

Work Session Minutes
Northern Wyoming Community College District Board / Sheridan College Foundation Board
Business Meeting / Spring ½-Day Work Session
Friday, May 18, 2018 – 10:00 a.m. - 2:00 p.m. [Published Time; the group adjourned early]
Whitney Boardroom – W132
Sheridan, WY

NWCCD Trustees Present

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

Administration Present

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

Others Present

Hayden Heaphy, NWCCD Legal Counsel (left at 11:14 a.m.)
Jason Browning, AVP – Institutional Research
Wendy Smith, AVP – Strategic Communications & Public Relations
Jen Crouse, Executive Director – SC Foundation

Advisory Board Chairs Present

Jack Tarter, Chair – Johnson County Advisory Board

Advisory Board Chairs Absent

Tracy Wasserburger - Gillette College Advisory Board

Administration Absent

VP Rich Hall

Recorder

Mary Jo Johnson

Meeting Commencement

1. **Call to Order and Roll Call** – Chair Norleen Healy called the May 18, 2018 NWCCD Board Business Meeting to order at 10:01 a.m. Roll call was taken; there was a quorum.
2. **Public Hearing on One Mil Levy** – Chair Healy opened the Public Hearing on the One Mil Levy at 10:03 a.m. This One Mil Levy is for two (2) years for the regular support and operations of the College, under the Provisions of Section 221-18-303 (B), Wyoming Statutes Annotated, as amended, at which time any and all persons may appear and be heard. Hearing no comments from those present, Chair Healy closed the Public Hearing on the One Mil Levy at 10:04 a.m.
3. **Approval of One Mil Levy – Action**
MOTION: Treasurer Robert Leibrich moved and Vice-Chair Walt Wragge seconded the approval to levy one (1) mil for two (2) years for the regular support and operations of the College, under the provisions of Section 221-18-303 (B), Wyoming Statutes Annotated, as recommended by Administration.

Trustee Gary Koltiska asked if this was an ongoing procedure. Answer: Yes.

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

4. **Sheridan County School District #2 Agreements: Land Swap and Easement – Information , Action**
Northern Wyoming Community College District and Sheridan County School District #2 considered a land swap with associated easements for the site of the John C. Schiffer Collaborative School on the Sheridan College campus.

MOTION: Trustee Bruce Hoffman moved and Vice-Chair Wragge seconded approval of a land swap with associated easements for the site of the John C. Schiffer Collaborative School on the Sheridan College campus.

VP Cheryl Heath distributed handouts with photos of the proposed site of the land swap.

Trustee Koltiska was in disagreement with the proposal, asking where the fire loop access is to be. He also asked about the language pertaining to necessary easements.

Dr. Paul Young informed the Board that Administration will look into answers, and proposed that this item be tabled until the June 20, 2018 Regular Board meeting.

MOTION TO TABLE: Vice-Chair Wragge moved and Secretary Jerry Iekel seconded tabling this item until the June 20, 2018 Regular Board Meeting. Hearing no further discussion, Chair Healy called for the Vote. The **MOTION TO TABLE** carried, unanimously.

5. Motion to Move into Executive Session

The Board moved into Executive Session, per this **MOTION:** Vice-Chair Wragge moved and Secretary Iekel seconded moving into Executive Session to discuss Legal Matters, per Wyoming State Statute 16-4-405 (a) (ix); Personnel Matter, per Wyoming State Statute 16-4-405 (a) (ii); and Real Estate Matters, per Wyoming State Statute 16-4-405 (a) (vii). The **MOTION** carried, unanimously.

6. Executive Session - The Board entered into Executive Session at 10:16 a.m.

MOTION: to reconvene into Business Meeting: Secretary Iekel moved and Trustee Hoffman seconded ending the Executive Session and reconvening in the Business Meeting. The **MOTION** carried, unanimously. The Executive Session concluded at 11:12 a.m.

Adjournment to Work Session

Chair Healy adjourned the May 18, 2018 Business Meeting at 11:14 a.m. to begin the Spring Work Session.

Spring Work Session

Chair Healy opened the May 18, 2018 Spring Work Session at 11:30 a.m.

1. Higher Learning Commission Visit – AVP Jason Browning

Jason Browning shared information regarding the systems appraisal that provided feedback in September 2017. The feedback told the College there is a need to improve communication of processes. Treasurer Leibrich asked Mr. Browning to walk the Board through a process. Example: Core Ability. Vice-Chair Wragge mentioned an ACCT accreditation article that contained good information. Recorder Mary Jo Johnson will provide the article in the June 20 Board packet.

2. Mission and Core Values – AVP Wendy Smith and Katrina Brown

AVP Smith & Ms. Brown presented new versions of the mission and vision statements based on previous Board and employee input. A vision statement is aspirational and values are a matter of Board policy. Let these minutes reflect the Board has reviewed the mission and vision statements and provided feedback for the further enhancement of both.

3. Portfolio Feedback

General discussion of the portfolio took place. Category 1 – Assessment of Student Learning was the area identified as the area with most improvement needed. This was so noted by the Board and Administration.


4. 2018-2019 Board Meeting Dates

Consultant Dr. Pam Fisher will be on the Sheridan College Campus on September 28 & 29, 2018 for the President's Evaluation and the Board of Trustees' Self-Evaluation Session.

Adjournment

Chair Healy adjourned the May 18, 2018 Spring Work Session at 1:24 p.m.

Respectfully Submitted,


Jerry Iekel, Secretary

Approved,


Norleen Healy, Chair