



### **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 & Public Hearing**

**Tuesday, April 16, 2024, Start of Regular Meeting at 5:30 p.m.**

**Start of Public Hearing at, or after, 6:00 p.m.**

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

#### **Trustees Present**

Debra Wendland, Chair  
Tracy Swanson, Vice Chair  
Gary Koltiska, Secretary  
Bob Leibrich, Treasurer  
Ward Cotton  
Elaine Olafson Henry  
Chuck Holloway

#### **Trustees Absent**

#### **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, Vice President of Student Affairs & Sheridan College Foundation Executive Director  
Dr. 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

#### **Others Present**

Clint Langer, NWCCD Board Counsel

Kevin Koile

Hector Martinez

\*Full List Available in President's Office

#### **Recorder**

Andrea Morgan

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

Chair Wendland called the meeting to order at 5:34 p.m. There was a quorum.

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

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

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

#### **4. Consent Agenda**

Joint Meeting with Sheridan College Foundation Minutes – March 13, 2024

Regular Meeting Minutes – March 19, 2024

March 2024 Financials

March 2024 Check Register

Employee Hires and Exits

Chair Wendtland requested a motion to approve the consent agenda as presented. Trustee Henry moved, and Trustee Holloway seconded. The motion carried.

#### **5. Department Spotlights**

##### **a. Agriculture Program – Information**

Faculty members introduced themselves and presented the agriculture program to the Board. They provided an overview of the academic credentials earned by students in their programs, opportunities for students, faculty and student awards received, ag facilities and resources, and community partnerships.

##### **b. Phi Theta Kappa (PTK) – Information**

Chair Wendtland recognized Dr. Tribley for receiving the 2024 Shirley B. Gordon Award of Distinction by Phi Theta Kappa Honor Society. PTK students congratulated Dr. Tribley on receiving the distinguished honor. PTK students also honored their advisors, Angel Sparkman and Larissa Bonnet, for their excellence in service the Sheridan College PTK program. It was noted that the SC PTK club has gone from a 3-star to a 5-star rating this past year. The students described PTK tenets, shared about their recent experience attending the PTK Convention in Florida, and discussed next year's "CC Smart" project to promote community college attendance to local high school students.

##### **c. TRIO Service-Learning Trip to Kenya – Information**

TRIO Director Aguirre and TRIO students described their recent experience in participating in a service-learning trip to Kenya. Students described the life-changing experience of traveling abroad and learning about another culture and global citizenship.

#### **6. Public Hearing on One Mill Levy – Public Hearing**

Chair Wendtland opened the Public Hearing at 6:19 p.m. Dr. Tribley explained that the funds produced by the optional one mill levy support one-time expenses requested by faculty and staff. Although, because the amount of the requests exceeds the amount of funding, cabinet must decide which requests get funded. He noted that the funds are also important to Sheridan College as it faces the eventual loss of funding due to the District division from Gillette College.

There were no public comments or questions. Trustee Holloway asked the approximate difference between the amount of funds requested and the amount of anticipated funds from the one mill levy. VP Achord reported that the requests totaled approximately \$918,000.00 and the mill levy would generate approximately \$760,000.00. There were no further questions or comments.

#### **7. Approval of One Mill Levy – Action**

Chair Wendtland requested a motion for the approval to levy one (1) mill. Trustee Leibrich moved, and Trustee Holloway seconded. There was no further discussion. Chair Wendtland called for a vote. The motion carried with one vote in opposition cast by Trustee Koltiska. Chair Wendtland requested a motion to close the public hearing. Trustee Henry moved, and Trustee Swanson seconded the motion. The motion carried. The public hearing ended at 6:23 p.m.

#### **8. President's Report – Dr. Walt Tribley**

##### **a. District Division Update –** Dr. Tribley provided the Board a handout on the timeline for accreditation. The timeline for their accreditation is unknown and may still take several years if GCCD follows the standard procedure. There is still a significant amount of work being done by

Sheridan College staff in support of Gillette College in certain areas such as financial aid, and institutional research ( as examples).

