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## **Our Mission**

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

## **NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT - BOARD OF TRUSTEES**

### **Minutes**

**Wednesday, April 22, 2020, 6:00 p.m.**

**Zoom Online Video Conferencing Platform**

#### **Trustees Present**

Walt Wragge, Chair  
Robert Leibrich, Vice Chair  
Debra Wendtland, Treasurer  
Shelley Wilson Kinnison  
Norleen Healy  
Gary Koltiska joined meeting at 6:10 p.m.

#### **Trustees Absent**

Bruce Hoffman

#### **Advisory Board Representatives Present**

Josh Keegan, Vice Chair, SCJC Advisory Board  
Robert Palmer, Chair, Gillette College Advisory Board

#### **Advisory Board Representatives Absent**

Cindy Kremers, Chair, SCJC Advisory Board

#### **Administration Present**

Dr. Walt Tribbley, President  
Janell Oberlander, Vice President of Gillette College  
Cheryl Heath, Vice President for Academic Affairs  
Jen Crouse, Sheridan College Foundation Executive Director & Interim Vice President for Student Affairs  
Estella Castillo-Garrison, Vice President of Academic Affairs  
Heidi Gross, Gillette College Foundation Executive Director  
Wendy Smith, Associate Vice President for Strategic Communication & Public Relations  
Jennifer McArthur, Assistant Vice President of Human Resources

#### **Others Present**

Hayden Heaphy, NWCCD Board Counsel  
Dr. Mark Bergman, President, Faculty Senate  
Joel Moline

Dennis Zezas, Sheridan College SGA President  
Pat Blair, Sheridan Media  
Mark Thoney

## **Recorder**

Andrea Morgan

### **1. Call to Order and Roll Call – Regular Meeting**

NWCCD Board Chair, Walt Wragge, called the Regular Meeting to order at 6:01 p.m. and asked if there was a quorum. There was a quorum.

### **2. Agenda Additions/Deletions**

Chair Wragge asked if there were any additions or deletions to the agenda. There were none; the agenda was accepted as presented.

### **3. Consent Agenda**

Chair Wragge asked the Board of Trustees if they had any requests to remove items from the consent agenda. Hearing none, Chair Wragge asked for a motion to approve the consent agenda. Deb Wendtland motioned to approve the consent agenda as presented, and Shelley Kinnison seconded the motion. The motion carried.

### **4. President's Report – Dr. Walt Tribley**

Dr. Tribley explained that there would be a COVID-19 update later in the agenda. The District has been consolidating administrative functions. Employees are taking on expanded roles. The District is well served, and the work to conserve resources is already well underway.

The District is conducting business in an online format. There are many examples of this. Enrollment services department has been holding virtual advising appointments. The music department is hosting online scholarship auditions. There is an online science lecture this evening given by Kennon Innovations. Arts at SC is hosting a virtual concert on social media featuring past concerts this Friday. Both colleges are participating in online college fair later this month.

Both District Foundations have created emergency relief funds for students.

At this time, NWCCD is one of just two schools in the state projected to have higher enrollment. Norleen Healy asked for clarification. Dr. Tribley deferred to Jen Crouse to confirm enrollment projected to be up 20% for the Fall 2020 semester.

Deb Wendtland asked about online course attendance. Dr. Tribley explained that NWCCD monitors this daily. All students were contacted prior to reopening Spring 2020 semester to determine their needs in an online educational environment. The data shared today is about a week old, but withdrawals and drops, compared to this time last year, are down. However, the deadline to withdrawal has not happened yet.

### **5. Gillette College Advisory Board Report – Robert Palmer, Chair**

The GC Advisory Board met Wednesday, April 15, 2020. At this meeting, information on COVID-19, summer school, and enrollment was shared. Per the report given at the meeting, enrollment appears to be healthy and going up for Fall. VP Heath also gave a report on the budget and the CARES Act.

VP Oberlander reported the Campbell County has started an economic recovery taskforce. Gillette College is represented on the taskforce which meets weekly to help stimulate economic recovery.

Area 59 created approximately 10 prototype PPE masks. They were fit tested but did not pass. Therefore, the masks were not printed. Area 59 does have the ability to print the face shield headbands, however, Campbell County is well stocked in those. Area 59 was able to produce a run of approximately 400 ear savers for local hospitals.

VP Oberlander has been working to ensure that Gillette College facilities are functioning and that the staff are all well. MSHA was able to continue some training in a virtual manner. No questions.

#### **Johnson County Advisory Board Report – Josh Keegan, Vice Chair**

SCJC continues to work remotely to support students. All SCJC courses are being conducted online. SCJC is making necessary adjustments to coursework for concurrently enrolled students. For example, culinary classes are being videotaped and uploaded for students to watch, so students can complete their coursework.

CNA beds are on loan to Johnson County health care. Special trainings are being conducted for CNA volunteers to assist as needed during the COVID-19 outbreak. No questions.

