

Our Mission

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

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

Thursday, October 24, 2019 5:30 p.m.

Gillette College – Tech Center – Tec 136A Flex Space

Board of Trustees Present:

Walt Wragge, Vice Chair
Bob Leibrich, Treasurer
Shelley Kinnison, Trustee
Bruce Hoffman, Trustee

Board of Trustees Absent:

Norleen Healy, Chair
Debra Wendtland, Secretary
Gary Koltiska, Trustee

Advisory Board Members Present:

Tracy Wasserburger, GC Foundation Chair
Cindy Kremers, Johnson County Advisory Board Chair

Advisory Board Member Absent:

Administration Present:

Walt Tribley, President
Janell Oberlander, VP – Gillette College
Cheryl Heath, Vice President for Administration & CFO
Estella Castillo-Garrison, Vice President for Academic Affairs
Wendy Smith, Assistant Vice President, Public Information Office
Heidi Gross, Gillette College Foundation Executive Director

Administration Absent:

Jen Crouse, Sheridan College Foundation
Executive Director
Leah Barrett, Vice President for Student Affairs

Others Present:

Andrea Pfeil, Gillette College SGA President
Jennifer McArthur, AVP for Human Resources
Robert Briggs, Planning Director
Micah Olsen, Gillette College Director of Enrollment Management
Mark Andersen, Gillette College Director of Facilities
Richard Cisneros, Co-Chair of the Gillette College Advisory Board
Jerry Tystad, Gillette College Advisory Board
Charlene Camblin, Gillette College Foundation
Irma Kerns, Gillette College Foundation

Matt Craig, Faculty Senate
Dr. Alex Ayers, Superintendent Campbell County
School District
Gina Kidneigh, Director of Finance and Controller
Renee XX, Gillette IT
Dave Ebertz, Gillette College Advisory Board
Wendy Hauck, Gillette College Foundation
Sue Knesel, Gillette College Foundation

Recorder Present:

Jana Clements

1. **Call to Order and Roll Call for the Regular Meeting** – Vice Chair Walt Wragge called the Regular Meeting to Order at 5:30 p.m. and asked if there was a quorum. There was a quorum.
2. **Agenda Additions/Deletions** – Vice Chair Walt Wragge asked if there were any additions or deletions to the agenda. There were none.
3. **Consent Agenda** – Vice Chair Walt Wragge asked if the Board of Trustees approved the September 11, 2019 minutes of the meetings along with the September Financials, Check Register and Employee Hires / Exits. There were no changes and the Consent Agenda was approved as presented.
4. **Campbell County School District Partnership Update** – Dr. Alex Ayers, Superintendent for the Campbell County School District, highlighted the great partnership NWCCD Gillette College has with the school district. He started with the building of the Westwood Alternative High School on the Gillette campus and how successful it has been in its now sixth year of existence. He emphasized that there have been 654 students successfully participate in dual enrollment. He stated the relationship was strong and looked forward to future collaborations.
5. **New Gillette College Marketing Material** – Wendy Smith, Assistant Vice President for Strategic Communication and Public Relations, announced two new 30-second commercials that would kickoff the marketing in Gillette. “Home Away from Home” and “Changing My Life” videos were shown, featuring several Gillette College students and included Gillette College Student Government Association President Andrea Pfeil.
6. **Gillette College Advisory Board Report** – Tracy Wasserburger, Chair, welcomed everyone in attendance. She invited Vice President Janell Oberlander to provide a report. Vice President Janell Oberlander reported on the National Mining Innovation award received and their trip to Washington DC to accept the award. She announced nursing instructor, Julie Guernsey’s Educator of the Year award. Vice President Janell Oberlander echoed Dr. Ayers statements and said that their teams all worked well together. She spoke about Area 59 and the success of the summer camps held there.

Gillette College Foundation Report – Heidi Gross, Executive Director, thanked the Foundation Board members for attending the meeting. She announced the Foundation’s new website platform and thanked her administrative coordinator, Leslie Perkins, for all her support in creating the website. The Foundation’s Annual Report will be on the website.

Johnson County Advisory Board Report – Cindy Kremers, Chair, spoke of the strong attendance at the Johnson County Donors Luncheon with President Tribley also in attendance. She reported that three students provided inspiring and even emotional feedback on how much their community college experiences meant to them. Next on the Advisory Board’s agenda is the annual Gingerbread Project with donations going to the local food bank.

President’s Report – Dr. Walt Tribley, President, expressed regrets for the Board Members unable to attend the meeting. He thanked Gillette staff and Vice President Janell Oberlander for their hospitality hosting the WACCT/WCCC meetings and this Board Meeting. He spoke of the work that is ongoing in the Governor’s Office to strategize the next phases of Wyoming’s continued economic health and what that can look like keeping Wyoming students in the forefront of those conversations. President Tribley has been doing a series of community meet and greets including in the communities of Clearmont and Ranchester. He is also going to Kaycee, Wright, Big Horn and has visited Sheridan and Gillette’s Chamber of Commerce.

