



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, September 19, 2023 5:30 p.m.

Sheridan County School District #3 – 1600 Meade Ave., Clearmont, WY 82835 – Multipurpose Room

Trustees Present

Debra Wendtland, Chair
Gary Koltiska, Secretary
Bob Leibrich, Treasurer
Ward Cotton
Elaine Olafson Henry
Chuck Holloway

Trustees Absent

Tracy Swanson, Vice Chair

Advisory Board Representative Present

Cindy Kremers, Chair, SC in Johnson County Advisory Board

Advisory Board Representative Absent

Administration Present

Dr. Walt Tribbley, President
Jen 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
Gina Kidneigh, Assistant Vice President for Finance & Controller

Others Present

Mark Bergman, Faculty Senate President
Kodi Lybarger, Student Government Association President
Chase Christensen, Superintendent SCSD3
Greg Rohrer
Kevin Koile

Recorder

Jana Clements

1. Call to Order and Roll Call – Regular Meeting

Chair Wendtland called the meeting to order at 5:30 p.m. There was a quorum.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

There were no additions or deletions to the Agenda, however, Superintendent Christensen's report was moved to follow Public Comment. Chair Wendtland requested a motion to approve the agenda as presented, with the adjustment to the agenda. Trustee Koltiska moved and Trustee Cotton seconded. The motion carried.

4. Consent Agenda

- Regular Meeting Minutes – August 15, 2023
- August 2023 Financials
- August 2023 Check Register
- Employee Hires and Exits

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

5. President's Report – Dr. Walt Tribley

a. New Statutorily-Required Training for Trustees

Dr. Tribley asked Board Attorney Langer to share information about a State statute requiring all state board members to be trained, in an effort to better educate and equip all state stewards of public funds. Dr. Tribley and the Administration will be looking for training opportunities to offer to the Board prior to the July 2024 deadline. There is a training opportunity at Sheridan College on Oct. 24 from 9:00 a.m. to 5:00 p.m. that board members will be invited to attend.

b. District Division Update

Dr. Tribley reported that Ms. Kidneigh and VP Achord are working to get fees, such as activities fees, to Gillette Community College District. He explained that even though there are one-time funds that will protect Sheridan College for years, there is a fiscal cliff coming that will factor into strategic planning goals.

c. Advanced Manufacturing and Applied Sciences Update

Dr. Tribley reported this project remains on schedule and on budget. He believes it will be ready for students Fall 2024.

d. Fiscal/Enrollment Goal

Dr. Tribley described the goal of a highly efficient 300 FTE by using the programs we have in place, without creating new programming until it makes sense. The College will be much closer to bringing sports back if this goal can be achieved.

e. General Updates

President Tribley announced several events, meetings, and accomplishments. The Wyoming Community College Commission will be conducting their meetings at Sheridan College on October 4 or 5. The Wyoming Association of Community College Trustees will be included in these meetings.

President Tribley invited all to attend Whitney Days events taking place next week. The Whitney Board meets on Tuesday, Sept. 26. The Rodeo Team is doing well.

The Thickman Lecture Series on September 21 features the Business Faculty Coordinator, Kristine Mantey, who will present on the impact to homelessness from a systems perspective. The public is welcome to attend.

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

Ms. Kremers reported everything in Johnson County is off to a strong start. The regularly scheduled monthly meeting is tomorrow, September 20. One of the agenda items is to discuss awarding scholarships with the funds raised.

7. Organization Reports

a. Faculty Senate – Dr. Mark Bergman, President

Dr. Bergman reported Faculty Senate has divided into workgroup sub-committees with an emphasis on roles and function and staffing for the governance groups. The goal is to make sure there is adequate representation from different disciplines. Different workgroups are focusing on pre-tenure processes; post-tenure review processes; and faculty senate election processes according to the bylaws.

b. Student Government Association – Kodi Lybarger, SGA President

Ms. Lybarger reported the Student Government Association recently purchased half of a side of beef from the Ag Club for the Generals pantry. The Association worked to approve club budgets.

