

**Our Mission**

NWCCD welcomes all learners, empowers student success, encourages and strengthens community development.

**NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting & Executive Session  
MINUTES**

**Wednesday, September 11, 2019 6:30 p.m.**

Sheridan College – Whitney Academic Center – Boardroom W132

**Board of Trustees Present:**

Norleen Healy, Chair  
Walt Wragge, Vice Chair  
Bob Leibrich, Treasurer (by phone)  
Bruce Hoffman, Trustee  
Gary Koltiska, Trustee

**Board of Trustees Absent:**

Debra Wendtland, Secretary  
Shelley Kinnison, Trustee

**Advisory Board Members Present:**

Tracy Wasserburger, GC Foundation Chair (by video-conference)  
Cindy Kremers, Johnson County Advisory Board Chair

**Advisory Board Member Absent:**

**Administration Present:**

Walt Tribley, President  
Janell Oberlander, VP – Gillette College (by video-conference)  
Cheryl Heath, Vice President for Administration & CFO  
Estella Castillo-Garrison, Vice President for Academic Affairs  
Leah Barrett, Vice President for Student Affairs  
Wendy Smith, Assistant Vice President, Public Information Office  
Jen Crouse, Sheridan College Foundation Executive Director  
Heidi Gross, Gillette College Foundation Executive Director (by video-conference)

**Administration Absent:**

**Others Present:**

Pat Blair, Media  
Daniel McArdle, The Sheridan Press  
Dennis Zezas, Sheridan College SGA President  
Jennifer McArthur, AVP for Human Resources  
Hayden Heaphy, NWCCD Legal Counsel

Marie Lowe, ERA/Century 21  
Bruce Garber, ERA/Century 21  
Dr. Mark Bergman, Faculty Senate President

**Recorder Present:**

Jana Clements

1. **Call to Order and Roll Call for the Regular Meeting** – Chair Norleen Healy called the Regular Meeting to Order at 6:35 p.m. and asked if there was a quorum. There was a quorum.
2. **Agenda Additions/Deletions** – Chair Norleen Healy asked if there were any additions or deletions to the agenda. There were none.
3. **Consent Agenda** – Chair Norleen Healy asked if the Board of Trustees approved the August 21, 2019 and August 29, 2019 minutes of the meetings along with the August Financials, Check Register and Employee Hires / Exits.

Chair Norleen Healy asked for a **MOTION** to approve the Consent Agenda as presented. Trustee Bruce Hoffman **MOVED** and Vice Chair Walt Wragge **SECONDED**. The Consent Agenda was approved as presented.

4. **President's Report** – Dr. Walt A. Tribley started the President's Report by congratulating Vice President Janell Oberlander and Executive Director Heidi Gross and the Gillette staff who orchestrated all the events for the 50<sup>th</sup> anniversary of the Campus.

Dr. Tribley also mentioned how well the College's presentation to the Gillette Chamber of Commerce went, with all Vice Presidents present to show unified support for the Gillette community.

Dr. Tribley mentioned some of the sports and performing arts activities on the calendar.

5. **Gillette College Advisory Board Report** – Tracy Wasserburger, Chair, expressed her thanks to the staff of Gillette College. She was impressed with the attendance at several of the anniversary events, culminating with the Governor's presence at the dinner. Chair Wasserburger then asked Vice President Oberlander to say a few words. She echoed Chair Wasserburger's thanks and said Executive Director Gross was to be commended for all of her work preparing for the anniversary events. Vice President Oberlander invited the Board of Trustees to prepare a letter to be included in the Gillette time capsule that will be buried and scheduled to be opened in 50 years.

Vice President Oberlander gave a report on several of the important projects coming out of Area 59. A nurse from the community used the technology in Area 59 to develop a tracheotomy trainer. An Eagle Scout used Area 59 to produce a memorial bench in honor of Sherry McGrath, a longtime supporter of Gillette College.

Vice President Oberlander mentioned Area 59 is being used by high school dual enrollment tech and engineering classes.

