



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, June 17, 2025, 5:30 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

Trustees Present

Tracy Swanson, Chair
Elaine Henry, Vice Chair
Ward Cotton, Secretary
Bob Leibrich, Treasurer
Chuck Holloway
Gary Reynolds
Tom Ringley

Trustees Absent

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
Jennifer Crouse, Sheridan College Foundation Executive Director
Dr. Estella Castillo-Garrison, Vice President of Academic Affairs
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

Amanda Esch, NWCCD Counsel Hector Martinez Kevin Koile

Recorders

Andrea Morgan & Dylan Branson

1. Call to Order and Roll Call – Regular Meeting

Chair Swanson called the meeting to order at 5:30 p.m. There was a quorum. Chair Swanson introduced Amanda Esch, NWCCD Counsel for the summer months while Clint Langer is out on sabbatical.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

There were no changes to the agenda. Chair Swanson requested a motion to approve as presented. Trustee Henry moved, and Trustee Leibrich seconded. The motion carried.

4. Consent Agenda

Regular Meeting Minutes – May 20, 2025

May 2025 Financials
May 2025 Check Register
Employee Hires and Exits

Trustee Ringley moved to approve the consent agenda as presented. Trustee Cotton seconded. The motion carried.

5. Budget Workshop

Dr. Tribley introduced Brittany Leasure, CFO of the Wyoming Community College Commission (WCCC), to present the state funding model as part of training for the Board of Trustees. Ms. Leasure gave an overview of the state funding model, recalibration (enrollment adjustment required every four years), and fixed and variable costs. Trustee Leibrich asked about the greater loss in property tax revenue in Sheridan County and if it would be addressed by the model. Ms. Leasure explained it would be adjusted in the fall with the certified assessed valuation. Dr. Tribley discussed the funding formula and reported that some may wish to change it. His position is that before it's changed, if at all, the WCCC and WY community college presidents should agree in principle that no school be harmed in the changing of the formula, that each is "kept whole" in the process.

Dr. Tribley introduced the FY26 proposed budget. He explained that approval for spending authority occurs in July, and any major change in the budget would be brought forward to the Board in July. He explained that included in the budget are raises for employees as follows: the faculty salary schedule will be increased by 3% and all faculty that are eligible for a step increase will receive a step increase on the new schedule, 3% for staff who earn less than \$100k, 1% for staff who earn more than \$100k per year, except for the president, who will not receive a raise. Meal plans are also provided for full-time employees. VP Achord explained that the proposed budget includes an estimated \$36,457,392.00 in operating funds and a \$990k surplus. The budget reflects a 17.2% decrease in property tax revenue. The proposed FY26 budget allocates funds for Level III of the science center and the completion of the SC Innovation Center. The FY26 budget also includes funds for strategic initiatives. The budget's revenue assumes flat enrollment in FY26. SC auxiliaries are running at a deficit due to HVAC replacement in South Hall. He explained the use of the ½ mill Sheridan/Johnson BOCHES funds for tech refresh that supports dual and concurrent enrollment students and the optional 1 mill funds used for one-time funding requests.

6. President's Report – Dr. Walt Tribley

- a. **District Division Update** – Dr. Tribley will bring an updated report to the Board in August.
- b. **Sheridan College AgriPark Management Change** – Beginning July 1, SC will be managing the AgriPark with oversight provided by Coach Harris, Micah Olsen, and Craig Achord. He expressed gratitude to the WYO Rodeo Board for their management since 2020. The AgriPark will be used, primarily, by the SC Rodeo Team and be available to the community as appropriate.
- c. **Science Building Update: Level III** – SC is moving forward with level III planning. SC is awaiting state funding for 55% of the project and will know whether funding received or not in early 2026.
- d. **General Updates** – Dr. Tribley presented an enrollment report for 75 days before the start of the FA25 term. Enrollment is virtually flat, and this was the assumption used to inform the proposed budget for FY26. The Board engaged in discussion about possible reasons that GCCD enrollment is up.

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

Ms. Kremers thanked SCF for their assistance in putting on the Golf for Knowledge (GFK) tournament. The day was fun with good weather, and they raised \$10k for student scholarships. She invited everyone to attend the JC fair on July 29 to give out ice cream bars and talk to the community about SCJC.

Sheridan College Foundation Report – Jennifer Crouse, Executive Director

VP Crouse reported that the housing scholarship fundraising campaign is going well. She reiterated the success of the GFK tournament in raising scholarship money for students. The SCF is sponsoring a new

golf tournament in Sheridan to support the SCF. The inaugural tournament will be on August 15. She reported that the event for the 2025 Distinguished Alum, Robert Prusak was well attended.

