



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 20, 2022, 5:00 p.m.

Sheridan College – Whitney Building – Room 235

Trustees Present

Debra Wendtland, Chair

Tracy Swanson, Vice Chair

Gary Koltiska, Secretary

Bob Leibrich, Treasurer

Elaine Olafson Henry

Chuck Holloway

Trustees Absent

Ward Cotton

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

Jen Crouse, Vice President of Student Affairs & Sheridan College Foundation Executive Director

Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO

Gina Kidneigh, Assistant Vice President for Finance & Controller

Others Present

Clint Langer, NWCCD Board Counsel

Racheal Simons

Erin Kilbride

Kevin Koile

Mark Thoney

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

Chair Wendtland called the meeting to order at 5:06 p.m. There was a quorum.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

Chair Wendtland requested a motion to add an agenda item to accept the resignation of Trustee Kilbride to be considered as the first item under new business. Trustee Swanson moved, and Trustee Henry seconded. The motion carried.

4. Consent Agenda

- Regular Meeting Minutes – November 15, 2022
- Special Meeting Minutes – November 28, 2022
- November 2022 Financials
- November 2022 Check Register
- Employee Hires and Exits

There were no changes made to the consent agenda. Chair Wendtland requested a motion to accept the consent agenda. Trustee Henry moved, and Trustee Holloway seconded. The motion carried.

5. President's Report – Dr. Walt Tribley

- a. **District Division Update** – Dr. Tribley presented documents related to the district division to the Trustees including the Statement of Shared Values, MOU, exhibits, and formal memos related to the separation of Gillette College from NWCCD. Dr. Tribley sent a communication to the President and Board Chair of GCCD to inform them that NWCCD will be sharing revenue and the parameters that will be used to determine the amount of tuition and fees to be shared and the timeline for dispersing those funds. That communication is attached. NWCCD will send its first disbursement of shared tuition and fee revenue to GCCD in January, up to 75% being paid upfront and up to 25% upon completion of the following semester less any amount that might be owed to NWCCD and less applicable expenses. Parties continue to work on the transfer of properties and liabilities.
- b. reviewed recent campus closure decision and provided the Board with the current Incident Management Plan for the District.
- c. **General Updates**
 - i. **Resignation of Trustee Kilbride** – Item added to new business for the action of the Board.
 - ii. **Criteria for Filling Trustee Vacancy** – Dr. Tribley explained his rationale in recommending Bob Leibrich to replace Erin Kilbride on the Board. Mr. Leibrich was the next highest vote getter in the election, and he served on the Board successfully for 12 years.
 - iii. **Software Development Program** – Mark Thoney gave a presentation to the Board on the NWCCD software development program. He explained that the software development program, part of WIP, aims to provide an applied degree path for students to go into computing, recognizing the need for skilled workers in this field. After earning the AAS or AS, students may go into industry or transfer to other schools to complete a 4-year degree. The first 2 years will be exclusively online through Sheridan College.
 - iv. **Advanced Manufacturing and Applied Sciences Building** – Dr. Tribley gave a presentation on the plans related to the remodeling of the SC property at 1600 Solutions Way, which will become the Advanced Manufacturing and Applied Sciences Center at Sheridan College. He showed slides of conceptual drawings and explained the purpose of this building to be utilized for HVAC, plumbing, electrical, construction trades and additive manufacturing coursework, industry training, and innovation and entrepreneurship. VP Achord explained the projected budget and funding sources for the building project.

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

Ms. Kremers reported that the 2nd annual Selfies with Santa event was fun and well attended. SCJC must reschedule the FAFSA evening event as it was cancelled due to weather. The series of SC performing arts events hosted by the Johnson County library received wonderful feedback from the community. Several new community interest classes at SCJC are filling up and overall enrollment appears to be strong.

7. Organization Reports

a. Faculty Senate – Mark Thoney, President

Mr. Thoney reported that the Faculty Senate continues to work to revise its constitution and bylaws. The drafts are complete and have been distributed to governance committees for feedback. The goal is to have them approved by the end of the spring 2023 semester.

8. **Public Comments** – Erin Kilbride addressed the Board and thanked them for the opportunity to serve alongside them. She celebrated the work of the Administration and the Board and noted that the College is in a strong financial position. She recommended that the Board to appoint Bob Leibrich as her replacement for the remainder of her term. Trustee Henry congratulated Ms. Kilbride on her new position and expressed looking forward to continued collaboration.
9. **Key Monitoring Reports** – None: The audit report is not complete for acceptance. The audit report is anticipated to be ready for the Regular Meeting of the Trustees in January.