- b. **Advanced Manufacturing and Applied Sciences Update** – Dr. Tribley estimated construction to be completed in June. VP Achord recently represented Sheridan College at a state-wide meeting related to construction, in which the project was featured.
- c. **Strategic Planning** – Dr. Tribley distributed several supporting documents. He explained that a date will be determined for a board workshop on strategic planning. There are additional stakeholders to bring in including community stakeholders such as Whitney Benefits, Sheridan College Foundation, and others. The process will likely be completed in the fall. He recommended discussing athletics with employees and the community. The Board engaged in a brief discussion about the District division and the unknown amount of time for GCCD to receive accreditation.
- d. **General Updates** – Dr. Tribley reviewed several upcoming end-of-academic year events including the career fair and commencement. Trustee Leibrich asked for an update on the Baccalaureate of Applied Sciences (BAS) timeline. Dr. Tribley and VP Castillo-Garrison discussed next steps including a visit from HLC this summer and the possibility of the BAS being available in the fall or spring semester, depending on the timing of approval.

**9. Johnson County Advisory Board Report** – Cindy Kremers, Chair  
Ms. Kremers reminded the board that SCJC will host the trustees meeting in May. She described the popularity of the performing arts series in Buffalo. She reminded the Board about the Golf for Knowledge golf tournament and encouraged them to sign-up.

**Sheridan College Foundation Report** – Jennifer Crouse, Executive Director  
VP Crouse reported on the success of the Rodeo Banquet with proceeds going to scholarships. She reminded the Board about the Distinguished Alumni ceremony on May 8. She explained the Student Partners leadership program available to SC students.

**10. Organization Reports**

- a. **Faculty Senate (FS)** – Dr. Bergman discussed technology trainings for faculty, the timeline for the Tenure/Post-Tenure review process presented to academic leadership and faculty for feedback and adoption at the next FS meeting on 4/17, and the appointment of faculty members to governance groups for the 2024-25 academic year.
- b. **Student Government Association (SGA)** – Ms. Lybarger introduced the new SGA president for the 2024-25 academic year, Tayler Coleman. SGA is working on training new officers and wrapping up the academic year.

**11. Public Comments**  
Mr. Mullins invited the Board to participate in the kiln firing presently taking place on the SC campus. He indicated that the next firing is projected to be in October. There is no fee to fire, but donations are accepted.

**12. Key Monitoring Reports** – None

**13. Unfinished Business** – None

**14. New Business**

- a. **President Tribley Recommends Faculty for Tenure** – Information  
Dr. Tribley pointed out the information on the faculty to be considered for tenure in their packet materials. There will be an action item on tenure for them next month.
- b. **Approval of Academic and Holiday Calendar 2026-27** – Information & Action  
Dr. Tribley explained that the academic and holiday calendars are developed by staff and reviewed as part of the College's participatory governance structure. Dr. Tribley requested Board approval. Trustee Henry asked about coordination with local school districts. Dr. Tribley responded that local school districts and UW are considered, but they each have their own processes, too. Chair

Wendtland requested a motion to approve as presented. Trustee Cotton moved, and Trustee Henry seconded. The motion carried.

**c. Preliminary Budget Presentation – Information**

Dr. Tribley explained that every year, community college boards must see a preliminary budget. He reported that the budget is not yet complete, but that the presentation will give the Board preliminary information showing current budget to actuals and the proposed budget for FYE25. He discussed the opportunity to receive state matching funds for fundraised dollars, which have been donated by Whitney Benefits. VP Achord's presentation reviewed how community colleges are funded, status of FYE24 budget, legislative recap, and a preliminary budget for FYE25.

**d. Composite Financial Indicator – Information**

VP Achord defined the Composite Financial Indicator (CFI) as a grade used by the Higher Learning Commission (HLC) to evaluate financial soundness. VP Achord explained how the institution records debt per governmental accounting standards and how it's affected by the support received from Whitney Benefits.

**e. Executive Session – As Outlined in W.S. Statute 16-4-405 (a)(x) – Personnel Matter – Information**

Chair Wendtland requested a motion to adjourn the Regular Meeting to enter Executive Session as outlined in W.S. Statute 16-4-405 (a)(x) to discuss a personnel matter. Trustee Swanson moved, and Trustee Henry seconded. The motion carried. TIME 7:27 p.m.

**f. Adjourn Executive Session & Reconvene the Regular Meeting of the Board**

Upon conclusion of the Executive Session, Chair Wendtland requests a motion to adjourn the Executive Session and reconvene the Regular Meeting of the Board. Trustee Henry moved, and Trustee Koltiska seconded. The motion carried. TIME 8:15 p.m.

**15. Adjourn**

Chair Wendtland adjourned the meeting at 8:16 p.m.

Respectfully Submitted:



Gary Koltiska  
NWCCD Board of Trustees, Secretary

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Debra Wendtland  
NWCCD Board of Trustees, Chair