

FINAL Minutes
Northern Wyoming Community College District - Board of Trustees Regular Meeting
Thursday, April 12, 2018
Sheridan College Whitney Boardroom – W132 - Sheridan, WY

Trustees Present

Norleen Healy, Chair
Walt Wragge, Vice-Chair
Jerry Iekel, Secretary
Bob Leibrich, Treasurer
Bruce Hoffman, Trustee
Gary Koltiska, Trustee

Trustees Absent

Debra Wendtland, Trustee

Advisory Board Representatives Present

Nathan McLeland, Vice-Chair – Gillette College Advisory Board (via Video)
Jack Tarter, Chair – Johnson County Advisory Board

Advisory Board Representatives Absent

Administration Present

President Paul Young
VP Mark Englert
VP Cheryl Heath

Administration Absent

VP Leah Barrett
VP Susan Bigelow
VP Rich Hall

Others Present

Hayden Heaphy, NWCCD Attorney	Melissa Stewart, Student
Wendy Smith, Asst. VP Strategic Communication & Public Relations	Madison Chavez, Student
Jennifer McArthur, Asst. VP Human Resources	Cody Henderson, Student
Heidi Gross, Exec. Director – GC Foundation	Tyler Thormodsgard, Student
Joseph Aguirre, TRIO & Student Support Services	Sonia Coleman, Student
Ron Winter, TRIO & Student Support Services	Breonna Beasley, Student
Sarah Heuck Sinclair, Faculty Chair; English Instructor	Victoria Fajardo, Student
Chuck Holloway, Ag Faculty	Yanique Linton, Student
Tobie Alsop, Rep. – Faculty Senate; Nursing Instructor	Jennifer Lucy, Student
Jolene Tschida – Financial Manager – SC Student Govt. Assoc.	Shelby Fostik, Student
Rexanna Kelly – Outgoing President – GC Student Govt. Assoc.	Ryan Patterson, the Sheridan Press
Samantha Power – Incoming President – GC Student Govt. Assoc.	Pat Blair, Sheridan Media (radio)

Recorder

Mary Jo Johnson

Call to Order and Roll Call

Board Chair Norleen Healy called the April 12, 2018 Regular Board of Trustees Meeting to order at 6:31 p.m. Roll call was taken; there was a quorum.

Agenda Additions/Deletions

Chair Healy asked if there were any additions to or deletions from the Agenda. Dr. Young asked to table Item 9g. – Complaint Log Report, as more information was handed out just before the meeting, not allowing time for the Board to review. The Complaint Log Report will be listed under Unfinished Business on the May 16, 2018 Regular Meeting Agenda.

Consent Agenda

Chair Healy asked if there were any changes to the Consent Agenda, which included the March 22, 2018 Regular Meeting Minutes. There were no changes; the Consent Agenda was accepted as presented.

President's Report – Dr. Paul R. Young

Dr. Young invited the Board to attend the SC Spring Theatre production of Steel Magnolia, held April 12 – 15 at the Mars Black Box Theatre; students from Wyoming and Montana high schools will be attending Art Intensive Day in the Whitney Center for the Arts on April 12; Iraqi War veteran and author Kevin Powers will be giving a lecture on his book "The Yellow Birds" on April 15; Sheridan College, Wyoming Department of Workforce Services, and the Sheridan VA Healthcare System hosted the 2018 Spring Career Network Fair April 11.

Gillette College Advisory Board – Nathan McLeland, Vice-Chair (via video) / Mark Englert, GC CEO

Mr. McLeland officially invited the Board to the May 11, 2018 Gillette College Commencement; he officially endorsed Ray DeStefano's Half-Time Sabbatical Request.

Dr. Englert acknowledged Brent Heusinkveld's Faculty of the Year award at the ATEA Annual Conference in March; he noted that GC Political Science instructor Doug McGee held a successful, multi-party political forum re: Politics in Wyoming; Education instructor, Angela Sandy, conducted an excellent Special Education Conference; and Cross-Country student Arty Ledesma has signed with Oklahoma State University to continue his education.

Johnson County Advisory Board – Jack Tarter, Chair

Chair Tarter noted that they put in for, and will receive, 1% funds in the amount of \$25,000 (\$12,500 each) from the City of Buffalo and Johnson County; he thanked Dr. Matt Ewers, AVPAA in Gillette, for help credentialing the Concurrent Enrollment process; May 18 there will be a meeting at the Armory (next to the Sheridan campus) on increasing more Veterans Nursing Home beds for Buffalo and Sheridan [the Board was invited to attend].

Foundation Report – Heidi Gross, Executive Director, Gillette College Foundation

Via video, Ms. Gross noted that the public phase of the *Power Your Future* Campaign was rolled out on March 29, with gifts and pledges coming in, and the deadline has been extended to Dr. Englert's official retirement at the end of this year; April 26 and 27 will be a Professional Development event for area foundation directors; May 10 is the GC Distinguished Alumni Reception for Patrick Webb.

Organization Reports

Jolene Tschida, Financial Manager with the SC Student Government Association, noted that election ballots had been released; April 25th will be a celebration for outgoing SCSGA officers.

Rexanna Kelly, outgoing President of the GC Student Government Association (via video), introduced Samantha Power as the newly elected GCSCGA president for the 2018-2019 Academic Year; she said the Active Minds "Take Back the Night" Walk that they held for Domestic Abuse Awareness Month was a success; she thanked the Board for their support over the last year.

Public Comment

There were no Public Comments this month.

Unfinished Business

8a. Policy Series 5000 Approval – Third and Final Reading - Information, Action

Administration brought before the Board for Third and Final Reading Policy Series 5000, which deals with all things Student-related.

