaged in a brief discussion about current officers and appointments.

Trustee Swanson nominated Trustee Wendtland to serve as Chair of the NWCCD Board of Trustees. Trustee Henry seconded the nomination. There were no further nominations.

Trustee Wendtland nominated Trustee Swanson to serve as Vice Chair of the NWCCD Board of Trustees. Trustee Holloway seconded the nomination. There were no further nominations.

Trustee Wendtland nominated Trustee Leibrich to serve as Treasurer of the NWCCD Board of Trustees. Trustee Cotton seconded the nomination. There were no further nominations.

Trustee Wendtland nominated Trustee Koltiska to serve as Secretary of the NWCCD Board of Trustees. Trustee Holloway seconded the nomination. There were no further nominations.

Mr. Langer requested a motion to close the nominations. Trustee Swanson moved, and Trustee Cotton seconded. The motion carried. Mr. Langer explained that a vote for the nominated officers would elect Trustee Wendtland as Chair, Trustee Swanson as Vice Chair, Trustee Leibrich as Treasurer, and Trustee Koltiska as Secretary. He called for a vote. The officers were elected unanimously.

Mr. Langer requested nominations for three Trustees to serve on the BOCHES Board. Chair Wendtland nominated Trustees Holloway, Cotton, and Leibrich. Trustee Swanson seconded the nominations. Mr. Langer requested a motion to close the nominations. Trustee Swanson moved, and Trustee Henry seconded. The motion carried. Nominations for BOCHES delegates passed unanimously.

Mr. Langer requested nominations for two Trustees to serve on the WACCT Board. Chair Wendtland nominated Trustees Swanson and Henry. Trustee Holloway seconded the nominations. Mr. Langer requested a motion to close the nominations. Trustee Leibrich moved, and Trustee Holloway seconded. The motion carried. Nominations for WACCT delegates passed unanimously.

**16. Adjourn**

Chair Wendtland adjourned the meeting at 6:49 p.m.

Respectfully Submitted:



Tracy Swanson  
NWCCD Board of Trustees, Vice Chair



Debra Wendtland  
NWCCD Board of Trustees, Chair