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 15, 2026, 2:00 p.m.
Sheridan College – Whitney Academic Center – Room 132

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

Trustees Absent
Gary Reynolds

Advisory Board Representative Present

Advisory Board Representative Absent
Cindy Kremers, Chair, SCJC Advisory Board

Administration Present
Dr. Walt Tribley, President
Craig Achord, Vice President of Administrative Services & CFO
Jennifer Crouse, Sheridan College Foundation Executive Director
Micah Olsen, Interim Vice President of Student Affairs
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
Hector Martinez
Kevin Koile
Kyle Rice
Sarah Jo Sinclair
Bobby Harris
Gary Brennemann

Recorder
Andrea Morgan

1. **Call to Order and Roll Call** – Regular Meeting
   Chair Swanson called the meeting to order at 2:00 p.m. There was a quorum.
2. **Pledge of Allegiance**
3. **Approval of Agenda**
   Dr. Tribley explained that a page (front and back) was inadvertently left out of the board packet in the August 2026 financial report. It was provided to the Trustees at the meeting. He asked them to consider passing the consent agenda with the additional page provided. Chair Swanson requested a motion to approve the addition of the document to the consent agenda. Trustee Holloway moved, and Trustee Henry seconded. There was no discussion. The motion carried. Chair Swanson requested a motion to approve the agenda. Trustee Holloway moved, and Trustee Henry seconded. The motion carried.

4. **Consent Agenda**
   - Regular Meeting Minutes – August 18, 2026
   - Special Meeting Minutes – August 11, 2026
   - Special Meeting Minutes – August 26, 2026
   - August 2026 Financial Report
   - August 2026 Check Register
   - Employee Hires and Exits

   Chair Swanson requested a motion to approve the consent agenda including the additional page. Trustee Ringley moved, and Trustee Cotton seconded. The motion carried.

5. **Department Spotlight** – Rodeo Team
   Coach Harris introduced several rodeo team athletes. He thanked the Board for their support. He explained the expansion of the team, improvements made to the rodeo facilities, and the success of the team at the local and national level.

6. **President's Report** – Dr. Walt Tribley
   a. **District Division Update** –GCCD continues to pursue accreditation.
   b. **Science Building Update** – VP Achord reported that the project is on time and on budget.
   c. **SCJC Center for Higher Education Update** – Currently working on level II project design. The size of the building will be 15k sq. ft., which is consistent with the initial concept for the project, and the budget increased proportionately. Level III is projected to be completed by the end of the academic year.
   d. **General Updates** – The Board received an invitation and handout related to the Pat Hamilton Memorial Rodeo September 25-27, 2026. They were also invited to attend the 2026 Fall Advisory Meeting on Thursday, September 24, 2026 at 5:00 p.m. in the Whitney Academic Center. They were invited to attend dinner and any of the various academic program meetings of their choice. Dr. Tribley reported that the VPAA search is underway and has garnered much interest. He described the next steps in the process as outlined by the institution and being carried out by the consultant, Dr. Will Lewallen. The new VPAA is projected to start on or before January 1, 2027. He discussed the name change for Laramie County Community College (LCCC) being voted on by their trustees. If approved, the new name for the institution will be Wyoming State College.

7. **Johnson County Advisory Board Report** – Wendy Smith for Chair Kremers
   Wendy Smith reported that the SCJC Advisory Board recently awarded $18k in scholarships.

8. **Organization Reports**
   a. **Faculty Senate (FS)** - Jennifer Nichols, President

   Ms. Nichols reported that the FS has had two meetings so far this semester. In the first meeting, Kyle Rice presented the BAS in Human Services. In the second meeting, they discussed their work in reviewing the FS constitution and bylaws. The FS will continue its tradition of hosting a meeting in support of the adjunct faculty members to foster communication and provide training. FS will also work closely with Dr. Tribley in the transition period before a new VPAA is selected to support the faculty and institution.

   b. **Student Government Association (SGA)** - Gary Brennemann, President

   President Brennemann introduced himself to the Board and described the work of the SGA for the semester so far. In their first two meetings, the SGA appropriated funds to student clubs and organizations and encouraged clubs and organizations to complete necessary steps to become official clubs or organizations. He reported that many students utilize the student food pantry. SGA purchased a beef for processing for the pantry. SGA and other student leadership groups collaborated with the strategic plan group working to establish a peer mentoring program to help support SC students. SGA continues to work on reviewing bylaws, bringing back a student senate, and encouraging student participation in SGA. SGA hopes to establish new voting rules to define a voting quorum.

9. **Public Comments** – There were no public comments made.

10. **Key Monitoring Reports**
    a. **Enrollment Report** – AVP Briggs presented enrollment data to the Board. Overall enrollment has been in a gradual state of growth since 2021. Some factors contributing to the growth are an increase in rodeo student athletes, availability of a 4-year degree in business, and active recruiting efforts including the Bighorn Mountain Advantage.
    b. **Housing Report** – VP Olsen presented housing occupancy data to the Board. Currently, SC is at a 7 year high in housing occupancy presumably due to active recruiting efforts along with housing scholarships supported by the SCF.

11. **Unfinished Business** – None

12. **New Business**
    a. **DRAFT Policy Review and Approval** – Information & Action
    At their Special Meeting – Board Workshop on Wednesday, August 26, 2026, the Board spent time reviewing, discussing, and editing the policies referred to below. The DRAFT policies (redlined versions reflecting their proposed changes) were posted on the College website and included in their packet of materials for their review and consideration at their Regular Meeting on September 15, 2026. Trustee Ringley moved to approve all changes made to the policies as presented. Trustee Henry seconded.
        i. **BP1200: Code of Ethics**
        ii. **BP 8000: Responsibility for Operating the District**
        iii. **BP 8050: Membership of the Board of Trustees**
        iv. **BP 8100: Officers of the Board**
        v. **BP 8150: Meetings of the Board**
        vi. **BP 8200: Conflict of Interest**
        vii. **BP 8250: Board Self-Evaluation**
        viii. **BP 8300: Evaluation of the District President**

    b. **Applied Baccalaureate / Bachelor of Applied Science in Human Services** – Information & Action
    Assistant Professor, Kyle Rice and Dean Sarah Jo Sinclair presented a proposed Bachelor of Applied Science in Human Services degree for the Board's consideration for approval. Mr. Rice described the program as one that supports community members and workforce needs by training students for employment opportunities in the human services. These opportunities include mental health worker, domestic violence advocate, case manager, addiction practitioner, and crisis center coordinator, among others. It is possible to complete the degree in three years. Upon completion, students seeking to become Certified Mental Health Workers will be qualified to begin the required 500 supervised hours and then will take the national exam. Trustee Henry moved to approve the Bachelor of Applied Science in Human Services. Trustee Holloway seconded. The motion carried unanimously.

    c. **Executive Session** – As Outlined in W.S. Statute 16-4-405 (a)(x) – Personnel Matter
    Chair Swanson requested a motion to enter Executive Session. Trustee Henry moved, and Trustee Holloway seconded. The motion carried. **TIME** - 3:32 p.m.

    Trustee Holloway moved to return to the Regular Meeting. Trustee Ringley seconded. The motion carried. **TIME** - 3:59 p.m. There was no discussion or action taken following the Executive Session.

13. **Adjourn** – Chair Swanson adjourned the meeting at 3:59 p.m.

Respectfully Submitted:

Ward Cotton
NWCCD Board of Trustees, Secretary

Tracy Swanson
NWCCD Board of Trustees, Chair