MOTION: Trustee Bruce Hoffman moved and Vice-Chair Walt Wragge seconded approving on Third and Final Reading Policy Series 5000.

Hearing no further discussion, Chair Healy called for the vote. The **MOTION** passed, with six (6) "Aye" votes (one trustee was absent).

8b. Policy Series 4000 Approval – Second Reading – Information, Action

Administration brought before the Board for Second Reading Policy Series 4000 – Employee Handbook. A copy of the Handbook was distributed at the Regular Meeting on Thursday, March 22, 2018. At this meeting, VP / CFO Cheryl Heath handed out two updates that had been made after the Board had reviewed Policy Series 4000 on First Reading: Updated Dress Code Language; and Update to the Tenure Track date. The Board first needed to approve these two updates as amendments.

MOTION TO AMEND: Vice-Chair Wragge moved and Trustee Gary Koltiska seconded approval of the amended verbiage to the Dress Code and to the Tenure Track date timeline.

Hearing no discussion, Chair Healy called for the vote. The **MOTION TO AMEND** carried with six (6) "Aye" votes (one trustee was absent).

MOTION ON SECOND READING: Secretary Jerry Iekel moved and Treasurer Robert Leibrich seconded approval on Second Reading NWCCD Policy Series 4000 – Employee Handbook, as amended.

Hearing no discussion, Chair Healy called for the vote. The **MOTION ON SECOND READING** carried with six (6) "Aye" votes (one trustee was absent).

New Business

9a. College Success Program / TRIO Spring Break Nicaragua "Project Schoolhouse Service Project" Report - Information

The student group which participated in an international community Service Project for Project Schoolhouse in Nicaragua over Spring Break presented a slide show to the Board, and discussed the life-changing things they learned while there.

9b. Ag / Ag Business Student Competition Report – Information

Ag Instructor Chuck Holloway introduced national award-winning Sheridan College Ag and Ag Business students to the Board. They competed in the Professional Ag Students competition held over Spring Break in Louisville, KY.

9c. Half-Time Sabbatical Request – Ray DeStefano, Gillette College Industrial Electrical Faculty – Information, Action

Administration brought before the Board the Half-Time Sabbatical Request for Ray DeStefano, Industrial Electrical faculty at Gillette College. He will serve as an Operations Manager of the Integrated Test Center (ITC), a post-combustion research facility located at Basin Electric's Dry Fork station electric power plant in Gillette. The Half-Time Sabbatical allows Mr. DeStefano the opportunity to continue teaching at half-load.

MOTION: Trustee Bruce Hoffman moved and Vice-Chair Walt Wragge seconded approval of the Half-Time Sabbatical Leave Request for Ray DeStefano for Fall 2018 / Spring 2019.

Hearing no discussion, Chair Healy called for the vote. The **MOTION** passed with six (6) "Aye" votes (one trustee was absent).

9d. Preliminary Budget Report – Information

As required by State Statute, the community college boards must see a Preliminary Budget prior to May 15th of each calendar year. Because the Regular May NWCCD Board of Trustees Meeting falls after that deadline, Administration presented it to the Board to acknowledge its receipt as Preliminary Budget for FY19.

[Trustee Koltiska, who is recovering from surgery, excused himself from the meeting after the Preliminary Budget Report concluded.]

9e. Request for Proposal: Banking Services – Information, Decision

VP / CFO Cheryl Heath handed out two proposed timelines for the proposed process and timeline of the Request for Proposal for banking services for the District. The Board informally (no "Motion") opted for a timeline of July 2, 2018 – August 16, 2018 (RFPs sent; responses received; committee review and recommendation; and Board approval).

9f. Approval of Honorary Degree Recipients: Mr. Robert Holstedt (Posthumously – SC) and Mrs. Leta Tanner GC) – Information

Administration brought before the Board for consideration the approval of Honorary Degrees to be presented at the 2018 Commencement Ceremonies: Gillette College - Mrs. Leta Tanner, Associate of Science in Ag Business, *honoris causa*; and Sheridan College – Mr. Robert E. Holstedt (posthumously awarded) – Associate of Arts in History, *honoris causa*.

MOTION: Treasurer Jerry Iekel moved and Trustee Bruce Hoffman seconded approval to grant these two Honorary Degrees.

Hearing no discussion, Chair Healy called for the vote. The **MOTION** carried with five (5) "Aye" votes. (Two trustees were absent, after Trustee Koltiska's departure from the meeting.)

9g. Complaint Log Report – Information

TABLED until the May 16, 2018 Regular Meeting.

9h. Policy Series 2000 Update – Information

Assistant VP for Strategic Communication and Public Relations, Wendy Smith, updated the Board on the work being done on the Policy & Procedures Series 2000 – College Governance.

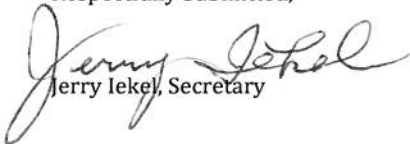
9i. Mission & Vision Update – Information

Chair of SC's Social Sciences and Humanities, Sarah Heuck Sinclair, apprised the Board on work being done to update the District's Mission & Vision, as required by the Higher Learning Commission. All employees are invited to review the proposed updates.

Adjournment

Chair Healy asked if there was any other business for the good of the District. Hearing nothing further, she adjourned the April 12, 2018 Regular Meeting at 8:00 p.m.

Respectfully Submitted,


Jerry Iekel, Secretary

Approved,


Norleen Healy, Chair