



### **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, May 16, 2023 at 6:30 p.m.**

**Sheridan College in Johnson County, Bomber Mountain Civic Center**

**63 N. Burritt Ave., Buffalo, WY 82834, Gymnasium**

**Dinner & Reception to Follow**

#### **Trustees Present**

Tracy Swanson, Vice Chair  
Gary Koltiska, Secretary  
Ward Cotton  
Elaine Olafson Henry  
Chuck Holloway

#### **Trustees Absent**

Debra Wendtland, Chair  
Bob Leibrich, Treasurer

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

Cindy Kremers, Chair, SC in Johnson County Advisory Board

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

#### **Administration Present**

Dr. Walt Tribbley, President  
Craig Achord, Vice President of Administrative Services & CFO  
Jen 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

#### **Others Present**

Clint Langer, NWCCD Board Counsel  
Please see sign-in sheet for a list of others who attended

#### **Recorder**

Andrea Morgan

- 1. Call to Order and Roll Call – Regular Meeting**  
Vice Chair Swanson called the meeting to order at 6:32 p.m. There was a quorum.
- 2. Pledge of Allegiance**
- 3. Agenda Additions/Deletions –** There were no additions to nor deletions from the agenda.
- 4. Consent Agenda**

Regular Meeting Minutes – April 18, 2023  
April 2023 Financials  
April 2023 Check Register  
Employee Hires and Exits

Trustee Koltiska requested that the minutes from the Regular Meeting on April 18, 2023 be amended to specifically name him as the dissenting vote for item number 7, the ½ Mill BOCHES Levy. Trustee Koltiska moved to approve the consent agenda as amended, and Trustee Cotton seconded the motion. The motion carried.

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

- a. **District Division Update** – Formal agreement signed to allow NWCCD to continue offering nursing program in Gillette during the transition. Another agreement, in final review, will allow for cooperation between districts to assist students during transition.
- b. **Advanced Manufacturing and Applied Sciences Update** – Bids to be opened 5-23-2023. Faculty consulted on the design. No major value engineering required. Using contract manager at risk for construction and design management.
- c. **General Updates** – Dr. Tribley distributed handout related to news from agriculture department. He read the excerpt about student, Landry May earning another prestigious PTK scholarship. He announced SC rodeo team results, and that Coach Gilkerson won the honor of Coach of the Year.

**6. Departmental Spotlight: Sheridan College in Johnson County (SCJC)**

Dr. Tribley introduced the Sheridan College in Johnson County Advisory Board members and recognized them with applause for their contributions. He summarized scholarships provided for SCJC students, number of credits earned, and investment in infrastructure and new furniture for SCJC.

Ms. Kremers thanked all who contribute to the success of SCJC. She reported that according to the American Association of Community Colleges, there are only 1038 community colleges, so it certainly is a privilege to have access to a community college. She noted that students in Johnson County have access to certificates, degrees, and high school equivalency, all of which can be completed in Johnson County. SCJC continues to be responsive to community needs including the introduction of a CDL program, enrolled agent program, software development program, CNA certificate, and many others.

VP Smith referenced the folder of information distributed to the Board with information related to SCJC, described its contents, and asked the Board to review the materials. She highlighted the positive role of dual and concurrent courses available to high school students in Johnson County. In the last year, students completed over 1600 credit hours, at a cost of approximately \$200k that students and parents don't have to pay. SCJC places emphasis on supporting adult students who wish to return to school to support their educational goals. SCJC meets students where they're at.

Director Aguirre described the goals of SCJC through continued growth, awareness, and opportunities. He described the Golf for Knowledge event to raise money for SCJC scholarships, sweet treats provided at the Johnson County sheep feed, cultural events at the library, local basketball games, and Selfies with Santa. SCJC saw a huge increase in requests for scholarship dollars with \$11k being awarded. SCJC offers enrollment support and 1:1 mentoring to SCJC students. Trustee Henry noted being impressed by the opportunities available to students in Johnson County.

**7. Johnson County Advisory Board Report – Cindy Kremers, Chair**

Ms. Kremers had no further comments.

**8. Organization Reports** – There are no organization reports given in May, June, July, or August.

**9. Public Comments**

**10. Key Monitoring Reports** – None

**11. Unfinished Business – None**

**12. New Business**

**a. NWCCD Board of Trustees Proposed 2023-24 Meeting Schedule – Information & Action**

Dr. Tribley presented the proposed 2023-24 Board of Trustees meeting schedule. Vice Chair Swanson noted a typo on the schedule related to the year, but the months and days are correct for the schedule. Trustee Holloway moved to approve with correction, and Trustee Henry seconded the motion. The was no further discussion or questions. The motion carried.

**b. Approval of Academic and Holiday Calendar 2025-26 – Information & Action**

Dr. Tribley presented the proposed 2025-26 academic and holiday calendar. Trustee Cotton moved to approve as presented, and Trustee Holloway seconded. The motion carried.

**c. NWCCD Budget Process, Status Update, and Next Steps – Information**

VP Achord reviewed the budget process timeline handout. He distributed the same preliminary budget report that the Board received the previous month. He noted there were no changes. He addressed a question that arose at the previous Board meeting about the increase in revenue from the state and property taxes and reported it would be approximately \$1.954 million. He reminded the Board that the budget work session takes place in June and the public hearing and budget adoption in July. The VPAS and Controller await requests for one-time expenses through internal process utilizing self-service software.

**d. Revised Board Policies for Review and Approval**

**i. Revised Board Policy 8050: Membership of the Board of Trustees – Information**

Administration provided the revised Board Policy 8050: Membership of the Board of Trustees to the board subcommittee on policies as well as to the entire board in their packet materials. There were no questions regarding the revisions.

**ii. Revised Board Policy 8050: Membership of the Board of Trustees – Action**

Vice Chair Swanson requested to approve the revised Board Policy 8050: Membership of the Board of Trustees as presented. Trustee Koltiska moved, and Trustee Henry seconded. The motion carried.

**iii. Revised Board Policy 8100: Officers of the Board – Information**

Administration provided the revised Board Policy 8100: Officers of the Board to the board subcommittee on policies as well as to the entire Board in their packet materials. There were no questions regarding the revisions.

**iv. Revised Board Policy 8100: Officers of the Board – Action**

Vice Chair Swanson requested to approve the revised Board Policy 8100: Officers of the Board as presented. Trustee Koltiska moved, and Trustee Henry seconded. The motion carried.

**13. Adjourn**

The next regular meeting of the NWCCD Board of Trustees is on June 20, 2023 at 5:00pm in the Whitney Center for the Arts, room 235. Vice Chair Swanson adjourned the meeting at 7:11 p.m.

Respectfully Submitted:



Gary Koltiska  
NWCCD Board of Trustees, Secretary



Tracy J. Swanson  
Debra Wendtland  
NWCCD Board of Trustees, Chair