8. Public Comments – There were no public comments.

9. New Business 11a. - Was moved for Superintendent Chase Christensen

Superintendent Christensen thanked the Board for being at School District 3. School District 3 covers 1200 square miles. Kindergarten to 12th grade has 81 students, of which 42 are from outside of the District. They are providing a school of choice option for students from Campbell, Johnson and Sheridan counties. They are able to offer a broader array of academic and athletic choices and the best education possible while maintaining individuality of students.

The State's Career and Military Readiness challenge is a factor in the board's work with key stakeholders and was discussed in the June Strategic Planning board meeting. One strategy is to afford students as many concurrent and dual enrollment opportunities as possible. A big part of meeting this challenge is School District 3's partnership with Northern Wyoming Community College District.

School District 3's Board identified three prongs to their strategic plan: 1.) to increase student achievement 2.) build culture of trust with high communication and 3.) prepare students for post-secondary goals.

One example given by Superintendent Christensen was, with limited staff, School District 3 used some of NWCCD grant money to purchase weight and exercise equipment so students may gain concurrent credit before leaving high school.

10. Key Monitoring Reports

a. Enrollment Report – Mr. Robert Briggs

Mr. Briggs reported that enrollments are strongly related to fiscal projections. He described the measures used for the metrics: unduplicated headcount, full time equivalent, and duplicated headcount enrollments. Unduplicated headcounts are important when talking about the intensity of instruction. There is a nationwide trend, and typical for Wyoming as well, of stagnation, but not a decline. Sheridan College is increasing in enrollment since the dip from COVID and budget cuts in 2020.

Mr. Briggs also reported on the partnership with high schools - dual and concurrent enrollments are increasing. Sheridan College continues to grow FTE because of the partnerships with the high schools.

b. Housing Report – Vice President Jen Crouse

VP Crouse provided student activities offered this academic year as well as a housing report. Student Affairs provides housing scholarships – 95 scholarships were awarded to students in 2022 and 164 in 2023.

There has been an increase in part-time students (many are dual/concurrent and non-traditional). The College Administration is exploring housing scholarships for part-time students. To VP Crouse's knowledge, no other community college in the state is offering housing scholarships.

11. Unfinished Business – Unfinished Business was tabled at the request of the Board Chair.

At Chair Wendtland's request, a motion to approve tabling Unfinished Business to the October Board Meeting was presented. Trustee Koltiska moved and Trustee Cotton seconded. The motion carried.

a. **Higher Learning Commission (HLC) Mid-cycle Update** – Information – Tabled.

b. **Strategic Planning** – Information – Tabled.

12. New Business

a. **Board Policy 3040: Nondiscrimination and Anti-harassment** – Information only.

Administration presented Board Policy 3040: Nondiscrimination and Anti-harassment for information.

Dr. Tribley reminded the Board that Jennifer McArthur, who is listed as the College contact under this policy, is retiring. Upon reviewing the draft, Trustee Henry recommended there be a change. Trustee Henry advised the beginning of the policy where it states the "prohibiting on the basis of" be consistent at the beginning as well as the end. Dr. Tribley requested if Board members recommend any other changes to please provide their recommendations to Andrea Morgan and the Policy will be brought to the next Board meeting.

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

At 7:13 p.m., 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 Henry moved and Trustee Cotton seconded the 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.

c. **Adjourn Executive Session**

Upon conclusion of the Executive Session, Chair Wendtland requested a motion to adjourn the Executive Session.

At 7:26 p.m., Trustee Cotton moved and Trustee Holloway seconded the motion to adjourn the Executive Session as outlined in W.S. Statute 16-4-405(a)(x).

d. **Reconvene the Regular Meeting of the Board**

At 7:27 p.m., Trustee Cotton moved and Trustee Holloway seconded the motion to reconvene the regular meeting of the Board.

13. Adjourn

Chair Wendtland adjourned the regular meeting at 7:28 p.m.

The next regular meeting of the NWCCD Board of Trustees is on October 17, 2023 at 5:30 p.m. in the Whitney Center for the Arts, Room 235.

Respectfully Submitted:



Gary Koltiska

NWCCD Board of Trustees, Secretary



Debra Wendtland

Tracy Swanson

NWCCD Board of Trustees, Chair

Vice Chair