

**FINAL Minutes**  
**Northern Wyoming Community College District**  
**Board of Trustees Regular Meeting**  
**Wednesday, August 16, 2017**  
**Sheridan College Whitney Academic Center, Room W132**  
**Sheridan, WY**

**Trustees Present**

Walt Wragge, Vice-Chair  
Bob Leibrich, Treasurer  
Jerry Iekel, Secretary  
Bruce Hoffman, Trustee  
Debra Wendtland, Trustee

**Trustees Absent**

Norleen Healy, Chair  
Gary Koltiska, Trustee

**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  
Wendy Smith, NWCCD Director – Marketing, PIO  
Jennifer McArthur, NWCCD Director – HR  
Carol Clark, Sheridan College Staff Member

Mitch Craft, Asst. Supt. of Curriculum & Assess. – SCSD2  
Ashleigh Fox, the Sheridan Press  
Pat Blair, Sheridan Media (Radio)

**Recorder**

Mary Jo Johnson

**Call to Order and Roll Call**

Board Vice-Chair Walter Wragge called the August 16, 2017 Regular Board of Trustees Meeting to order at 6:31 p.m. Roll call was taken; there was a quorum.

### **Agenda Additions/Deletions**

Vice-Chair Wragge asked if there were any additions or deletions to the August 16, 2017 Board Agenda. There were none.

### **Consent Agenda**

Vice-Chair Wragge asked if there were any changes to the Consent Agenda, which included the July 19, 2017 Regular Meeting Minutes and the July, 2017 Financials. There were no changes; the Consent Agenda was accepted as presented.

### **President's Report – Dr. Paul R. Young**

Dr. Young asked Dr. Susan Bigelow to distribute the final schedule for the Wyoming Theater Festival performances; the NWCCD Systems Portfolio is nearly ready to submit to the Higher Learning Commission; enrollment is up district-wide.

Dr. Young then introduced Mitch Craft, the Assistant Superintendent of Curriculum & Assessment for Sheridan County School District 2 (SCSD2). He updated the Board on the John C. Schiffer Collaborative School which is currently housed on the Sheridan College campus while their school is in the planning and construction stages of their new building. They have a 3-year lease with Sheridan College.

Also, 20 students are enrolled in a Dual Enrollment pilot Design Cohort of a "Collegiate High School".

After Mr. Craft's presentation, Dr. Young asked VP Cheryl Heath to update the board on the SC Career Tech Education building capital construction project. Phase 1, which includes the Welding and Diesel bays, is on track to open second semester (January 2018). Phase 2, which includes the west infill addition, faculty offices, and classrooms, is on track to be completed in May 2018. State funding officially came through.

### **Gillette College Advisory Board – Tracy Wasserburger, Chair / Mark Englert, GC CEO**

Ms. Wasserburger extended an invitation to the Board to attend the GCAB Welcome Back Lunch at 11:30 a.m. on August 24<sup>th</sup>.

Dr. Englert announced that the Gillette City Council, the Wright Town Council, and the Campbell County Commission approved putting the ¼-Cent Tax on the November 7, 2017 Special Election ballot. Funds from this tax will benefit Gillette College and Campbell County economic development. Funds will remain in Campbell County only. The Trustees voiced their willingness to offer support as needed.

### **Johnson County Advisory Board – Jack Tarter, Chair**

Chair Tarter noted that 57 students are enrolled for fall; eight have completed their CNA certifications; Coding & Minecraft was offered to 8-to-14-year-olds over the summer; Rope 4 Knowledge will be held August 19<sup>th</sup> at the Johnson County Fairgrounds, with a pancake breakfast from 8 a.m. to 11 a.m.

### **Foundation Report**

There was not a Foundation Report this month.

### **Organization Reports**

There are no Organization Reports during the summer. They will resume with the September 20<sup>th</sup> Regular Meeting.

### **Public Comment**

There were no Public Comments this month.

### **Old Business**

There were no Old Business items this month.

**Executive Session – MOTION to Enter into Executive Session to Discuss Personnel Matters, per Wyoming State Statute 16-4-405 (a) (ii)**

**MOTION:** Secretary Jerry Iekel moved and Treasurer Robert Leibrich seconded entering into Executive Session to discuss Personnel Matters, per Wyoming State Statute 16-4-405 (a) (ii). The **MOTION** carried; the Board entered into Executive Session at 7:15 p.m.