She ended her report by stating that Gillette College was selected to be the site for the Special Olympics basketball games in the spring.

**Gillette College Foundation Report** – Heidi Gross, Executive Director, gave a report on the attendance at the 50<sup>th</sup> anniversary events. The Foundation plans to hold the foamy 5k every year because of the high level of participation. Executive Director Gross was most impressed by those who participated as being people who really support the College in an active way.

**Johnson County Advisory Board Report** – Cindy Kremers, Chair, reported that Johnson County has seen 3 adjunct high school instructors take training at the College; they had 9 students in a recent MSHA training and 12 students take the Prometric testing to become CNAs.

Chair Kremers reported that Derek Andrews, Director of Sheridan College in Johnson County, has been very busy promoting the College.

## 6. Organization Reports

**Faculty Senate Report** – Dr. Mark Bergman (Sheridan College) – Dr. Mark Bergman, President of the Faculty Senate, reported that the Senate continues to work on faculty-driven academic policies. They are also working on a number of procedures involving sabbaticals, constitution, handbook updates and dialoguing with colleagues to enhance a culture of excellence. Some faculty will be going to the WACCT Conference as a part of the workgroup they formed.

**Student Senate Report** – Dennis Zezas (Sheridan College) – Dennis Zezas, President of the Sheridan College Student Government Association, gave a report on what student leaders are working on. They are updating the student constitution and bylaws. They are continuing their efforts to organize the Hope Closet for students who may need essential items that may not be able to afford them. Student leader efforts also include outreaching to increase membership and a textbook assistance program for those who are under review for Financial Aid but need to purchase textbooks at the beginning of a semester.

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

8. **Old Business** – There was no old business.

## 9. Key Monitoring Reports / New Business

### a. **Key: Enrollment Report and Housing Report** – Dr Leah Barrett

Vice President Leah Barrett provided an update on the District Fall Enrollment and a Housing Report. A handout was provided. Overall, the District saw an increase in unduplicated headcount at 6,373 in 2018-19 and is doing well with this fall's enrollment up 7.7%. Gillette College's enrollment services staff were commended for increasing credential-seeking students this fall, up 7.5%.

### b. **Attainment Council Listening Sessions** – Dr. Walt Tribley

Dr. Walt Tribley provided information regarding the Attainment Council Listening Sessions to take place on Friday, September 20, 2019. These sessions are a statewide discussion arranged by the Wyoming Education Attainment Council. This council is charged with the responsibility of developing 5- and 10-year strategic plans aimed at meeting Wyoming's educational attainment goals.

Board of Trustees are invited to attend the **9:00 a.m. – 11:00 a.m.** session for conversation regarding the "Big Goals for Wyoming Higher Education Attainment Master Plan". There will be a cross-section of college leadership, commissioners, faculty and professional staff invited to attend alongside the Board of Trustees.

### c. **Consideration to Approve the Appointments of Two New Center for a Vital Community (CVC) Board Members** – Jenny Tribley and Christina Schmidt (*Brief Bios were provided.*)

After hearing the candidates' bios, Chair Norleen Healy asked the Board for a **MOTION** to approve their appointments.

They are filling the unexpired terms of Josh Law and Ryan Koltiska, respectively. Josh resigned due to other commitments and Ryan and his family moved to Brookings, SD.

Chair Norleen Healy asked for a **MOTION** to approve the appointment of Jenny Tribley as a new CVC Board Member to fill an unexpired term for Josh Law.

Trustee Gary Koltiska **MOVED** and Trustee Bruce Hoffman **SECONDED** approval of Jenny Tribley's appointment to the CVC Board.

Upon hearing no further discussion, Chair Norleen Healy asked for a vote to approve and the **MOTION** carried unanimously.

Chair Norleen Healy asked for a **MOTION** to approve the appointment of Christina Schmidt as a new CVC Board Member to fill an unexpired term for Ryan Koltiska.

