

FINAL - Minutes
Northern Wyoming Community College District - Board of Trustees Regular Meeting
Thursday, October 13, 2016
7:00 p.m.
Sheridan College Whitney Academic Center, Room W132
Sheridan, WY

Trustees Present

Norleen Healy, Chair (via phone)
Jerry Iekel, Vice-Chair (Chaired the Meeting)
Bob Leibrich, Treasurer
Bruce Hoffman, Trustee
Walter Wragge, Trustee

Trustees Absent

R. Scott Ludwig, Secretary
Kati Sherwood, Trustee

Advisory Board Representatives Present

Nathan McLeland - 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 Rich Hall
VP Leah Barrett
VP Susan Bigelow
VP Cheryl Heath

Administration Absent

Others Present

Hayden Heaphy, NWCCD Attorney	Katrina Brown, Director - SC Library Services
Wendy Smith, NWCCD Director - Marketing & PIO	Brady Shoemaker, Pres. - SC Student Senate
Jennifer McArthur, NWCCD Director - Human Resources	KayLee Weeden, Secretary - SC Student Senate
Martha Davey, Interim Associate Vice President - Academic Affairs	Mike Dunn, the Sheridan Press
Brett Burtis, NWCCD Director - Advising / Chair - Administrative Staff Council	Elaine Henry, NWCCD Trustee Candidate
Jenni Winter, NWCCD Director - Athletics	

Recorder

Mary Jo Johnson

Call to Order and Roll Call

Board Vice-Chair Jerry Iekel called the September 21, 2016 Regular Board of Trustees Meeting to order at 7:00 p.m. Roll call was taken; there was a quorum.

Agenda Additions/Deletions

Vice-Chair Iekel asked if there were any additions or deletions to the October 13, 2016 Board Agenda. Dr. Young asked that Item #9 – Adjourn and Item #10 – Reconvene to Vote on CEO Contract Renewal, be switched.

Consent Agenda

Vice-Chair Iekel asked if there were any changes to the Consent Agenda, which included the September 16, 2016 Regular Meeting Minutes; the September, 2016 Financials; the September 16, 2016 Fall-2016 ½-Day Work Session Minutes; the September 26, 2016 Policy Work Session Minutes; and the September 26, 2016 Board – CEO Evaluation Closed Session Minutes. There were no changes; Trustee Walter Wragge moved and Treasurer Robert Leibrich seconded accepting the Consent Agenda. The Consent Agenda was accepted, with Treasurer Leibrich acting as Proxy on behalf of Secretary Scott Ludwig and Trustee Kati Sherwood.

President's Report – Dr. Paul R. Young

Dr. Young congratulated Dr. Susan Bigelow for her work and the combined efforts of the City of Sheridan, the WYO Theater, and Sheridan College in securing funding from the Wyoming Business Council to continue work on the WYO's north expansion into the Hallmark Building; the Whitney Center for the Arts Concert Hall inaugural concert on October 8th was sold out; over 200 arborists were at Sheridan College for a Tree Science conference, led by our award-winning Grounds Crew; NWCCD has once again been named a Tree Campus USA by the National Arbor Day Foundation; faculty have begun to use the WCA Concert Hall for Faculty Lectures; the Spear-O Mountain Campus had another successful summer season; the 5th Annual Combat Color Fun Run took place October 1st at the SC campus; Gillette will welcome its Veteran Services site coordinator, Major Loren Groves; as of this meeting, the GC Men's Cross-Country team was ranked 5th in the nation and the GC Women's Cross-Country team was ranked 6th in the nation; Gillette will play host to the NJCAA Region IX Cross-Country Championship on October 29th; the Sheridan College Men's Rodeo Team is ranked first 1st and the Women's Team is ranked 3rd by the National Intercollegiate Rodeo Association, Central Rocky Mountain Region; Gillette College Men's Rodeo Team is ranked 3rd and the Women's Team is ranked 1st by the National Intercollegiate Rodeo Association, Central Rocky Mountain Region.

Gillette College Advisory Board (GCAB) – Nathan McLeland, Chair / Mark Englert, GC CEO

Chair McLeland said the GCAB will be looking at terms that are about to expire, and will seek interested new membership.

