

FINAL - Minutes
Northern Wyoming Community College District - Board of Trustees Regular Meeting
Thursday, May 18, 2017
6:30 p.m.
Sheridan College – Whitney Boardroom – W132
Sheridan, WY

Trustees Present

Norleen Healy, Chair
Walter Wragge, Vice-Chair
Bob Leibrich, Treasurer
Jerry Iekel, Secretary
Bruce Hoffman, Trustee
Gary Koltiska, Trustee
Debra Wendtland, Trustee (via phone)

Trustees Absent

Advisory Board Representatives Present

Tracy Wasserburger, Chair – Gillette College Advisory Board
Jack Tarter, Chair – Johnson County Advisory Board

Advisory Board Representatives Absent

Administration Present

President Paul Young
VP Mark Englert
VP Leah Barrett
VP Susan Bigelow
VP Cheryl Heath

Administration Absent

VP Rich Hall

Others Present

Hayden Heaphy, NWCCD Attorney	Jason Browning, NWCCD Director – Institutional Research
Wendy Smith, NWCCD Director – Marketing & PIO	Mike Dunn, the Sheridan Press
Jennifer McArthur, NWCCD Director – Human Resources	Pat Blair, Sheridan Media (radio)
Jen Crouse, Executive Director – Sheridan College Foundation	

Recorder

Mary Jo Johnson

Call to Order and Roll Call

Board Chair Norleen Healy called the May 18, 2017 Regular Board of Trustees Meeting to order at 6:30 p.m. Roll call was taken; there was a quorum.

Public Hearing – BOCHES ½-Mil Levy

Chair Healy immediately recessed the Regular Board Meeting and opened the Public Hearing at 6:31 p.m. to discuss the BOCHES ½-Mil Levy. Hearing no public comment, Chair Healy closed the Public Hearing at 6:31 p.m. and reconvened the Regular Board Meeting.

The Board of Trustees may levy up to ½ mil for the purposes of maintaining programs offered by the Board of Cooperative Higher Education Services (BOCHES) for a period of two years. This levy is a critical part of NWCCD's budget. Administration recommended the Board continue the ½ mil BOCHES levy, effective July 1, 2017 and ending June 30, 2019.

MOTION: Treasurer Robert Leibrich moved, and Secretary Jerry Iekel seconded that the Board approve the BOCHES ½ Mil Levy as presented.

Discussion: Trustee Gary Koltiska inquired if this is a mil levy that rolls forward. VP / CFO Cheryl Heath affirmed that this is a continuation of the existing ½ Mil Levy, not a new one.

Treasurer Leibrich asked if there are any restrictions on the mil levy. VP Heath said there are a few pertaining to K-12.

Trustee Koltiska asked if Sheridan County School District 2 is a member of BOCHES. Answer: No; the members are NWCCD, Sheridan County School District 1, Campbell County, and Johnson County.

Hearing no further discussion, Chair Healy called for the question. The **MOTION** carried, unanimously.

Agenda Additions/Deletions

Chair Healy asked if there were any additions or deletions to the May 18, 2017 Regular Board Meeting Agenda. Dr. Young asked to have added Agenda Item 9d. – Discussion of Meeting Dates for early June and for October; and Agenda Item 9e. – Executive Session to discuss a Real Estate Matter, per Wyoming State Statute 16-4-405 (a) (vii).

Consent Agenda

Chair Healy asked if there were any changes to the Consent Agenda, which included the April, 2017 Financial Reports, the April 26, 2017 Regular Meeting Minutes, and the Corrected March 23, 2017 Regular Meeting Minutes. There were no changes; the Consent Agenda was accepted as presented.

President's Report – Dr. Paul R. Young

Dr. Young updated the Board on the second year of the state's Biennial College Funding; over 750 students graduated from NWCCD this year, three of which were high school seniors; together with Sheridan College Machine Tool faculty Sara Spann and Randy Whyte, freshman Benjamin Conklin of Banner saved the college some \$20,000 in office equipment costs this spring by creating a replacement gear on a decades-old shredder; Kaycee High School and Sheridan College in Johnson County announced a new partnership, offering Friday courses to high school students as well as to the public beginning this fall; Dean of Students, Carol Garcia, was awarded the Association of College Unions International (ACUJ) Emeritus Award; Sheridan College held an Arbor Day event on Wednesday, May 3rd. Members of the public teamed up with the Agroecology Class to plant trees at the Sheridan College Veteran's Plaza. In addition, State Forestry personnel presented SC with the distinction of Tree Campus USA for the fourth year in a row; and Sheridan College, the Wyoming Department of Workforce Services, and the Sheridan VA Healthcare System teamed up to host a successful 2017 Spring Career Network Fair on Wednesday, April 26th. The Fair was free for both employers and attendees, and over twenty local businesses participated.

Gillette College Advisory Board (GCAB) –Chair Tracy Wasserburger and CEO Mark Englert

Chair Wasserburger thanked the Board for attending the dinner in Gillette prior to the GC Commencement Ceremony; the GCAB was thrilled to host the first ceremony in the new Pronghorn Center; and the GC Foundation had two successful events – the first-ever Women's Expo and the 4th Annual Dinner Theater/Murder Mystery, despite the current economic conditions in Campbell County.

Dr. Englert thanked the Board for supporting the Commencement, and noted that there were approximately 1,600 attendees; the Sheridan College Men's Rodeo Team, and Gillette College Men's and Women's Rodeo Teams qualified for the National Finals Rodeo, with Gillette College being the only college of two- and four-year colleges to qualify both teams.