Vice Chair Walt Wragge **MOVED** and Trustee Gary Koltiska **SECONDED** approval of Christina Schmidt's appointment to the CVC Board.

Upon hearing no further discussion, Chair Norleen Healy asked for a vote to approve and the **MOTION** carried unanimously.

**d. Policy Series 3000 – Board Policy 3005: Information Security – 1<sup>st</sup> Reading.**

As presented below, Policy Series 3000, Board Policy 3005 was read for the Board. Vice Chair Walt Wragge wanted to know the background behind this Policy. Vice President Cheryl Heath explained that the College is now considered a bank because it disburses financial aid. The College already complies with the Red Law but now wants to further comply.

There was discussion regarding whether “regularly” should change to reflect a more specific time frame such as “annually”. It was noted that the staff would have further discussions regarding the practicality of that given the restrictions on compliance.

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Policy Series 3000  
**Board Policy 3005**

**Information Security**

The District shall have data security procedures that comply with all local, state, and federal laws, rules, and regulations to safeguard the security and confidentiality of all records. Employees shall be trained regularly on data security.

Adoption Date:  
Review Dates  
Revision Dates

Upon the conclusion of all discussion, Chair Norleen Healy asked the Board to provide a **MOTION** to approve the first reading of Policy 3005 regarding Information Security with consideration for any suggested amendments.

Trustee Bruce Hoffman **MOVED** and Trustee Gary Koltiska **SECONDED** approval of the first reading of Policy 3005 regarding Information Security with consideration for any suggested amendments. The **MOTION** carried unanimously in favor.

## 10. Executive Session

Chair Norleen Healy asked for a **MOTION** to adjourn the Regular Meeting into an Executive Session to discuss Real Estate Matters as outlined in W. S. State 16-4-405 (a) (vii) at 7:18 p.m.

Vice Chair Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** adjourning the Regular Meeting to convene an Executive Session regarding Real Estate. Chair Norleen Healy asked for a vote and the **MOTION** passed unanimously in favor.

## 11. Regular Meeting

Upon the conclusion of discussion in the Executive Session, Chair Norleen Healy asked for a **MOTION** to adjourn the Executive Session and return to the Regular Meeting at 8:10 p.m.

Vice Chair Walt Wragge **MOVED** and Trustee Bruce Hoffman **SECONDED** adjourning the Executive Session regarding Real Estate to reconvene the Regular Meeting. Chair Norleen Healy called for a vote and the **MOTION** passed unanimously in favor.

## 12. New Business

### a. **ACTION** following the Executive Session regarding Real Estate.

Chair Norleen Healy asked for a **MOTION**, upon the recommendation of Dr. Walt Tribley, to make a counteroffer to Buyer Y, for the sale of Spear-O Wigwam and, if accepted by Buyer Y, authorize Dr. Tribley to finalize the terms of the sale and execute all related documents.

Trustee Gary Koltiska **MOVED** and Trustee Bruce Hoffman **SECONDED**, upon the recommendation of Dr. Walt Tribley, to make a counteroffer to Buyer Y, for the sale of Spear-O Wigwam and, if accepted by Buyer Y, authorize Dr. Tribley to finalize the terms of the sale and execute all related documents.

Upon hearing no discussion, Chair Norleen Healy called for a vote. The Board approved the **MOTION** as presented.

## 13. Adjourn

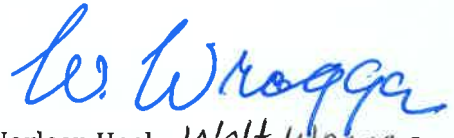
Upon hearing no request for action items for the good of the District, Chair Norleen Healy adjourned the meeting without any further action at 8:13 p.m.

Respectfully Submitted:



~~Walt Wragge~~ Bob Leibrich  
NWCCD Board of Trustees, Vice Chair  
Treasurer

Approved:



~~Norleen Healy~~ Walt Wragge  
NWCCD Board of Trustees, Chair  
Co-chair