

## Minutes

Northern Wyoming Community College District - Board of Trustees Work Session & Regular Meeting

December 12, 2018

Whitney Building - Sheridan College Campus, Boardroom W132, Sheridan, WY

### Trustees Present

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

### Trustees Absent

### Advisory Board Representatives Present

### Advisory Board Representatives Absent

Tracy Wasserburger - Chair, Gillette College Advisory Board (by video-conference)  
Jack Tarter, Chair - Johnson County Advisory Board

### Administration Present

### Administration Absent

President Paul Young  
VP Estella Castillo-Garrison  
VP Janell Oberlander  
VP Cheryl Heath  
VP Leah Barrett  
Executive Director, Gillette College Foundation Jennifer Crouse

### Others Present

Board Counsel Hayden Heaphy  
Karen Burtis, Comptroller, Business Office  
Gina Kidneigh, Business Office  
Heidi Balster, Director, Financial Aid  
Kent Andersen, AVP, Facilities Management  
Claire Barnes, Public Information Office  
Jennifer McArthur, AVP, Human Resources  
Mark Bergman, Music Faculty

Kristin Diggs, Auditor, Elde Bailly  
Pat Blair, Media  
Madison Anderson, Student  
Bruce Garber, Century 21 HUB  
Marie Lowe, Century 21 HUB  
Jim Wilson  
Ryan Patterson, Media

### Recorder

Jana Clements

- 1.) Oath of Office - Newly Elected / Re-Elected Board Members - Information, Action.  
Prior to the Call to Order and Roll Call, Newly Elected and Re-Elected Trustees took the Oath of Office.

### 2.) Call to Order and Roll Call

Board Chair Norleen Healy called the December 12, 2018 Work Session of the Board of Trustees to order at 5:30 p.m. There was a quorum. Dr. Paul Young thanked staff for their work on the audit. He thanked Karen Burtis for 13 years of service to the College. Karen is taking a position with the City of Sheridan. The Work Session was moved to the front of the agenda to allow the Auditor to catch a plane.

**3.) Work Session – Audit Report by Eide Bailly. Information only.**

Cheryl Heath, Vice President for Administration and Kristin Diggs, Auditor with Eide Bailly, provided a detailed review of Eide Bailly's audit. There was no financial statement finding. There was one finding in Financial Aid that was corrected and was not a repeating incident. The College was issued an unmodified opinion. The Work Session adjourned at 6:14 p.m.

Board Chair Norleen Healy reconvened the Regular Meeting at 6:15 p.m.

**4.) Nomination and Election of 2019 NWCCD Board Officers / Appointment of Two Trustees to the BOCHES and WACCT Boards – Information, Action.**

Board Chair Norleen Healy asked NWCCD Attorney, Hayden Heaphy, to conduct an Open Board Election of the 2019 Board Officer positions. He conducted said position elections according to Robert's Rules of Law including nominations for the Board Chair, the Board Vice-Chair, the Board Treasurer, and the Board Secretary.

After some discussion, Trustee Bob Leibrich moved and Trustee Bruce Hoffman seconded that the NWCCD Board of Trustees approve the election and Appointment of the following:

NWCCD Board Chair: By unanimous vote, election of Norleen Healy was voted upon and she was approved as Board Chair.

NWCCD Board Vice-Chair: By unanimous vote, election of Walt Wragge was voted upon and he was approved as Board Vice-Chair.

NWCCD Board Treasurer: By unanimous vote, election of Bob Leibrich was voted upon and he was approved as Board Treasurer.

NWCCD Board Secretary: By unanimous vote, election of Debra Wendtland was voted upon and she was approved as Board Secretary.

Appointment of BOCHES & WACCT appointments were not voted on in this session.

**5.) Agenda Additions / Deletions – There were none.**

**6.) Consent Agenda**

Chair Norleen Healy asked if everyone had reviewed the Consent Agenda. The Consent Agenda was accepted unanimously.