10. Unfinished Business – None

11. New Business

a. Acceptance of the Resignation of Trustee Erin Kilbride – Action

Chair Wendtland requested a motion to accept the resignation of Trustee Kilbride. Trustee Swanson moved, and Trustee Henry seconded. The motion carried.

a. Appointment of a NWCCD Trustee to Fill Trustee Vacancy – Action

Dr. Tribley explained the obligation to appoint a trustee to fill the vacancy on the Board. He reiterated his recommendation to appoint Bob Leibrich for his knowledge and experience in working with the Board. Chair Wendtland asked for a motion to approve the recommendation of Administration to appoint Bob Leibrich to fill the unexpired term vacated by Trustee Kilbride. Trustee Henry moved, and Trustee Koltiska seconded. The motion carried. Clint Langer administered the Oath of Office for Bob Leibrich.

b. Policy Review – Board Policy 3031: External Communications – First Reading – Information

Dr. Tribley asked the Board to consider that the number of readings for policy approval could vary depending on the circumstances. VP Smith explained that codifying the policy related to the College brand and its use is important, while this has been the practice for some time. Dr. Tribley asked the Board to send suggestions for edits to Andrea Morgan by email. The next group of policies for review will relate to becoming a four-year degree-granting institution. Dr. Tribley explained that NWCCD has an accreditation requirement to regularly review policies as part of best practices. Trustee Henry asked if the policy includes all graphic standards. VP Smith explained that it does but that could be made more clear.

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

Chair Wendtland called upon NWCCD attorney, Clint Langer to conduct an Open Board Election of the 2022 Board Officer positions. Mr. Langer requested nominations for the Board Chair. Trustee Swanson moved to nominate Debra Wendtland as Board Chair. Trustee Henry seconded the motion. Mr. Langer asked if there were any other nominations or actions. Trustee Holloway moved to nominate Gary Koltiska. Mr. Langer noted that without a second, the nomination would not move forward. He asked if there were any more nominations. There were none. He called for the vote. The motion to nominate Debra Wendtland as Board Chair carried.

Mr. Langer requested nominations for the Board Vice Chair. Trustee Leibrich moved to nominate Tracy Swanson. Chair Wendtland seconded the motion. Mr. Langer asked for any further nominations. There were none. He called for a vote. The motion carried.

Mr. Langer requested nominations for the Board Secretary. Chair Wendtland moved to nominate Gary Koltiska. Trustee Swanson seconded the motion. Mr. Langer asked for any further nominations. There were none. He called for a vote. The motion carried.

Mr. Langer requested nominations for the Board Treasurer. Trustee Koltiska moved to nominate Bob Leibrich. Chair Wendtland seconded the motion. Mr. Langer asked for any further nominations. There were none. He called for a vote. The motion carried.

Open Board Election Results:

NWCCD Board Chair: Debra Wendtland
NWCCD Board Vice Chair: Tracy Swanson
NWCCD Board Secretary: Gary Koltiska
NWCCD Board Treasurer: Bob Leibrich

Mr. Langer requested nominations for the appointment of two Trustees to the Campbell County Board of Cooperative Higher Education Services (BOCHES) Board. Trustee Koltiska moved to appoint the Bob Leibrich and Tracy Swanson. Trustee Holloway seconded the motion. Trustee Swanson requested to be appointed to WACCT rather than BOCHES. Chair Wendtland recommended Trustee Swanson and Trustee Henry be appointed to WACCT and Trustee Holloway and Trustee Leibrich be appointed to BOCHES. Trustee Koltiska modified his motion to appoint Trustees Swanson and Henry to WACCT and Trustees Holloway and Leibrich to BOCHES. Mr. Langer clarified that the motion is for a combined vote and was moved and seconded. He asked for any other nominations. There were none. He called for a vote. The motion carried.

d. Approval of Authorized Signatories – Action

Dr. Tribley explained that the NWCCD Board Chair, Secretary, and Treasurer have signing authority at First Interstate Bank. Chair Wendtland requested a motion that the Chair Wendtland, Secretary Koltiska, and Treasurer Leibrich are authorized to be signatories on all NWCCD banking accounts. Trustee Holloway moved, and Trustee Swanson seconded the motion and asked if this presents an issue for Trustee Leibrich. Trustee Leibrich explained he doesn't think it causes an issue. Dr. Tribley asked those named in the motion to sign paperwork after the meeting.

12. Adjourn – Chair Wendtland adjourned the meeting at 6:28 p.m.

Respectfully Submitted:


Norleen Healy —
Gary Koltiska

NWCCD Board of Trustees, Secretary


Debra Wendtland
NWCCD Board of Trustees, Chair