

**FINAL Minutes**  
**Northern Wyoming Community College District - Board of Trustees Regular Meeting**  
**Wednesday, May 16, 2018 - Buffalo High School Auditorium, Buffalo, WY**

**Trustees Present**

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

**Trustees Absent**

**Advisory Board Representatives Present**

Jack Tarter, Chair – Johnson County Advisory Board

**Advisory Board Representatives Absent**

Tracy Wasserburger – Chair, Gillette College Advisory Board

**Administration Present**

President Paul Young  
VP Leah Barrett  
VP Susan Bigelow  
VP Rich Hall  
VP Cheryl Heath  
VP Estella Castillo-Garrison

**Administration Absent**

VP Mark Englert

**Others Present**

Hayden Heaphy, NWCCD Attorney  
Claire Barnes, Writer/Editor – PIO Office  
Derek Andrews, Ex. Director - SCJC  
Jen Crouse, Exec. Director – SC Foundation  
Erin Taylor, Exec. Director – WACCT  
Tom Spence, JCAB  
Robert Perry, JCAB

Amanda Kaufmann, JCAB  
Steve Rzasa, JCAB  
Josh Keegan, JCAB  
Cindy Kremers, JCAB  
Claire Eastes, JCAB  
Dave Simonsen, JCAB

**Recorder**

Mary Jo Johnson; Jana Clements

**Call to Order and Roll Call**

Board Chair Norleen Healy called the May 16, 2018 Regular Board of Trustees Meeting to order at 5:02 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 add 9c. – WACCT Report, and 9d. – Presentation by Erin Taylor.

## **Consent Agenda**

Chair Healy asked if there were any changes to the Consent Agenda, which included the April 12, 2018 Regular Meeting Minutes; the March, 2018 Financials; the March 2018 Check Register; the April, 2018 Financials, and the April, 2018 Check Register. There were no changes; the Consent Agenda was accepted as presented.

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

Dr. Young thanked Buffalo High School for hosting and introduced new Vice President of Academic Affairs, Dr. Estella Castillo-Garrison. Dr. Young announced there were over 760 district-wide graduates in May.

## **Gillette College Advisory Board**

There was no report this month.

## **Johnson County Advisory Board – Jack Tarter, Chair / Derek Andrews, Executive Director - SCJC**

Chair Tarter reported that the Rope for Knowledge event on August 19, as well as the Gingerbread House event in December, will both be celebrating their 10<sup>th</sup> anniversary in Johnson County. For more information, contact Derek Andrews or Ashlea Bassett. Rope for Knowledge has raised over \$42,000 in scholarships in the past ten years.

Mr. Andrews will have signatures on the Kaycee concurrent enrollment Memorandum of Understanding by May 31, 2018. He announced that eight students will receive their GEDs this year. He was successful in obtaining a grant to purchase three new computers for classroom use. Leadership Johnson County is in its fourth year.

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

Ms. Crouse commended Derek Andrews on all of his efforts on behalf of the College in Johnson County. The Alumni Reception was well attended with approximately 120 people present. The Kuehne Foundation is continuing their support of veterans programs and paid special recognition to veterans at the commencement ceremonies. The Tech Campaign still needs \$500,000; however, the Watt Foundation has pledged \$150,000. The SC Foundation is on track to award \$800,000 in scholarships in the first round.

## **Organization Reports**

There were no Organization Reports this month.

## **Public Comment**

The public present introduced themselves with a brief biography of their support of Johnson County and the Advisory Board. Dave Simonsen, JCAB, commented that a coding program in Buffalo would help to address the workforce issue in Johnson County. Dr. Young responded that the College would consider a commitment if he was asking for a faculty resource.

## **Unfinished Business**

### **8a. Policy Series 4000 Approval – Third & Final Reading – Information, Action**

Administration brought before the Board for Third & Final Reading Policy Series 4000 – Employee Handbook.

**MOTION:** Secretary Jerry Iekel moved and Trustee Bruce Hoffman seconded approval on Third & Final Reading NWCCD Policy Series 4000 – Employee Handbook.

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

### **8b. Remove from Table Presentation of Complaint Log – Action**

**MOTION:** Vice-Chair Walt Wragge moved and Treasurer Bob Leibrich seconded removing from the Table the Presentation of Complaint Log. **MOTION** carried unanimously.

Dr. Leah Barrett, VP Student Affairs went over the NWCCD Complaint Log Annual Summary.

Treasurer Leibrich asked who is responsible to work with the Board of Trustees on Complaint Log Updates. Answer: The President will provide a review packet every fall.

Secretary Ikel asked if the low number of indicated appeals is a good thing. Answer: Not necessarily; it could mean students haven't clearly known about the Appeals Process. Improving communication will possibly increase the number of appeals in the future.

Chair Healy noted that having the Complaint Log goes "a long way toward addressing Higher Learning Requirements."

### **New Business**

**9a. Academic Calendars for 2019-2020; 2020-2021 – Information, Action**

**MOTION:** Vice Chair Wragge moved and Trustee Hoffman seconded approval for the 2019-2020 and 2020-2021 Academic Calendars as presented by the Administration.

Discussion: Treasurer Leibrich asked why the summer calendar shows two starts and stop dates. Dr. Richard Hall responded that there is a new 15-week summer schedule proposed which provides a better outcome for Agriculture, Math and Science classes. Upon hearing no further discussion, Chair Healy called for the vote. The **MOTION** carried unanimously.

**9b. Holiday Calendars for 2019-2020; 2020-2021 – Information, Action**

**MOTION:** Secretary Ikel moved and Trustee Hoffman seconded approval for the 2019-2020 and 2020-2021 Holiday Calendars as presented by the Administration.

There was discussion regarding why there was no Easter break in 2019-2020. Administration explained it was because of how Christmas falls on the calendar in that academic year. Employees have the option of taking Good Friday off as vacation leave. Upon hearing no further discussion, Chair Healy called for the vote. The **MOTION** carried unanimously.

**9c. WACCT Meeting Report – Information**

Trustee Wendtland reported that the Fall WACCT conference is scheduled for October 17 and 18 in Riverton. The theme is safety. February 7, 2019 is Trustee Education Day to learn about roles and statutory duties. The Commission is asking for Trustee input on the Tuition Cap Policy. The WCCC extended the offer for Executive Director to Sandy Caldwell.

**9d. Special Presentation by WACCT Executive Director, Erin Taylor – Information**


Executive Director Taylor presented a special plaque of appreciation to Vice Chair Wragge for his outstanding leadership, dedication and commitment to WACCT.

### **Adjournment**

Chair Healy asked if there was any other business for the good of the District. Hearing nothing further, she adjourned the May 16, 2018 Regular Meeting at 6:15 p.m.

Respectfully Submitted,

Approved,

  
Jerry Ikel, Secretary

  
Norleen Healy, Chair