Johnson County Advisory Board – Jack Tarter, Chair

Chair Tarter thanked the GCAB for their hospitality at dinner on May 12th; registration is under way for fall semester; three classes are being offered over the summer; SCJC Director, Derek Andrews, and his assistant, Ashlea Bassett, asked for and received funds from the Johnson County Rec. Board for the annual Community Gingerbread House event; the annual Rope 4 Knowledge will be held at the Johnson County Fairgrounds August 18-19; 1% Funds were awarded by the City of Buffalo; Dr. Gerry Chase was selected Wyoming's Superintendent of the Year.

Sheridan College Foundation Report – Jen Crouse, Executive Director

Ms. Crouse reported that the SC Foundation is involved in several fundraising projects, including a collaboration with the WYO Theater on the Hallmark Building project, the Sheridan College Tech Center, and the Whitney Center for the Arts / WYO Theater for the Wyoming Theater Festival; 96% of available scholarships have been awarded, greatly pleasing donors; Bobbi Mitzel is working to strengthen Alumni Outreach, planning an event for August; work is being done on an endowment.

Organization Reports

There were no Organization Reports this month.

Public Comment

There were no Public Comments this month.

Old Business

There were no Old Business items this month.

New Business

9a. PACE Climate Report – Information

Administration reviewed the February, 2017 Personal Assessment of the College Environment (PACE) report. The PACE survey was administered to 295 employees in the District, with 231 (78.3%) completing and returning it for analysis. The PACE instrument was organized into four climate factors: Institutional Structure, Student Focus, Supervisory Relationship, and Teamwork.

9b. Wyoming Association of Community College Trustees (WACCT) Report – Information

Vice-Chair, and WACCT President, Walt Wragge updated the Board on the April 27, 2017 WACCT meeting, held at Northwest College in Powell. He drew their attention to four items: 1) proposed change to the Bylaws regarding setting term limits for officers, with a consensus that nothing be changed; 2) the annual Policy Summit will now be known as the WACCT Conference, with plans to hold it annually in Casper sometime in October; 3) WACCT Awards and Legislative Reception will be held at LCCC again, with CWC hosting; and 4) it was recommended that WACCT set a budget and arrange to schedule with ACCT to host the GISS again in the spring of 2018.

Mr. Wragge then shared the WACCT “Vision and Expectations for the Future” document, compiled from two surveys and a recent WACCT Board retreat: Observation #1 – Mission Statement; Observation #2 – Expectations of the Executive Director; Observation #3 – Expectations of the WACCT Board and its Members: Bury the Hatchets on Outreach Campuses; Observation #4 – Expectations of WACCT Board Members as Vital Conduits for Communication; Observation #5 – Expectations of WACCT Board Members – Annual Orientation for New and Returning Members.

9c. Wyoming Community College Commission (WCCC) Report – Information

Mr. Wragge updated the Board on the most recent Complete College Wyoming (CCW) report and the Fall, 2016 Community College Enrollment Report, as issued by the WCCC. With the retirement of Jackie Freeze (Western Wyoming College), new CCW co-chairs for the next year are Patrice Noel, University of Wyoming, and Shawn Powell, Casper College.

9d. Determination of June, 2017 and October, 2017 Special Meetings

Dr. Young asked the Board if they could hold a Special Meeting on Friday, June 2, 2017 to consider for approval the applications that are submitted by June 1, 2017 for the Early Retirement Incentive Plan, so that if any positions do need to be filled, that process could be implemented sooner. The Board agreed, and the Special Meeting will be held June 2, 2017 at 12:00 p.m. in the Whitney Boardroom.

Next, Dr. Young noted that he has been working closely with ACCT consultant Pam Fisher regarding restructuring the annual CEO Evaluation and the Board’s Self-Evaluation, with recommendation that they be split into two separate meetings. Since NWCCD-Sheridan College will be hosting the WCCC on Friday, October 13th, Dr. Young suggested, and the Board agreed, to attend the WCCC that morning, and then conduct the CEO Evaluation that afternoon from 1 p.m. to 4 p.m. They will hold their Self-Evaluation on Saturday morning, October 14th.

9e. Motion to Adjourn Into Executive Session - Action

Chair Healy asked for a **MOTION** to enter into Executive Session to discuss a Real Estate Matter, per Wyoming State Statute 16-4-405 (a) (vii).

MOTION: Trustee Koltiska moved and Secretary Jerry Iekel seconded entering into Executive Session at 7:49 p.m. The **MOTION** carried. Chair Healy told the audience that possible Action could take place upon reconvening.

Reconvening Regular Meeting

Chair Healy reconvened the May 18, 2017 Regular Board Meeting at 8:17 p.m. She announced that Trustee Koltiska had a **MOTION** he wanted to make.

MOTION: Trustee Koltiska moved that the Board approve liquidating the Spear-O Wigwam Mountain Campus and to list the property no later than July 1, 2017. There was no Second. The **MOTION** died for lack of a Second.

Adjournment


Chair Healy asked if there was any other business for the good of the college.

Hearing nothing further, Chair Healy adjourned the May 18, 2017 Regular Board Meeting at 8:18 p.m.

Respectfully Submitted,


Jerry Iekel, Secretary

Approved,


Norleen Healy, Chair