**7.) President's Report – Dr. Paul R. Young**

Dr. Paul Young reported on high honors received by Faculty member Rachel Kristiansen as the 2018 NWCCD Master Distance Educator of the Year. In addition, the NWCCD Marketing team won a District 4 Gold Medallion Award for their 2017 Women's Soccer Media Guide. This award is recognized in 6 states.

**8.) Gillette College Advisory Board Report – Tracy Wasserburger, Chair**

Chair Tracy Wasserburger said voting for new Advisory Board members and for the Chair will take place in January 2019. Vice-Chair Nathan McLeland was elected to City Council and will be stepping down from the Advisory Board. Janell Oberlander reported that Area 59 is almost completely equipped and the Director position, funded by a private donor, is open and they are taking applications.

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

Chair Jack Tarter said 18 citizens enrolled in Class 5 of Leadership Johnson County. He reported that the Gingerbread event raised 8 scholarships totaling \$2500. Johnson County saw its first dual enrolled graduate with an Associate Degree at the same time the student received their high school diploma.

**9.) Sheridan College Foundation Report – No Foundation report was provided.**

**10.) Organization Reports: Student Senate – Madison Anderson, Sheridan College**

Madison Anderson talked about students meeting with President Dr. Paul Young to discuss their ideas and provide feedback on choosing a new school mascot. As the new semester starts, student leaders will be focused on providing the new Chartwells Food Services district manager with feedback. They are also initiating discussions about how to provide student transportation to those who live off-campus or those who live on campus but do not have transportation.

**Faculty Senate – Mark Bergman, Sheridan College, in place of Brent Heusinkveld**

Mr. Mark Bergman reported that faculty senate continues to review board policy and how it relates to them, with special interest in community education. Doug Reitingier is a newly elected faculty senate member. The senate will continue to promote excellence.

**11.) Executive Session Called for a Real Estate Matter, W.S. §16-4-405 (a)(vii)**

Board Chair Norleen Healy asked for a **MOTION** to temporarily adjourn the Regular Meeting and enter into Executive Session to discuss a Real Estate Matter, pursuant to W.S. §16-4-405.

**MOTION:** Trustee Gary Koltiska moved and Trustee Bruce Hoffman seconded that the NWCCD Board temporarily adjourn the Regular Meeting and convene into Executive Session for a Real Estate Matter, pursuant to W.S. §16-4-405. The Board passed this **MOTION** unanimously and the Board entered into Executive Session at 7:09 p.m.

**12.) Regular Meeting Reconvened**

Board Chair Norleen Healy asked for a **MOTION** to adjourn the Executive Session and reconvene into Regular Session.

**MOTION:** Trustee Gary Koltiska moved and Vice-Chair Walter Wragge seconded that the Executive Session adjourn and Regular Session be reconvened. The Board passed this **MOTION** unanimously and the Regular Session reconvened at 7:37 p.m.

**13.) Old Business**

**a.) Possible Action to Approve Listing Price for Spear-O Mountain Campus**

Board Chair Norleen Healy asked for a **MOTION** for the NWCCD Board to approve a listing price for Spear-O Mountain Campus.

**MOTION:** Trustee Gary Koltiska moved and Trustee Bruce Hoffman seconded that the Board approve a listing price for Spear-O Mountain Campus.

Chair Norleen Healy called for the vote of the **MOTION**. The **MOTION** carried 6 to 1 in favor of the approved listing price with 6 "ayes" and 1 "nay".

**14. Key Monitoring Reports/New Business**

**a.) Acceptance of the Presented Audit Report**

Board Chair Norleen Healy asked for a **MOTION** for Acceptance of the Audit Report as presented by Eide Bailly Auditor, Kristin Diggs and Vice President Cheryl Heath.

Treasurer Bob Leibrich moved and Vice-Chair Walt Wragge seconded that the NWCCD Board accept the 2018 Audit Report, as presented by Administration and Kristin Diggs with Eide Bailly. The **MOTION** passed unanimously.