#### **Sheridan College Foundation – Jennifer Crouse, Executive Director SC Foundation & VPSA**

The SC Foundation is monitoring its endowment closely with the assistance of financial advisors and Vice Chair Matt Ebzery, Chair Bill Rohrbaugh, and finance committee.

Emergency funding will be made available to students beginning next week in the amount of \$250.00 to be used for basic, essential needs including rent, gas, groceries, etc. When Student Affairs professionals contacted students they heard reports of students in need of essential items to be able to stay in school.

A campaign highlighting the work of our Alumni in response to the COVID-19 pandemic will be published beginning next week.

Trustee Healy asked how emergency funding is managed. VP Crouse explained that the emergency funds are available through both foundations. Students were emailed a link to the application. Students were asked to give a brief description of how they would use the funds as the funds are provided to assist with COVID-19 related expenses. Trustee Healy asked how many applications were received. VP Crouse has received over 200. Chair Wragge asked if there is a cap on monies allowed for the program. VP Crouse explained that \$30,000.00 is available which would fund 120 students, but there are other foundations looking to help support students who may contribute to this fund. This program along with CARES Act funding is available to assist students.

## **6. Organization Reports**

**a. Faculty Senate – Dr. Mark Bergman**

NWCCD faculty recently approved a robust tenure and post tenure review process. The new process recognizes, promotes, and develops excellence among faculty that leads directly to student success. The review process is faculty driven, rigorous, and consistent with current industry best practices.

**b. Student Senate – Janell Oberlander, VP Gillette College**

GC Student Senate President, Andrea Pfeil was unable to attend; therefore, VP Oberlander gave a report. The general assembly moved to an online meeting format. The Student Senate proposed budget for next fiscal year will go out for approval at the next meeting. Student Senate also looking to update their bylaws. Several clubs still meeting to help keep GC students active and engaged. Club applications for next year are due by May 1. The Hope Cupboard continues to prepare food packages to be picked up by students in need. Executive office elections are being postponed to Fall 2020. Class gift will be the purchase of caps for graduates. No questions.

**7. Public Comments**

Chair Wragge asked attendees to type any questions they may have in the Zoom chat box. Andrea Morgan to monitor. Wendy Smith sent a test chat. Chair Wragge acknowledged receipt of the test message. Chair Wragge waited for messages. None received.

**8. Unfinished Business – None**

**9. Key Monitoring Reports**

**a. COVID-19 Update**

Dr. Tribley addressed the NWCCD Board, attendees, and members of the press. He explained that the NWCCD Board continues to be updated frequently. The decision was made to extend spring break by 2 weeks on March 12, 2020. The next day, the state issued similar orders for social distancing until April 17, 2020 then later to April 30, 2020. The Crisis Management Team has been activated to address this incident and is operating within an incident command structure. The CMT meets weekly now but was meeting even more frequently in the beginning. Cabinet also meets weekly to address the COVID-19 situation at hand.

Close to 80% of courses were moved to an online format. Therefore, most courses can be completed by May 22<sup>nd</sup>. VP Castillo-Garrison identified courses that require face-to-face instruction. NWCCD determined several ways to address these requirements. Students can return later in the summer to complete in-person coursework. Second year students, who have met course requirements, may choose to receive a satisfactory grade. This would require the assessment and approval of the instructor. That way, these students would be able to complete at the end of May. This would be available for certificate-seeking students as well. Students would be allowed to return to complete the face-to-face coursework for a letter grade. For students who are not close to graduating or completing their programs, incomplete grades are available.

CARES Act funding is available. Funds will be applied to student accounts. It's more accurate to describe funding as a credit adjustment.

Addressing COVID-19 has required a team effort, all hands on deck. The communications from Dr. Tribley have been highly coordinated, influenced, and directed by the NWCCD PIO team. Dr. Tribley commended faculty for being able to shift modalities in just two weeks' time.

Dr. Tribley thanked everyone with a special nod to his cabinet. Chair Wragge praised Dr. Tribley for his stream of communication to the Board. Trustee Shelley Kinnison also applauded the District for its work.

## **10. New Business**

### **a. 2022-2023 Academic & Holiday Calendar Approval – Information, Action**

VP Castillo-Garrison brought the proposed 2022-2023 Academic and Holiday Calendars before the Board to ask for the Board's approval of the calendars as presented.

Hearing no questions, Chair Wragge asked for a motion to approve the 2022-2023 Academic and Holiday Calendars as presented by administration. Bob Leibrich moved and Deb Wendtland seconded the motion. The motion passed unanimously.

### **b. Approval of Banks for Depositories of Funds – Action**

Dr. Tribley stated that the notarizing of the approved documents will occur at a later date once allowable. He then deferred to VP Heath for presentation of this item.

In accordance with Board Policy 3001, administration recommended the following banks for depositories of District funds:

- First Interstate Bank
- First Federal Savings Bank

Administration has received the proper documentation from these banks in compliance with Series 3001. VP Heath explained that the first motion relates to the bank's application and agreement to collateralize all deposits above the FDIC insurance limit with US Government securities. The second motion relates to disclosing financial interest. Affidavits Disclosing Financial Interest forms will be distributed to all board members, President Tribley, VP/CFO Heath, and Director of Finance/Controller, Gina Kidneigh, to be filled out, notarized, and become part of the permanent records of the board when possible.

