

## Minutes

### Northern Wyoming Community College District - Regular Meeting / Executive Session / Regular Meeting NWCCD Board of Trustees

March 21, 2019 6:30 p.m. – 7:50 p.m.

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

#### Trustees Present

Norleen Healy, Chair  
Walt Wragge, Vice-Chair  
Bob Leibrich, Treasurer  
Bruce Hoffman, Trustee  
Gary Koltiska, Trustee

#### Trustees Absent

Debra Wendtland, Secretary  
Shelley Kinnison, Trustee

#### Advisory Board Representatives Present

Tracy Wasserburger - Chair, Gillette College Advisory Board  
Jack Tarter, Chair - Johnson County Advisory Board

#### Advisory Board Representatives Absent

#### Administration Present

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

#### Administration Absent

Executive Director, Gillette College Foundation, Heidi Gross

#### Others Present

Dr. Rachel Bergman  
AVP Wendy Smith, PIO  
AVP Jennifer McArthur, Human Resources

Ryan Patterson, Media  
Pat Blair, Media

#### Recorder

Jana Clements

- 1.) **Call to Order and Roll Call** - Board Chair Norleen Healy called the March 21, 2019 Regular Board Meeting of the Board of Trustees to order at 6:30 p.m. Roll call was taken and there was a quorum.
- 2.) **Agenda Additions/Deletions** - There were no agenda additions or deletions.
- 3.) **Consent Agenda** - Chair Norleen Healy asked for a MOTION to accept the Consent Agenda. Vice-Chair Walt Wragge moved and Treasurer Bob Leibrich seconded accepting the consent agenda as presented, which included the February 21, 2019 regular meeting minutes; the March 8, 2019 joint work session minutes with the Sheridan College Foundation Board; the February 2019 check register and Financial Report; and the Employees Hires and Exits information sheet. The MOTION carried unanimously.
- 4.) **President's Report** - Dr. Paul Young, President, announced the official reaffirmation of the College District's institutional accreditation by the Higher Learning Commission. He added that the College has been accredited since its founding and that it is now accredited through the 2028-29 academic year. The College will choose the Open Pathway for reaccreditation.

Dr. Young gave a brief update on the latest legislative session, saying that it had been a big year for Community Colleges' support. Northern Wyoming Community College District received matching funds for two capital construction projects that are much needed: The Perkins Health Science Center and Wyoming Culinary Institute. He also talked about the passed legislation that supports Wyoming Works, which provides student grants and funding for community college technical programs. SF 111 authorizes Wyoming Community Colleges to offer applied baccalaureate degrees and makes the Hathaway Scholarship available to be used in these programs.

Dr. Young finished his report by announcing some of the recent student awards received. Sheridan College's Nadia Van Haele received the 2019 New Century Workforce Pathway scholarship. Gillette College's Samantha Power also received the PTK New Century Pathway scholarship. Natalie Hayden, a Sheridan College dental student was selected as the student delegate for ADHA District X. The Sheridan College men's basketball team went to the NJCAA National Tournament.

**5.) Gillette College Advisory Board Report** – Tracy Wasserburger, Chair, gave a brief report highlighting events on the Gillette campus including the recent successful scholarship fundraiser hosted by the Gillette College Foundation and added her praises to the student achievements mentioned by Dr. Young.

**Johnson County Advisory Board Report** – Jack Tarter, Chair, provided a brief comment on the Advisory Committee's continued efforts to address any community concerns regarding having enough medical staff for the proposed veteran's assisted living facility. They continue to work with Sheridan College Johnson County staff member, Derek Andrews and Jen Crouse with Sheridan College Foundation, in working towards the CNA program in Johnson County.

**Sheridan College Foundation Report** – Jen Crouse, Executive Director, spoke about fundraising for the Health Science Renovation Project.

#### **6.) Organization Reports**

**a. Faculty Senate** – Dr. Estella Castillo-Garrison provided the faculty senate report in Brent Heusinkveld's absence. She spoke about how the faculty senate is close to finishing the process improvement regarding faculty tenure.

**b. Student Senate** – There was no student senate report.

**7.) Public Comments** – There were no public comments.

**8.) Unfinished Business** – There was no unfinished business to be discussed.

#### **9.) Key Monitoring Reports**

**a. Annual Student Success Report** – Vice President for Student Affairs, Dr. Leah Barrett reviewed the annual student success report for the Board's information. She used a handout to talk about where the District is in terms of retention and the cohort default rate. 2017-2018 student completion rates show an increase from the previous year.

**b. Annual Complaint Log Report** - Vice President for Student Affairs, Dr. Leah Barrett and Vice president for Administrative Services & CFO, Cheryl Heath spoke about the annual complaint log and the importance of capturing complaints from external audiences and students. The information was shared in a report with various categories including complaints by area and in comparison with previous years. All information is tracked along with resolutions.