**Reconvene Regular Meeting – MOTION to close Executive Session and Reconvene Public Meeting**

**MOTION:** Trustee Bruce Hoffman moved and Treasurer Leibrich seconded closing the Executive Session and reconvening the August 16, 2017 Regular Meeting. The **MOTION** carried; the Board reconvened into the Regular Meeting at 7:25 p.m.

**New Business**

**9a. Consideration of Early Retirement Incentive Program Applications**

Administration brought forth the following list of District Employees who applied for the Early Retirement Incentive Program, with a retirement date effective June 30, 2018:

Susan Bigelow  
Carol Clark  
Valerie Collins  
Rick Landeis  
Phyllis Puckett  
Beth Walker

**MOTION:** Trustee Hoffman moved and Secretary Iekel seconded approving the Early Retirement Incentive Program applications as presented.

Discussion: Dr. Young commended all the applicants for their dedication to NWCCD.

Hearing no further discussion, Vice-Chair Wragge called for the question. The **MOTION** carried unanimously, with two trustees absent.

**9b. New Board Policy Series 8250: Board Self-Evaluation – First Reading**

Administration presented to the Board on First Reading, New Board Policy Series 8250: Board Self-Evaluation.

**MOTION:** Trustee Debra Wendtland moved and Trustee Hoffman seconded on First Reading the new Board Policy Series 8250: Board Self-Evaluation.

Discussion: Dr. Young went over a few modifications that were made to the Self-Evaluation Questionnaire.

Hearing no further discussion, Vice-Chair Wragge called for the question. The **MOTION** carried unanimously, with two trustees absent.

**9c. New Board Policy Series 8300: Evaluation of the District President – First Reading**

Administration presented to the Board on First Reading, New Board Policy Series 8300: Evaluation of the District President.

Item 3, trustees interviewing campus communities, had been divided into three separate sub points: a. – selected employees regarding campus climate and organizational health; b. – selected community leaders regarding leadership, communication, and partnerships; and c. – selected students and graduates to assess the quality of their experience at the colleges. Dr. Young informed the Board that because other, more in-depth surveys are now conducted for sub-point items a. and c, he recommended striking those from Item 3, and wording it to read as follows: "To further assess the District president's performance, trustees will interview selected community leaders regarding leadership, communication, and partnerships. Input from the interviews will be submitted to the Board Chair, or designee, for compilation and distribution to the entire Board."

**MOTION to AMEND:** Secretary Iekel moved and Trustee Wendtland seconded amending Item #3 as recommended.

Hearing no further discussion, Vice-Chair Wragge called for the question. The **MOTION to AMEND** carried unanimously, with two trustees absent.

**MOTION on FIRST READING:** Trustee Hoffman moved and Secretary Iekel seconded on First Reading, New Board Policy 8300: Evaluation of the District President, as amended.

Hearing no further discussion, Vice-Chair Wragge called for the question. The **MOTION on FIRST READING** carried unanimously, with two trustees absent.

**9d. New Appointees to the Johnson County Advisory Board (JCAB)**

Administration recommended the Board support of the appointments of Ardeth (Ardy) Hahn and Haley Odenback to the Johnson County Advisory Board for a three-year term ending June, 2020. They fill vacancies left by Michelle Jones and Megan Washut, whose terms have expired..

**MOTION:** Trustee Hoffman moved and Treasurer Leibrich seconded NWCCD Board support of the JCAB appointments as recommended.

Discussion: JCAB Chair Tarter inquired if the Board also needed to do the same for his reappointment. Answer - Yes. Mr. Tarter's reappointment will be put on the September 20, 2017 Regular Meeting Agenda.

Hearing no further discussion, Vice-Chair Wragge called for the question. The **MOTION** carried unanimously, with two trustees absent.

**Adjournment**

Vice-Chair Wragge asked if there was any other business for the good of the college. Hearing nothing further, he adjourned the August 16, 2017 Regular Board Meeting at 8:47 p.m.

Respectfully Submitted,

  
Jerry Iekel, Secretary

Approved,

  
Walt Wragge, Vice-Chair