Hearing no questions, Chair Wragge asked for a motion to approve First Federal Savings Bank and First Interstate Bank as depositories of College District Funds.

Norleen Healy moved and Shelley Kinnison seconded that the Board approve First Federal Savings Bank and First Interstate Bank as depositories of College District Funds. No further questions. Motion carried with one abstention from Bob Leibrich.

Chair Wragge asked if the distribution would be done when face-to-face meetings are possible. Dr. Tribley said that the notarizing would be handled later, but that the motion could be voted upon today. Chair Wragge asked for a motion to allow the Administration to distribute the “Affidavits Disclosing Financial Interest” forms for the Board of Trustees to sign. Shelley Kinnison moved and Norleen Healy seconded that the Board allow Administration to distribute the Affidavits Disclosing Financial Interest” forms for the Board of Trustees to sign. Motion carried unanimously.

**c. Approval of Appointment to Gillette College Advisory Board – Information, Action**

Dr. Tribley deferred to VP Oberlander to introduce and present Josh McGrath to the NWCCD Board for approval. Robert Palmer added that Josh McGrath is a legacy who will continue to serve Gillette College. Chair Wragge recognized the support of the McGrath family in Campbell County and welcomed Josh to the GC Advisory Board. No further questions or discussion. Chair Wragge asked for a motion that the Board approve the appointment of Josh McGrath to the Gillette College Advisory Board. Term to run from February 2020 through February 2024 (4 years). Bob Leibrich moved and Shelley Kinnison seconded the motion. The motion carried unanimously.

**d. Preliminary Budget for Fiscal Year 2021 – Action**

Dr. Tribley anticipates the legislature calling a special session related to the state budget. Dr. Tribley stated that even before COVID-19 the District has been looking for ways to consolidate and reduce costs. The District is charged with looking at compensation across the District. The District has not been given a cost of living increase for about a decade. To accomplish this task, the District must cut costs and drive revenue. Dr. Tribley deferred to VP Heath for more information on this item.

VP Heath presented the preliminary budget for fiscal year 2021 using commission prescribed forms. VP Heath will present the budget during the budget work session in June in a different format with some high-level analysis. By state statute, administration is required to present a preliminary budget by May 15<sup>th</sup>, which is why it was presented at the April Board meeting.

All NWCCD executives have their budget workbooks and are working with their budget managers and directors. The workbooks are due back in early May. With Dr. Tribley’s guidance, the District will prepare several budget scenarios and present one scenario at the budget work session in June. The NWCCD budget will be approved by the 3<sup>rd</sup> Wednesday in July. NWCCD may have to do a budget adjustment sometime this upcoming fiscal year depending on what happens in the legislature.

Treasurer Leibrich asked if we are on a standard tuition change schedule. VP Heath stated we are at the end of our 5 year plan, and it would be a good time to revisit it to examine course fees as well as institutional fees.

Hearing no further discussion or questions, Chair Wragge asked for a motion to acknowledge the receipt of a preliminary budget for fiscal year 2021. Deb Wendtland moved and Bob Leibrich seconded that the motion. The motion carried unanimously.

**e. Faculty Tenure – Information, Action**

Dr. Tribley expressed pride in NWCCD faculty and academic programs. He explained that faculty tenure approval is typically divided into two months, but due to COVID-19 interruption of our March Board

meeting, this would be handled as an information and action item. Dr. Tribley deferred to VP Castillo-Garrison for description of each faculty member up for tenure approval.

The following faculty were recommended to the NWCCD Board of Trustees for their consideration to grant tenure: Alyssa Wright, Brittany Denham, David Brock, Jeffrey Walter, Jenna Golden, Jennifer Nichols, Jonni Joyce, Mark Thoney, Michael Jensen, Nancy Hooge, Rachel Bergman, Timothy Anderson, and Tracy S. McCrary.

Norleen Healy asked about the criteria to become a tenured faculty member. VP Castillo-Garrison stated the tenure and post tenure process has recently been changed and approved. Currently, faculty members must be in good standing in performance evaluations, be a faculty member for at least 4 years, and participate on governance committees.

Chair Walt Wragge expressed congratulations to all tenure candidates. Hearing no further questions or discussion, Chair Wragge asked for a motion to approve the tenure of the faculty as presented. Norleen Healy moved and Deb Wendtland seconded the motion. The motion carried unanimously.

Dr. Tribley thanked everyone for their participation in the Zoom meeting. Chair Wragge noted that the next NWCCD Board meeting is scheduled for May 21, 2020 in Buffalo; however, given the current circumstances, we will keep everyone apprised of any changes to the meeting schedule.

11. Meeting adjourned at 7:09 p.m.

Respectfully Submitted:



Michelle Wilson Kinnison  
NWCCD Board of Trustees, Secretary



Walter Wragge  
NWCCD Board of Trustees, Chair