



### **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 20, 2023 5:00 p.m.**

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

#### **Trustees Present**

Debra Wendtland, Chair

Tracy Swanson, Vice Chair

Gary Koltiska, Secretary

Bob Leibrich, Treasurer

Ward Cotton

Elaine Olafson Henry

#### **Trustees Absent**

Chuck Holloway

#### **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

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**

Clint Langer, NWCCD Board Counsel

Kevin Koile

#### **Recorder**

Andrea Morgan

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

Chair Wendtland called the meeting to order at 5:01 p.m. There was a quorum.

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

#### **3. Budget Workshop**

Dr. Tribley gave an overview of the FY 24 budget highlighting several key points. He explained that the budget presented has a surplus and that the District has saved nearly 100% of its allowable reserve funds. Included in the budget is an increase in compensation with a 5% raise for all employees making less than \$100k, 4% raise for those making \$100k or over, and 2% for the president. The faculty pay scale increases by 5%, and every full-time faculty member receives a step on that new scale. Part-time faculty will also

receive an increase in pay to \$1k per credit hour. Dr. Tribley noted that the District paid off the last of its facilities' debt, not backed by Whitney Benefits and that the District is in a strong financial position.

VP Achord provided the Board with a budget handout and walked through each page and each fund highlighting key points including revenue from the state as an ongoing increase for compensation and that the District plans to reinstate the employee meal plan incentive. He explained the effects on the budget due to revenue and expenses transferred to GCCD. The Board engaged in conversation about the options for and methodology of increasing compensation, a percentage vs. a flat amount and the rationale for each. Dr. Tribley recommended utilizing a percentage as a means of increasing salary with the option of giving bonuses. Chair Wendtland asked when it would be appropriate for a Trustee to make a motion related to the budget. Dr. Tribley replied that a Trustee could make a motion at the July meeting. Trustee Leibrich expressed concern about the timing of such a motion and how it would affect the budget approval. VP Achord continued to walk through the budget handout explaining each page. There were no further questions.

#### **4. Agenda Additions/Deletions**

There were no additions nor deletions. Chair Wendtland requested a motion to approve the agenda as presented. Trustee Henry moved, and Trustee Cotton seconded. The motion carried.

#### **5. Consent Agenda**

Regular Meeting Minutes – May 16, 2023  
Special Meeting Minutes – April 11, 2023  
May 2023 Financials  
May 2023 Check Register  
Employee Hires and Exits

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

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

- a. **District Division Update** – Two agreements were recently signed by Sheridan and Gillette Colleges, one related to identifying the subset of NWCCD accredited programs in Gillette that GCCD will put forward for their academic program while GCCD seeks accreditation and the other related to NWCCD offering its nursing program in Gillette. AVP Briggs also recently completed a large data request for GCCD.
- b. **Advanced Manufacturing and Applied Sciences Update** – The District collected and opened bids on May 23. The bids came in over budget. SC had to engage in value engineering. The construction manager at risk is Dick Anderson Construction with Brian Bolton as the project lead.
- c. **General Updates** – Dr. Tribley reviewed a list of upcoming events and the results of SC rodeo participation in College National Finals Rodeo (CNFR).

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

Ms. Kremers reported that the advisory board continues to work hard to advertise opportunities for students in Johnson County and will have its annual retreat in July. She also reported that the 2023 Golf for Knowledge (GFK) tournament brought in a record \$13k for SCJC scholarships.

#### **Sheridan College Foundation Report – Jennifer Crouse, Executive Director**

VP Crouse reiterated the success of the 2023 GFK fundraiser and listed the summer SCF events. She reported that the SCF approved their annual budget, and this year, the foundation awarded \$1.5M in scholarships. Several SCF initiatives include alumni outreach and review of foundation policies and procedures.

#### **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**

### **a. Employee Climate Survey Summary – Information**

AVP Briggs reminded the Board they received a summary of the most recent College Employee Satisfaction Survey (CESS) in March and then again in their packets for this meeting. He gave an overview of the survey results. Chair Wendtland noted that the need for improved communication seems to be a theme in the survey responses. Dr. Tribley suggested that SC assess its communication methods for their effectiveness and make any necessary changes or improvements.

## **11. Unfinished Business – There is no unfinished business to address.**

## **12. New Business**

### **a. Strategic Plan Update – Information**

Dr. Tribley and VP Smith presented an update to the current strategic plan which reflects the separation of Gillette College from NWCCD and other external influences, e.g., the Wyoming Attainment Goals. Dr. Tribley explained that the update makes the plan relevant and bridges the gap until a full strategic planning effort commences in the 2023-2024 academic year. VP Castillo-Garrison gave a brief update on the HLC assurance review process. Dr. Tribley reported that the District is competitive in the region for compensation and that he would provide data to demonstrate this. Chair Wendtland asked how Trustees will be involved in the comprehensive strategic planning process. Dr. Tribley explained that he will include two board members on the steering committee to engage throughout the process, add a standing item on all board agendas, the Board will set the direction of the planning, and ultimately approve the plan.

### **b. Selection of the Financial Institution for Sheridan College – Information**

VP Achord explained that NWCCD last submitted a request for proposals (RFP) for banking services in 2018, and the Administration found it appropriate to do so again. VP Achord explained the process for receiving proposals. The Administration selected First Federal Bank and Trust for banking services for the District's operating budget. At the next meeting, VP Achord will present, for action, an item to approve First Federal Bank and Trust as a depository. VP Achord explained the investment of District funds in government backed securities will remain in their current location.

### **c. Approve Expenditures from July 1, 2023 through July 18, 2023 – Action**

Dr. Tribley requested that the Board empower the Administration to operate the District from July 1, 2023 through July 18, 2023, the period in the new fiscal year prior to the approval of the FY 24 budget. Chair Wendtland requested a motion to authorize expenditures for the operation of the District for the period of July 1, 2023 through July 18, 2023. Trustee Swanson moved, and Trustee Cotton seconded. There was no further discussion. The motion carried.

### **d. Appointment of Luke Gay to the Sheridan College Foundation Board of Directors – Action**

VP Crouse gave a brief bio and recommendation for the appointment of Luke Gay to the Sheridan College Foundation Board of Directors. Chair Wendtland requested a motion to approve the appointment. Trustee Henry moved, and Trustee Koltiska seconded. The motion carried.

## **13. Adjourn**

Chair Wendtland adjourned the meeting at 6:57 p.m.

Respectfully Submitted:



Gary Koltiska — Tracy J. Swanson  
NWCCD Board of Trustees, Secretary  
Vick Dawson



Debra J. Wendtland  
NWCCD Board of Trustees, Chair