#### **10.) New Business**

**a. New Certificate in Arts Administration** – Vice President for Academic Affairs, Dr. Estella Castillo-Garrison, provided the Board with information regarding a proposed Certificate in Arts Administration that will be in place for Fall 2019, with Board approval. The Board was presented with the curriculum and application. Trustee Walt Wragge asked if this certificate is the only one of its kind in the State, and Dr. Castillo-Garrison responded yes. Upon hearing no further discussion, Chair Norleen Healy asked for a **MOTION** to approve the New Certificate in Arts Administration.

Trustee Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** the approval of the New Certificate in Arts Administration as proposed by Administration. The approval of the motion passed unanimously.

**b. Faculty Tenure** – Vice President for Academic Affairs, Dr. Estella Castillo-Garrison, on behalf of the Administration, brought before the Board for approval, the following for Faculty Tenure consideration: Mark Bergman, Brett Burke, Matthew Craig, Carol Olson (Muirhead), Eric Richards, Gwen Reed, Joanel Rurode, Amy Turpin and Stephanie Koltiska. Dr. Castillo-Garrison provided a summary of their professional biographies and indicated they each have or are sitting on governance boards. The current tenure process includes successful employment for four years and recommendations from their supervisors. The faculty senate is looking at adding a mentoring piece and professional development to the Tenure Process going forward.

Hearing no further information or discussion, Chair Norleen Healy asked for a **MOTION** to approve the Tenure of the nine faculty as presented. Trustee Bruce Hoffman **MOVED** and Vice Chair Walt Wragge **SECONDED** approval. The **MOTION** was approved unanimously.

**c. Approval of Banks As Depository of Public Funds** – Vice President for Administrative Services & CFO, Cheryl Heath, on behalf of the Administration, brought before the Board “Affidavits Disclosing Financial Interest” forms for the Board of Trustees to complete and sign after presentation.

Board members, president, VP/CFO and Controller all completed and signed financial disclosure forms, as public officers or public servants who invest funds for a unit of government, or who have the authority to decide how public funds are invest, as required to disclose any personal business, pecuniary benefits, or financial interest they may have in an entity with which the College invests its funds. The Trustees and identified administrators completed the forms, signed them and the forms were notarized by Jana Clements.

Administration received applications and the documentation required to be an official depository of public funds for the College District from its current depositories: First Federal Savings Bank and First Interstate Bank. Wyoming Statute 1977, Section 9-4-821, requires deposits of public funds to be collateralized with certain securities.

Administration recommended approval of First Federal Savings Bank and First Interstate Bank as depositories of College District Funds.

Upon hearing no further information or discussion, Chair Norleen Healy asked for a **MOTION** to approve First Federal Savings Bank and First Interstate Bank as depositories of College District funds. Trustee Gary Koltiska **MOVED** and Vice Chair Walt Wragge **SECONDED** that the Board approve First Federal Savings Bank and First Interstate Bank as depositories of College District funds. The **MOTION** was approved unanimously.

**d. Approval of Three-Year Fee Proposal** – Vice President for administrative Services & CFO, Cheryl Heath brought before the Board on behalf of administration, the three-year fee proposal for approval for the services of NWCCD’s auditors, Eide Bailly. Trustee Bob Leibrich asked if auditing services were on an eight-year cycle and Vice President Heath responded yes.

Upon hearing no further discussion, Chair Norleen Healy asked for a **MOTION** to approve the three-year fee proposal for the services of Northern Wyoming Community College’s auditors, Eide Bailly. Trustee Bob Leibrich **MOVED** and Trustee Bruce Hoffman **SECONDED** that the Board approve. The **MOTION** carried unanimously.

**11.) Executive Session** – Chair Norleen Healy adjourned the Regular Meeting at 7:35 p.m. to move into an Executive Session to discuss a Personnel Matter as outlines in W.S. Statute 16-4-405. After a brief five-minute recess, the Board entered into Executive Session at 7:40 p.m. Upon no further discussion in the Executive Session, Chair Norleen Healy asked for **MOTION** to adjourn the Executive Session and return to the Regular Meeting. At 7:45 p.m., Trustee Gary Koltiska **MOVED** and Trustee Bob Leibrich **SECONDED** adjourning Executive Session and returning to the Regular Meeting. The **MOTION** passed unanimously.

**12.) Regular Meeting** – Chair Norleen Healy resumed the Regular Meeting at 7:45 p.m. Chair Norleen Healy asked if there was a **MOTION** regarding the Executive Session. Vice Chair Walt Wragge **MOVED** that the Board enter into a contract with Dr. Walter Tribley for President of Northern Wyoming Community College (NWCCD), with three-year term beginning July 1, 2019, at an annual salary of \$220,000. Trustee Bruce Hoffman **SECONDED** the motion. Upon voting, the **MOTION** carried unanimously in favor of entering into the contract with Dr. Walter Tribley as noted.

Upon hearing no further business for the good of the District, Chair Norleen Healy adjourned the Regular Meeting at 7:50 p.m.

Respectfully Submitted,



Debra Wendtland, Secretary

Approved,



Norleen Healy, Chair