Dr. Englert is pleased that they will have Major Groves on campus as the GC Veterans Services Advisor, starting the week of October 18th; he especially thanked the Marna Kuehne Foundation for funding the much-needed position; Enrollment Services hosted counselors from around the state; Westwood High School and Associate VP – Academic Affairs, Matt Ewers are working together with a goal that every graduate from Westwood will have college credit when they graduate high school.

Johnson County Advisory Board – Jack Tarter, Chair

Mr. Tarter noted that Concurrent Enrollment with Johnson County High School students is now at 100%; the Spring, 2017 schedule has been set; the first Quickbooks Class was held in Kaycee; per tradition, the JCAB will be handing out Chapsticks at the annual Monster March on Halloween; he suggested placing NWCCD / SCJC billboard signs on the highway by the Buffalo exits.

Vice-Chair Jerry Iekel noted that Chair Tarter will be honored at a Boys & Girls Club Breakfast on November 3rd in Buffalo.

Organization Reports

Brett Burtis, Administrative Staff Council Chair, again thanked the Kuehne Foundation for the funding to hire Major Groves; ASC held their first meeting earlier in the week of this meeting; all governing and working committee AS positions have been filled; they are working on selecting an AS member for the 2016-2017 WACCT nominee; they may be holding a fundraiser, in conjunction with SC Library Services Director Katrina Brown, for textbooks for students who can't afford them.

Vice-Chair Iekel asked if Sheridan has been a model for Veteran Services. Answer: yes, around the state and in the region.

Brady Shoemaker, SC Student Senate President, reported that the newly named Student Government Association (SGA) at Sheridan College fine-tuned their By-Laws even more from this past spring. They now have an Academic Senate, which holds twenty seats comprised of different Majors areas. Eleven of those seats are filled; Club Council has changed their funding; they are working on marketing for SGA; two student leaders attended the Wyoming Student Leadership Conference in Cheyenne in September; three student representatives attended the ACUI Region IV Conference in Boulder, CO; and they will host a Voter Information table on October 20th.

On behalf of the Gillette College SGA, Brady shared their President, Jacob Staples's report. The GC SGA has a full board; a new Multi-Media club, Envisioning Out Loud, has started on campus; there are six active committees, including Bras for a Cause, the Hope Cupboard, Girl Scouts through the Boys & Girls Club, Flag Signing (to send a flag to a deployed Gillette soldier in November); a White Elephant exchange; and a Pronghorn Mascot-naming committee. They've also held several events to build volunteer opportunities.

Vice-Chair Iekel asked Mr. Shoemaker what is happening at the Voter Information table. Answer: providing information and documents to allow students to register to vote, how to obtain absentee ballots, etc.

Public Comment

There were no Public Comments this month.

Old Business

There were no Old Business items this month.

New Business

8a. First Reading: Policy Series 1000, 2000, 8000 – Information, Action

Following a work session that was held on Monday, September 26, 2016 with the Board of Trustees, Administration presented recommended changes to NWCCD Policy Series 1000 (Philosophy and Objectives), 2000 (Administration), and 8000 (Board of Trustees) for First Reading.

After some discussion, it was recommended that further wording changes be made to Policy 2100, moving the second paragraph to the end of the last paragraph, and cutting out the first phrase. The last paragraph in Policy 2100 will now read: "The Northern Wyoming Community College District shall consider an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees. It is also the policy of the Northern Wyoming Community College District to develop a pool of candidates for its President position [**paragraph 2 moves here →**], and to assess the leadership needs of the organization to help insure the selection of a qualified and capable leader who is representative of the community, and aligned with the organization's mission, vision, values, goals and objectives, and who has the necessary skills for the organization."

MOTION: Trustee Walter Wragge moved and Treasurer Robert Leibrich seconded amending the wording on Policy 2100.

Hearing no further discussion on this issue, the **MOTION to AMEND** Policy 2100 passed with five (5) verbal "Aye" votes.

Administration noted that the Code of Conduct needs updated, which the Board will address at their January, 2017 Work Session.

MOTION: Trustee Bruce Hoffman moved and Trustee Wragge seconded approval of recommended changes to NWCCD Policy Series 1000, 2000, and 8000 on First Reading *as amended*.

Hearing no further discussion, the **MOTION** passed with five (5) verbal "Aye" votes.

