

**FINAL Minutes**  
**Northern Wyoming Community College District**  
**Board of Trustees Regular Meeting**  
**Thursday, November 16, 2017**  
**Sheridan College Whitney Boardroom - W132**  
**Sheridan, WY**

**Trustees Present**

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

**Trustees Absent**

**Advisory Board Representatives Present**

Vermona Petersen, Secretary – Gillette College Advisory Board  
Jack Tarter, Chair – Johnson County Advisory Board

**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  
Wendy Smith, NWCCD Director – Marketing, PIO  
Jennifer McArthur, NWCCD Director – Human Resources  
Jen Crouse, Executive Director – Sheridan College Foundation

Katrina Brown, NWCCD Chair – Administrative Staff Council  
Kristin Baule, NWCCD Representative – Classified Staff Council  
Pat Blair, Sheridan Media (radio)  
Ryan Patterson, the Sheridan Press

**Recorder**

Mary Jo Johnson

**Call to Order and Roll Call**

Board Chair Norleen Healy called the November 16, 2017 Regular Board of Trustees Meeting to order at 6:32 p.m. Roll call was taken; there was a quorum.

**Agenda Additions/Deletions**

Chair Healy asked if there were any additions or deletions to the November 16, 2017 Board Agenda. There were none.

**Consent Agenda**

Chair Healy asked if there were any changes to the Consent Agenda, which included October 26, 2017 Regular Meeting Minutes, and the October, 2017 Financials. There were no changes; the Consent Agenda was accepted as presented.

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

Dr. Young reminded the Board of the new address Sheridan College now has: **1 Whitney Way** (there is no longer a P.O. Box); he highlighted the Statewide Attainment Goal set by the Wyoming Community College Commission, with support by all seven community college presidents and the UW, which states that "...goal is to increase the percent of the working population of 25 – 64-year-olds that possess valuable post-secondary credential (degrees or certificates) to 60% by 2025, and to 75% by 2040. Further, a significant focus of this goal must be toward reducing disparities and achievement gaps among underserved student populations including first-generation, low-income, minority, and adult students"; the SC Theater program will be presenting the play *Insignificant* at the Mars Black Box November 16 - 19; Sheridan College student Nesha Michaels, a second-year Biology major, received a \$1,000 scholarship as a Coca-Cola *Leader of Promise* scholar; Gillette College student, Kennedy Kramas, is one of ten region winners of the Undergraduate Student Rising Star Awards through the professional organization, National Association of Personnel Administrators (NASPA); Carol Muirhead, Computer Science instructor for the District, has been selected as the 2017 NWCCD Master Distance Educator of the Year; and earlier in the afternoon, Dr. Young held a Media Conference to update the public on law enforcement's investigation into the multiple race hate incidents on the SC campus, and to communicate NWCCD's "Next Steps" plan to address the issues.

Trustee Bruce Hoffman commended Dr. Young for his and the college's response to the race hate incidents.

## **Gillette College Advisory Board – Vermona Petersen, Secretary / Mark Englert, GC CEO**

Ms. Petersen thanked the Board for their continued support; she thanked them for coming to GC for the October meeting; and she reported that the GCAB is moving to make Sherry McGrath an Honorary GCAB Member (for health reasons, Mrs. McGrath is unable to take part as an active member).

Trustee Hoffman commended the past work Mrs. McGrath had done for Gillette College.

Dr. Englert noted that while they were disappointed in the outcome of the ¼ Penny Tax election, he offered his kudos to the tireless efforts of Heidi Gross, Ramona Nolan, the Political Action Committee, the GCAB, and the GC Foundation for their efforts to educate Campbell County voters about the ballot initiative; they are re-grouping, and continue to serve their students very well; 95 students have signed up for the Pronghorn Preview slated for November 17<sup>th</sup> (welcoming potential students from Montana, South Dakota, and NE Wyoming); and a collaboration will be taking place in the near future with the Energy City Voices, and Business and History students looking at "Hamilton" – a brown bag event.

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

Chair Tarter noted that the JCAB was happy to have Dr. Young attend their most recent meeting; Kaycee High School won the 1A and Sheridan High School won the 4a State Football Championships – "we have great students in Wyoming"; spring registration opened November 7<sup>th</sup>, and numbers look good; there are eight students enrolled in College and Career Readiness; the deadline for Johnson County scholarship applications is December 1<sup>st</sup>; and all were invited to the December 2<sup>nd</sup> annual Gingerbread House event at the SCJC campus.

## **Foundation Report – Jen Crouse, Executive Director – Sheridan College Foundation**

Ms. Crouse said the newly formed Sheridan College Alumni Committee is hard at work to build up the alumni base; she noted that the foundation has been proud to partner with the WYO on the campaign for the last phase of the renovations on the WYO Performing Arts and Education Center, which held a grand opening on November 14<sup>th</sup>; she also thanked the Board for considering under New Business the appointment of Nicholas "Nick" Pierson to the SCF Board; and she was proud of the turnout at the annual President's Partners lunch on November 3<sup>rd</sup>, which had a record number of donors attend.