**15.) Adjournment**

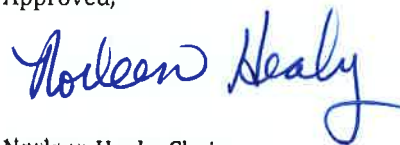
Chair Norleen Healy adjourned the Regular Meeting after hearing there was no further business for the good of the District, on December 12, 2018 at 7:39 p.m.

Respectfully Submitted,



Walt Wragge, Vice Chair

Approved,



Norleen Healy, Chair

OATH OF OFFICE

Newly Elected NWCCD Board of Trustees

SWEARING IN NEWLY ELECTED TRUSTEES AND ELECTION OF OFFICERS

Wyoming Constitution and State Statutes set out requirements for swearing in newly elected trustees, and electing officers of the Board of Trustees. One of the duties of the Board of Trustees is to "Conduct elections held by the community college district for election of board members...in accordance with the election procedures set forth in this (the community college) act". WS 21-18-304(a)(x). DEFINITION: A "newly elected" trustee is a person who has been elected for his or her first term, or an incumbent who has been re-elected.

All trustees elected at the current election, whether incumbents or new trustees, must be sworn in before assuming their duties. WY Const. Art. 6, §20. Newly elected trustees may be sworn in any time after the election, but must be sworn in before assuming their duties. Wyoming statutes do not give a specific date on which the oath of office must be administered. The Oath does not have to be administered at or during a Board of Trustees meeting. The Oath can be administered at any place. The Oath of Office (swearing-in) will, therefore, occur on or before the first Thursday in December at the regular board meeting.

Term of Office for new Trustees. The term of office of a newly elected trustee begins "at 12:00 noon on the first day in December following the election". WS §22-22-102(a).

Election of Board Officers. The board must meet and elect officers each year "on or about December 1". WS §21-18-302(a). Newly elected trustees will be members of the newly formed board, so they should have the ability to vote on new officers. This requires that the meeting occur no earlier than December 1st, and will be conducted annually on the first Thursday in December.

OATH OF OFFICE

"I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity." Wyoming Constitution, Article 6, §20.

Robert Leibrich
Printed Name of Trustee

[Handwritten Signature]
Signed by Trustee

STATE OF WYOMING )
) SS.
County of Sheridan )

The above Oath of Office was sworn to and given before me on this 12th day of December, 2018, by Robert Leibrich, who is a newly elected trustee of the Northern Wyoming College District.



Jana Clements
Signature of Notarial Officer
Title and Rank: Executive Office Manager and Notary

My commission expires: October 9, 2020

OATH OF OFFICE

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Norleen Healy
Printed Name of Trustee

Norleen Healy
Signed by Trustee

STATE OF WYOMING )
) SS.
County of Sheridan )

The above Oath of Office was sworn to and given before me on this 12th day of December, 2018, by Norleen Healy, who is a newly elected trustee of the Northern Wyoming College District.



Jana Clements
Signature of Notarial Officer
Title and Rank: Executive Office Manager and Notary

My commission expires: October 9, 2020



OATH OF OFFICE

Newly Elected NWCCD Board of Trustees

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OATH OF OFFICE

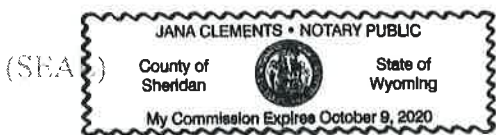
"I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity." Wyoming Constitution, Article 6, §20.

Shelley Kinnison
Printed Name of Trustee

Shelley Kinnison
Signed by Trustee

STATE OF WYOMING )
) SS.
County of Sheridan )

The above Oath of Office was sworn to and given before me on this 12th day of December, 2018, by Shelley Kinnison, who is a newly elected trustee of the Northern Wyoming College District.



Jana Clements
Signature of Notarial Officer
Title and Rank: Executive Office Manager and Notary

My commission expires: October 9, 2020