8b. Early Retirement Request for Frank McCarthy – Information, Action

Administration recommended that the Board approve the Early Retirement Request for Women's Basketball Coach Frank McCarthy, who completed fifteen (15) years of service on August 15, 2016. He meets the years of service and age requirements for the Deferred Compensation Retirement Benefit. He will conclude his employment with NWCCD on Friday, March 24, 2017, after the conclusion of the 2017 Women's Basketball Season.

MOTION: Treasurer Leibrich moved and Trustee Hoffman seconded the approval of the Early Retirement Request for Coach Frank McCarthy, as recommended by Administration.

Hearing no further discussion, the **MOTION** passed with five (5) verbal "Aye" votes.

8c. Naming Recommendation for Housing and Food Service Building at Gillette College – Information, Action

The Gillette College Advisory Board (GCAB) and College Administration recommended that the Board approved naming the new residence hall at Gillette College *Inspiration Hall*. Additionally, the GCAB and College Administration recommended that the Board approve naming the new dining facility at Gillette College the *High Plains Grill*.

MOTION: Trustee Hoffman moved and Trustee Wragge seconded the GCAB's and College Administration's recommendations to name the new residence hall at Gillette College *Inspiration Hall*, and the new dining facility at Gillette College the *High Plains Grill*.

Hearing no further discussion, the **MOTION** passed with five (5) verbal "Aye" votes.

8d. Harvard Institute Report – Information

Sheridan College Director of Library Services, Katrina Brown, reported to the Board her time at the Academic Librarians Leadership Institute at Harvard's Graduate School of Education in July, 2016. Calling the experience "truly transformative", she is eager to implement what she learned there, with a goal of making the library the "hub" of the campus. She intends to create an Assessment Plan to determine how they can make more of a difference in students' experience here, and how they can help in areas of student retention and success.

Trustee Wragge appreciated Ms. Brown's comments regarding her awareness that she is more of a "leader" than a manager.

Chair Healy noted that it is "just great" to have Ms. Brown return with such enthusiasm.

8e. Demonstration of Student Planner Software – Information

Administration provided to the Board a demonstration of new Student Planner Software, which is the advising software tool used to input academic plans for students. Dr. Young noted that NWCCD would never have implemented this without the impetus of the Completion Agenda (Student Success).

Treasurer Leibrich asked why a student can't explore Majors / Career options and be here longer than two years. Answer: it's a fine balance between getting them to complete and having them be long-term students with no plans or completion goals.

8f. Financial Aid Changes – Information

Administration presented Board updates and changes to Student Financial Aid. FAFSA applications opened on October 1st. In the past, the opening date was January 1st, but now they will be using "prior-prior" tax years (e.g. students will turn in their parents' 2015 Tax Returns for the 2017/2018 Academic Year). This change was implemented to allow better budgeting for families to plan for college expenses.

Vice-Chair Iekel asked what was the impetus for the change. Answer: lots of complaints to the Department of Education. The issue has been under discussion and consideration for almost four years.

8g. Federal Changes to Overtime Rules – Information

Administration presented to the Board information regarding Federal changes to overtime Rules for exempt (salaried) employees. This will affect approximately twenty (20) NWCCD Administrative positions, who will be shifted to Classified status, paid hourly, and therefore paid for overtime. If they remained as Exempt, their salaries would need to be nearly doubled, per employee, to \$47,476 by December 1st. Given NWCCD's budget constraints, it was necessary for Administration to change them to Non-Exempt status.

Dr. Young and the Executive Staff are looking at each position. All colleges and universities in the country are wrestling with this Federal change.

8h. Athletic Program Addition in Gillette – Information

Administration presented for discussion information about the possibility of implementing a Men's and Women's Soccer program at Gillette College. Big picture, it will undergo a similar analysis as the one done before implementing the program at Sheridan College.

Because of the ability to grow enrollment through Athletics, NWCCD was affected the least during recent budget cuts. However, if more students are enrolled at Gillette, English and Math instructors are maxed out.

GCAB Chair McLeland said that all members of the GCAB support the idea; athletics can keep students focused and on track.

Vice-Chair Iekel asked if implementing such a program can add to the economic situation in Campbell County. Answer: strengthens the ability to keep approaching the City of Gillette, Campbell County, and the hospital.

Administration will add this as an Action Item on the November 17, 2016 Regular Meeting Agenda.