7. Organization Reports

Faculty Senate Report – Matt Craig, Vice President of Faculty Senate (Gillette College), provided the Faculty Senate report. He spoke about the different sub-committees that are working on sabbatical processes; constitution and bylaws; tenure; and baccalaureate programming. He announced that the Gillette campus Start-Up weekend would be on Nov. 15-17 and is expected to host 100+ participants.

Student Senate Report – Andrea Pfeil, Gillette College Student Government Association President, gave the Student Senate Report. She spoke of their on-going Hope and Career Closets and the students' efforts regarding safety on campus. She announced that this was the first year student government elections were held using an electronic forum which proved to be a huge success, gaining an increase in participation of 78%. On the Gillette campus, Student Government is handing out free game day t-shirts to help promote spectator participation at sports events.

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

9. Old Business

a. **Policy Series 3005 – 2nd and Final Reading** – Upon 2nd and final reading of Policy Series 3000, Board Policy 3005, Administration requested a **MOTION** to approve the Policy as stated below. (Policy contained directly below.)

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

Page | 1
NWCCD

Vice President Cheryl Heath explained that the wording “trained regularly” was the preferred language but the intent will be to train employees annually.

Upon hearing no further discussion, Vice Chair Walt Wragge asked for a **MOTION** to approve the Policy Series 3000, Board Policy 3005, as described above.

Trustee Bruce Hoffman **MOVED** and Trustee Shelley Kinnison **SECONDED** approval of the Policy Series 3000, Board Policy 3005. The **MOTION** passed unanimously.

10. New Business

a. Consideration of a Sheridan Economic and Educational Development Authority (SEEDA) Resolution Item.

Administration brought to the Board consideration of a Resolution in support of a SEEDA Committed Business Grant and Loan application to the Wyoming Business Council for a grant amount not to exceed \$1.5 million and a loan amount not to exceed \$1.5 million; for additional funding for the Vacutech expansion project in the Sheridan High-Tech Business Park.

At the September 24, 2019 meeting, the SEEDA Board granted approval for staff to submit a grant application for additional funding for the Vacutech expansion project. Under Wyoming Business Council Requirements, any funding request by a joint powers board (JPB) requires resolutions of support by the JPB member entities. **(A more detailed memo was attached at the end of the board packet, along with the Resolution.)** In order to ensure that the total project budget will be adequate, staff's amended project budget adds a 2% escalation to the previous low bid, and allows for a 7% contingency, bringing the additional amount to be requested in the grant and loan application to \$1,369,785 (and project total of \$5,869,281). It is staff's intent to request as much of this amount in grant if possible, understanding that the Business Council, or Business Council staff, may recommend that additional funding be granted in the form of loan. Debt service for any additional loan funds will be accounted for in a revised lease agreement with Vacutech.

Planning Director Robert Briggs provided a history of the Vacutech project which was the first business to locate in the high-tech park north of Sheridan. They went from 20-30 jobs originally available to over 183. The company's growth made expansion of the building critical.

Upon hearing no further discussion, Vice Chair Walt Wragge asked the Board for a **MOTION** to adopt the resolution as stated above.

Trustee Bruce Hoffman **MOVED** and Trustee Bob Leibrich **SECONDED** adoption of a resolution supporting and approving of the Sheridan Economic and Educational Development Authority (SEEDA) applying for additional Wyoming Business Council grant and loan funding for the Vacutech Expansion Facility as referenced above. The **MOTION** passed unanimously.

b. Final Fiscal Year 2019 Budget Adjustment

Administration brought before the Board, information regarding the unanticipated revenue for fiscal year 2019 and asked the Board for approval.

Vice President Cheryl Heath reported to the Board that the District received revenue in excess of the fiscal year ended June 30, 2019 budgetary authority in the grants/contracts fund as follows:

GRANTS AND CONTRACTS FUND

Unanticipated Revenue	
EDA Grant	<u>\$395,000</u>
Total Unanticipated Revenue	<u>\$395,000</u>
Appropriations	
Equipment	<u>\$395,000</u>
Total Appropriations	<u>\$395,000</u>

Upon hearing no discussion, Vice Chair Walt Wragge asked for a **MOTION** to approve the final fiscal year 2019 budget adjustment.

Trustee Shelley Kinnison **MOVED** and Trustee Bruce Hoffman **SECONDED** that the Board approve the unanticipated revenue and appropriations in the Grants and Contracts Fund as presented. The **MOTION** to approve passed unanimously.

11. Adjourn – Upon hearing no request for action items for the good of the District, the regular meeting of the NWCCD Board of Trustees was adjourned by Vice Chair Walt Wragge at 6:20 p.m.

Respectfully Submitted:



Bob Leibrich
NWCCD Board of Trustees, Treasurer

Approved:



Walt Wragge
NWCCD Board of Trustees, Vice Chair