



## 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 18, 2024 5:30 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

#### Trustees Present

Debra Wendtland, Chair  
Tracy Swanson, Vice Chair  
Bob Leibrich, Treasurer  
Ward Cotton  
Elaine Olafson Henry  
Chuck Holloway

#### Trustees Absent

Gary Koltiska, Secretary

#### 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  
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

Stephen Dow  
Jana Clements

#### Recorder

Andrea Morgan

- 1. Call to Order and Roll Call – Regular Meeting**  
Chair Wendtland called the meeting to order at 5:31 p.m. There was a quorum.
- 2. Pledge of Allegiance**
- 3. Agenda Additions/Deletions**  
Chair Wendtland requested a motion to approve the agenda. Trustee Holloway moved, and Trustee Leibrich seconded. The motion carried.
- 4. Consent Agenda**

- Regular Meeting Minutes – May 21, 2024
- May 2024 Financials
- May 2024 Check Register
- Employee Hires and Exits

Chair Wendtland requested a motion to amend the minutes of the May 21, 2024 meeting to include Trustee Leibrich in the “Trustees Absent” column on the first page of the minutes. The correction has already been made. Trustee Henry moved, and Trustee Holloway seconded. The motion carried.

Chair Wendtland requested a motion to approve the remainder of the consent agenda items. There were no questions or corrections requested. Trustee Swanson moved, and Trustee Henry seconded. The motion carried.

#### 5. **Budget Workshop**

Dr. Tribley explained that the Board is receiving and reviewing the preliminary budget and they will be asked to approve the final budget in July. He highlighted several key components including that the budget is balanced with a surplus. He reviewed faculty and staff raises included in the budget.

VP Achord gave a detailed presentation which included a budget handout provided to the Board. He walked through each page detailing the budget categories and calculations. He explained assumptions made related to revenue. He reiterated the details related to the raises for employees. He showed how anticipated revenue and expenses would result in a surplus, if the assumptions hold true. Trustee Leibrich requested more information about property tax changes. Trustee Henry asked if the faculty salary schedule had been adjusted for creative arts faculty with MFA degrees. VP Achord estimated that the state apportionment is approximately 57% of the FY25 budgeted revenue based on amounts determined by the WCCC. VP Achord explained that interest income earned on reserves and other funds are included in the projected revenue for FY25. The Trustees engaged in discussion about BOCHES, grants and contracts, debt payment, major maintenance auxiliary expenses, and one-mill revenue to clarify related budgeted amounts. Trustee Henry commended VP Achord for the budget handout he presented.

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

##### **a. Baccalaureate of Applied Science (BAS) Update**

Dr. Tribley described the recent visit made by the Higher Learning Commission BAS review team. He reported a very positive review related to the BAS program design and curriculum. One area of recommended changes related to the language of the program outcomes. The OAA, including the Curriculum and Standards group has already begun work on changing and approving the updated language for the BAS program outcomes. The updates made will be sent to the HLC Substantive Change Visit Team Chair. No formal decision has been received yet.

##### **b. Advanced Manufacturing and Applied Sciences Update**

Dr. Tribley gave a brief presentation including updated photos of the remodeled building. He pointed out the major changes made to the building. The Board plans to host their regular August board meeting in the building.

##### **c. Science Building Project**

Dr. Tribley referenced the Science Building Project in the Facilities Master Plan, which is on file with the WCCC to indicate which projects the College intends to address in a prioritized list. The projects are then funded or not through the legislature. He gave a presentation to explain the status and progress of the project with an emphasis on addressing the needed safety and academic support updates to the building. He described the plans and timeline for the remodel of the existing building as well as the proposed new, attached structure.

- i. Level 1 Study – given to the Board and reviewed by Dr. Tribley.
- ii. WCCC Prioritization – Please see explanation above.
- iii. Next Steps – Timeline discussed.

- d. **Strategic Planning Update** – Strategic planning handout reviewed. Next steps include continued community engagement. Strategic planning workshop for the Board to be determined.
- e. **District Division Update** – no new updates
- f. **General Updates** – Dr. Tribley reported on the SC summer computer camp and discussed the 2<sup>nd</sup> Annual Broadway Theater Intensive program culminating in three performances of the musical *Chess*.

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

Ms. Kremers described the success of the recent Golf for Knowledge (GFK) tournament, which raised approximately \$10k for scholarships in Johnson County. The SCJC Advisory Board will hold its annual summer retreat for planning purposes.

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

VP Crouse discussed the recent, annual SCF budget meeting, at which the SCF board finalized its budget, approved its new investment policies, and heard a presentation from its new financial advising firm. She reported the unfortunate news that the longtime SCF Board Chair, Bill Rohrbaugh passed away. His wife set-up a memorial scholarship fund in his name should anyone wish to donate to it. A new alumni association club was formed to support alumni events.

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

**9. Public Comments** – There were none.

**10. Unfinished Business** – None

**11. New Business**

**a. Approve Expenditures from July 1, 2024 through July 16, 2024** – Action

Chair Wendtland requested a motion to authorize expenditures for the operation of the District for the period of July 1, 2024 through July 16, 2024 as requested by Administration. Trustee Swanson moved, and Trustee Cotton seconded. There was no further discussion. The motion carried.

**b. Consideration of Sheridan College Foundation Board Members Kristin Wilkerson and Kevin Bailey** – Action

After a brief discussion of the proposed board members, Chair Wendtland requested a motion to approve the appointment of Kristin Wilkerson and Kevin Bailey to the Sheridan College Foundation Board of Directors as requested by Administration. Trustee Leibrich moved, and Trustee Henry seconded. There was no further discussion. The motion carried.

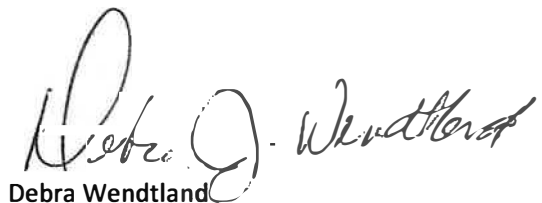
**12. Adjourn**

Chair Wendtland adjourned the meeting at 6:42 p.m.

Respectfully Submitted:



Gary Koltiska  
NWCCD Board of Trustees, Secretary



Debra Wendtland  
NWCCD Board of Trustees, Chair