8i. ACCT Leadership Congress Report – Information

Trustees who attended the 2016 ACCT Leadership Congress in New Orleans, LA October 5 – 7 reported to the Board on sessions that made an impression.

Trustee Hoffman attended one where a Missouri college expanded athletics, which brought in a multitude of students and the college flourished. He was also impacted by a session that addressed campus security, and asked that there be more frequent preparedness trainings at NWCCD.

For the sake of time, Chair Healy said she would wait until a future meeting to share her thoughts.

Trustee Wragge's highlights: the lunchtime Keynote Address by Barbara Gellman-Danley, President of the Higher Learning Commission, who spoke about Accreditation; among many concurrent sessions, he attended a Special Session on the Reauthorization of the Higher Education Act; and he attend the Invitation Symposium on Student Success, "Getting in the Fast Lane: Ensuring Economic Security and Meeting the Workforce Needs of the Nation, held October 4-5th.

Trustee Wragge also gave a report as a member of the ACCT Communications and Education Committee, and asked the Board to mark their calendars for the Leadership Congress 2017, which will be held September 25 – 28 in Las Vegas, NV.

8j. MOTION to Adjourn Regular Meeting and Move into Executive Session – Action

MOTION: Trustee Hoffman moved and Trustee Wragge seconded moving into Executive Session to discuss the renewal of Dr. Paul R. Young's CEO Contract, per Wyoming State Statute 16-4-405 (a) (x).

The Board would then reconvene to take Action on the matter after the Executive Session.

Hearing no further discussion, the **MOTION** carried, with five (5) verbal "Aye" votes. Vice-Chair Iekel closed the Regular October 13, 2016 Meeting at 8:56 p.m.

9. **Executive Session**

The Board entered into Executive Session at 9:02 p.m. to discuss the renewal of Dr. Paul R. Young's CEO Contract, per Wyoming State Statute 16-4-405 (a) (x).

10. **Reconvene to Vote on Renewal of CEO Contract – Action**

Vice-Chair Iekel reconvened the Regular October 13, 2016 Meeting at 9:10 p.m. to take action on the Renewal of Dr. Paul R. Young's CEO Contract.

MOTION: Trustee Hoffman moved and read the terms of the CEO Contract Renewal for Dr. Paul R. Young in his position as President of Sheridan College, in accordance with the agreed-upon terms during the Board's previous discussion:

1. Extend the President's current term of employment by one year, until June 30, 2021, under the same contract terms, including no increase in salary.
2. As an incentive for Dr. Young to continue his employment as President of the College District, and for meeting the goals of the College as set by the Trustees, the College District will contribute \$26,000 to Dr. Young's Deferred Compensation Plan for the year 2016, but he will not be entitled to full vesting until he completes three years of service.

Trustee Walt Wragge seconded the **MOTION**.

Discussion: Treasurer Leibrich, serving as proxy for Secretary Ludwig and Trustee Sherwood, read Trustee Sherwood's comments:

"I commend Dr. Young on his work through this challenging fiscal year. I also stand behind him in decisions made and want him to know that I appreciate his communication. Though I think a raise is warranted, given these tough financial times, I hope he understands why one isn't being proposed. Also, thank you for your leadership and communication with this board. We appreciate it!"

Chair Norleen Healy added that the Board has "strong and unanimous support for Dr. Young's leadership, and it is *only* because of the Budget crisis that we're not giving him a raise, though he very much deserves one."

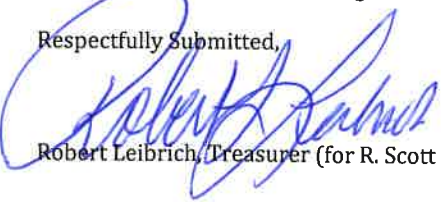
Trustee Hoffman called for the question.

Hearing no further discussion, the **MOTION** passed unanimously, with five (5) verbal "Aye" votes and two written Proxy "Aye" votes from Secretary Ludwig and Trustee Sherwood.


11. **Adjournment**

Vice-Chair Iekel asked if there was anything further for the good of the District. Hearing none, he adjourned the October 13, 2016 Regular Meeting at 9:15 p.m.

Respectfully Submitted,


Robert Leibrich, Treasurer (for R. Scott Ludwig, Secretary)

Approved,


Jerry Iekel, Vice-Chair