



## **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 21, 2024 5:30 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**

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

#### **Trustees Absent**

Bob Leibrich, Treasurer

#### **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  
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO  
Robert Briggs, Associate Vice President for Institutional Research

#### **Others Present**

Clint Langer, NWCCD Board Counsel	Joseph Aguirre	Brianna Buckingham	Hector Martinez
Edith Johnson-LaMeres	Luke Gay	Barry Crago	Bill Novotny
Marcia Schiffer	Haley Odenbach	Lynn Miller	Joseph Bennett
Steven Miller	Michelle Dahlberg	Jeremiah Wolski	

#### **Recorder**

Sarah Aksamit

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

The meeting was called to order at 5:30 p.m. There was a quorum.

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

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

Trustee Swanson moved, and Trustee Henry seconded to approve the agenda as presented. The motion was approved unanimously.

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

Regular Meeting Minutes – April 16, 2024

April 2024 Financials

April 2024 Check Register

Employee Hires and Exits

Trustee Holloway moved, and Trustee Koltiska seconded to approve the consent agenda as presented. The motion was approved unanimously.

#### **5. Spotlight on Sheridan College in Johnson County**

Dr. Tribley noted the strength of the partnership with JCSD #1. He highlighted several key connections with Johnson County such as dual and concurrent enrollment, presence at basketball games, and the SC performing arts series hosted by the Johnson County Library. He discussed the new Commercial Motor Vehicle (CMV) program, which addresses needs in both Sheridan and Johnson Counties.

Advisory Board Chair Kremers echoed the success of the partnership and celebrated students' ability to complete a degree within the walls of SCJC. She noted the success of the community interest classes at SCJC. She and Ms. Dahlberg commented on the growth and importance of the dual and concurrent enrollment program for students and their families.

VP Smith thanked the teachers for their work, discussed the SCJC upgraded technology and course offerings, and summarized enrollments from Buffalo, Kaycee and New West High Schools.

Mr. Aguirre discussed scholarships awarded to SCJC students and the opportunities provided through scholarship fundraisers such as the Golf for Knowledge Tournament.

Mr. Auzqui noted the strength of the partnership and the support provided by the new BOCHES and commended the development of the new CMV program.

Ms. Schiffer graduated from SCJC in 2016 and now runs two businesses. She reported being a product of SCJC and was able to stay in Buffalo for her education.

Mr. Novotny commented on the need to continue efforts in facility improvement for future growth in career and technical education. Mr. Auzqui and Chair Wendtland commended the Pathways initiative in its efforts to collaborate and benefit local students and communities. The Board offered to be available to discuss ideas anytime.

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

Dr. Tribley spoke about the loss of a dear friend, Bill Rohrbaugh and his commitment to serving on the Sheridan College Foundation Board of Directors.

- a. **District Division Update** – GCCD is working toward accreditation. They are still part of NWCCD service district until accredited.
- b. **Advanced Manufacturing and Applied Sciences Update** – The construction will be completed in June, and the equipment will be installed in the summer. The programs offered in the fall will be carpentry, electrical, HVAC, and plumbing in the spring.
- c. **Strategic Planning** – Dr. Tribley summarized the strategic planning process, involvement of staff and students, and the next step which relates to community involvement. The information provided at this meeting will inform the plan.
- d. **HLC Site Visit for Substantive Change Request: Sheridan College BAS Degree** – The HLC review team will be in Sheridan June 10- 11, 2024. The review will be conducted through a series of meetings with key stakeholders, educators, administrators, and others.
- e. **General Updates** – The Wyoming Innovation Partnership (WIP) is in its third phase of funding, part of which, SC received. Dr. Tribley recognized the work of the facilities department for their efforts on the recent commencement ceremony and conferences hosted by SC in the summer.

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

Please see item #5 above

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

**9. Public Comments** – None

**10. Key Monitoring Reports** – None

**11. Unfinished Business** – None

**12. New Business**

**a. President Tribley Recommends Faculty for Tenure** – Action

Dr. Tribley recommended faculty to the NWCCD Board of Trustees for tenure. Chair Wendtland requested a motion to approve each of these tenures at the same time. Trustee Henry moved, and Trustee Holloway seconded the approval for voting on these tenures as a group. The motion was approved unanimously. Chair Wendtland requested a motion to approve Lauren Graffin Estrada, Alison Larsen, and Effie Lewis for tenure as presented by Administration. The motion was approved unanimously.

**b. NWCCD Board of Trustees Proposed 2024-25 Meeting Schedule** – Information & Action

Chair Wendtland requested a motion to approve the NWCCD Board of Trustees Proposed 2024-25 Meeting Schedule. Trustee Swanson moved, and Trustee Holloway seconded to approve the NWCCD Board of Trustees Proposed 2024-25 Meeting Schedule. The motion was approved unanimously.

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

VP Achord provided the Board with a handout related to the budget. He described the budget timeline and the associated discussions among cabinet members regarding expenditures. He explained that the budget work session will take place next month for an in-depth discussion with the Board. The final budget will be approved at the meeting of the Board of Trustees in July. He explained that budgets were closed on Friday, and they are now working to compile numbers. He noted that the auxiliary fund will show a deficit due to an HVAC system required for residence halls. Everything else is balanced.

**d. Consideration of a Resolution of Support for a SEEDA Grant Application to the Wyoming Business Council Business Ready Community Grant and Loan Program for the Sheridan High-Tech Park Phase II Project** – Action

Dr. Tribley asked the Board for their approval to submit a grant to purchase land for the Phase II High Tech Business Park. This request was approved by City Council last night, and now requires NWCCD Board approval. AVP Briggs gave a brief summary of the location, process, and funding mechanisms. Chair Wendtland requested a motion to approve the resolution to support the SEEDA Grant Application to the Wyoming Business Council Business Ready Community Grant and Loan Program for the Sheridan High-Tech Park Phase II Project. Trustee Holloway moved, and Trustee Henry seconded to approve the resolution. The motion was approved unanimously.

**13. Adjourn** – 6:29 PM

The meeting was adjourned at 6:29 p.m. The next regular meeting of the NWCCD Board of Trustees is on June 18, 2024 at 5:30 p.m. in the Whitney Center for the Arts, room 235.

Respectfully Submitted:



~~Gary Koltiska~~

Tracy J. Swanson  
NWCCD Board of Trustees, Secretary



Debra Wendtland  
NWCCD Board of Trustees, Chair