

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

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

Advisory Board Representatives Absent

Administration Present

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

Administration Absent

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 Reiting 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.

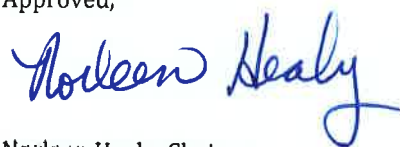
Treasurer Bob Leibrich moved and Vice-Chair Walt Wragge seconded that the NWCCD Board accept the 2018 Audit Report, as presented by Administration and Kristin Diggs with Eide Bailly. The **MOTION** passed unanimously.

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,

Approved,



Walt Wragge, Vice Chair

Norleen Healy, Chair