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

9. Public Comments – There were no public comments.

10. Key Monitoring Reports – None

11. Unfinished Business – None

12. New Business

a. Consideration of Sheridan College Foundation Board Member, Sharon L. Kinnison – Action

Dr. Tribley recommended the approval of Sharon L. Kinnison to the SCF Board. Trustee Holloway moved to approve. Trustee Henry seconded. There was no further discussion. The motion carried.

b. Approve Expenditures from July 1, 2025 through July 15, 2025 – Action

Dr. Tribley requested the board authorize the expenditures for the operation of the District from July 1, 2025 through July 15, 2025. Trustee Cotton moved to authorize. Trustee Leibrich seconded. There was no further discussion. The motion carried.

c. Policy Review and Approval – Action

i. Board Policy 3050: Firearms and Weapons Policy – Action

Dr. Tribley explained that the Board received the policies being considered electronically and in printed form prior to the May Board meeting. There was no feedback received from the Board or community electronically, but Dr. Tribley stated that he's aware that one Trustee has feedback to deliver. Dr. Tribley explained that the Board also received the most current DRAFT of the corresponding Administrative Procedure (AP) and DRAFT signage for their information and opportunity to provide feedback. Dr. Tribley explained the provision in the AP directing employees who perceive danger related to firearms on campus to call the police rather than confront an individual who may have a firearm. Trustee Leibrich requested that the last line of the DRAFT policy, which directs the president to develop procedures, be removed because it is unnecessary and not included in other policies. There were no further edits suggested. Trustee Ringley moved that the Board approve Board Policy 3050: Firearms and Weapons Policy as presented by the Administration. Trustee Reynolds seconded. The Board engaged in discussion regarding the proposed edit and how to handle the motion because the motion didn't address it. They discussed the option of voting down the motion, then propose a new motion to consider the amendment. They discussed the option of withdrawing the motion and the second. Ms. Esch outlined the options for Trustee Ringley to propose the amendment or not. He could push forward with his current motion with the second as it stands or amend it at this time. The consensus was that they agreed with Trustee Leibrich's suggested edit. Dr. Tribley noted the importance of ensuring the policy is in effect by July 1 so we need a version that is agreeable to the board. Trustee Reynolds suggested that they vote the motion that he seconded down and then make a new motion. Chair Swanson called the question. The motion failed. Chair Swanson requested a new motion. Trustee Leibrich moved that the Board approve the policy with the removal of, "The Board of Trustees directs and authorizes the President to develop procedures regarding the implementation of this Policy." Trustee Cotton seconded. Chair Swanson called the question. The motion carried.

ii. Board Policy 4010 / 5080: Commercial Motor Vehicle (CMV) Program and Commercial Driver's License Drug and Alcohol Testing Policy – Action

Dr. Tribley explained that the policy pertains to students and staff, so it has two policy numbers to be included in both policy series. This policy is essential to maintain a compliant program. The corresponding procedure was previously provided to the board. He requested that the Board approve the policy. Chair Swanson requested a motion. Trustee Cotton moved to approve Policy 4010 / 5080 as written. Trustee Henry seconded. There was no further discussion. The motion carried.

iii. Board Policy 5074: Anti-Hazing Policy – Action

Dr. Tribley requested that the Board approve this policy on second reading to be in compliance by July 1, 2025. Chair Swanson requested a motion. Trustee Ringley moved to approve Board Policy 5074: Anti-Hazing Policy as presented by the Administration. Trustee Henry seconded. There was no further discussion. The motion carried. The Board took a short recess.

- d. Executive Session** – Trustee Henry moved, and Trustee Cotton seconded that the Board enter Executive Session to discuss real estate as outlined in W.S. Statute 16-4-405 (a)(vii). **TIME: 7:16 p.m.**
- e. Adjourn Executive Session and Reconvene Regular Meeting** – Action
Trustee Henry moved and Trustee Reynolds seconded that the Board adjourn the Executive Session and reconvene the Regular Board Meeting. **TIME: 7:49 p.m.** There was no action taken related to the Executive Session.

13. Adjourn – The meeting adjourned at 7:49 p.m.

Respectfully Submitted:


Ward Cotton
NWCCD Board of Trustees, Secretary


Tracy Swanson
NWCCD Board of Trustees, Chair