## **Organization Reports**

**Katrina Brown, Chair – NWCCD Administrative Staff Council (ASC):** Ms. Brown reported that for the first time in a long time, they have a very engaged group, and thanked Dr. Young and PIO Wendy Smith for the improvements in communication to employees around the district.

**Kristin Baule, Representative – NWCCD Classified Staff Council (CSC):** The CSC held a fall Arts & Crafts Bazaar in late October, raising \$600.00 for the Employee Hardship Fund; CSC is working on increasing its presence district-wide, educating employees on what CSC is.

## **Public Comment**

There were no Public Comments this month.

## Unfinished Business

### **8a. NWCCD Board "Code of Ethics" Policy, Second & Final Reading – Information, Action**

At their Fall Work Session on Saturday, October 14, 2017, with facilitation from Dr. Pam Fisher, consultant with the Association of Community College Trustees, the NWCCD Board reviewed an updated version of Board Policy Series 1200, "Code of Ethics". At the October 26, 2017 Regular Meeting, the Board voted on Second & Final Reading to approve this Policy.

**MOTION:** Secretary Jerry Iekel moved and Trustee Hoffman seconded approving on Second & Final Reading, Board Policy Series 1200, "Code of Ethics".

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

### **8b. Approval of Banks as Depositories for Public Funds (Tabled at October 26, 2017 Meeting) – Information**

Tabled for lack of a quorum at the October 26, 2017 Regular Meeting held in Gillette, Administration recommended approval of First Federal Savings Bank and First Interstate Bank as depositories of NWCCD funds.

**MOTION:** Vice-Chair Walt Wragge moved and Trustee Gary Koltiska seconded approving the two financial institutions as recommended.

CFO & VP Cheryl Heath noted that a Request For Proposal has been put out to bid for first quarter FY19.

Hearing no further discussion, Chair Healy called for the question.

Treasurer Robert Leibrich recused himself from the vote, as he is an employee of First Interstate Bank.

The **MOTION** passed, with six (6) "Aye" votes.

## New Business

### **9a. Approve Resolution of Support for the SEEDA Grant and Loan Application to the Wyoming Business Council for Project Enterprise – Information, Action**

Administration presented for the Board's consideration a Resolution in support of a Sheridan Economic and Educational Development Authority (SEEDA) grant and loan application to the Wyoming Business Council in the amount of \$12,592,090 for consideration of assistance in funding the Project Enterprise manufacturing facility in the Sheridan High-Tech Park.

**MOTION:** Trustee Koltiska moved and Trustee Debra Wendtland seconded support of the Resolution as presented.

Trustee Koltiska thanked VP Dr. Susan Bigelow for taking time to answer his questions prior to SEEDA bringing this Resolution before the Board.

Dr. Young noted that Trustee Koltiska made several contributions which improved the Resolution.

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

### **9b. Vote on Renewal of CEO Contract – Action**

The NWCCD Board voted on Dr. Paul R. Young's CEO Contract renewal.

**MOTION:** Vice-Chair Wragge moved and Trustee Hoffman seconded renewing Dr. Paul R. Young's CEO Contract per the terms brought before the Board, which included extending the President's current term by one year, until June 30, 2022 under the same contract terms, including no increase in salary; and, as an incentive for Dr. Young to continue his employment as President, and for meeting the goals of the college as set by the Trustees, NWCCD will contribute \$30,000 to Dr. Young's Deferred Compensation Plan for the year 2017, but he will not be entitled to full vesting until he completes three years of service.

Secretary Jerry Iekel said he was "pleased the Board could do this again and keep Paul Young."

Trustee Koltiska said that NWCCD is "fortunate to have who we have, given the typical tenure of a president."

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

9c. **Approval of Nicholas "Nick" Pierson to the Sheridan College Foundation Board – Information, Action**

Administration recommended that the NWCCD Board approve the Sheridan College Foundation (SCF) Board's appointment of Mr. Nicholas "Nick" Pierson of Buffalo, WY to a seat on the SCF board, for a three-year term ending in 2020.

**MOTION:** Treasurer Leibrich moved and Secretary Iekel seconded approving Mr. Pierson's appointment to the SCF Board, as recommended.

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

**Adjournment**

Chair Healy asked if there was any other business for the good of the college. Vice-Chair Wragge pointed out the reports he had distributed for the Board to take home to read, about the WACCT Conference held in Casper and the WCCC meeting held in Sheridan, all in mid-October.

Hearing nothing further, Chair Healy adjourned the November 16, 2017 Regular Board Meeting at 7:03 p.m.

Respectfully Submitted,

Approved,

  
Jerry Iekel, Secretary

  
Norleen Healy, Chair