



1 Whitney Way
Sheridan, WY 82801
(307) 675-0505



300 W. Sinclair
Gillette, WY 82718
(307) 681-6000

Our Mission

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

NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT - BOARD OF TRUSTEES

Minutes

Wednesday, June 17, 2020, 6:30 p.m.

Zoom Video Conference Platform

Trustees Present

Walt Wragge, Chair
Robert Leibrich, Vice Chair
Debra Wendtland, Treasurer
Shelley Wilson Kinnison
Bruce Hoffman
Gary Koltiska

Trustees Absent

Norleen Healy

Advisory Board Representatives Present

Cindy Kremers, Chair, Johnson County Advisory Board
Robert Palmer, Chair, Gillette College Advisory Board

Advisory Board Representatives Absent

Administration Present

Dr. Walt Tribley, President
Janell Oberlander, Vice President of Gillette College
Cheryl Heath, Vice President for Academic 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

Others Present

Hayden Heaphy, NWCCD Board Counsel
Pat Blair, Sheridan Media

Joel Moline, Sheridan Press

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

Chair Wragge called the Regular Meeting of the NWCCD Board of Trustees to order at 6:30 p.m. Chair Wragge explained that anyone may enter a question or comment during the meeting using the Zoom chat function. Roll was taken. There was a quorum.

2. Agenda Additions/Deletions

Chair Wragge proposed changing the order of items under new business so that item *e* (Approved Expenditures July 1, 2020 – July 14, 2020) will be considered before item *d* (Approval of Easement for SAWS). Chair Wragge asked for a motion to approve the agenda as edited. Trustee Kinnison moved and Trustee Koltiska seconded. The motion passed unanimously.

3. Consent Agenda

- Regular Meeting Minutes – May 21, 2020
- May 2020 Financials
- May 2020 Check Register
- Employee Hires and Exits

Chair Wragge asked for a motion to approve the consent agenda. Trustee Hoffman moved and Trustee Leibrich seconded. The consent agenda passed unanimously. Chair Wragge requested minutes from the Executive Session held on May 21, 2020.

4. President's Report – Dr. Walt Tribley

Phase I and II of our reopening of our campuses has gone well including our center in Johnson County. In addition to welcoming employees back, NWCCD invited the public back for services related to fall registration. We anticipate opening our foundation offices, Center for Vital Community, and Area 59. The official reopening plan will be presented for information and action in July. We look forward to August 24, when we plan to have students back on our campuses and begin our fall semester.

Dr. Tribley expressed concern about the tough fiscal situation in Wyoming. There are unknowns that contribute to fiscal decisions in a regular year such as: local assessed value, redistribution of funding among the Wyoming community colleges, performance funding allocation, increased insurance costs, and increased fixed costs. These are further complicated by the unknowns of FY21: decreased enrollment, loss of room and board revenue, increased costs of conducting "COVID-19 safe" business. Additionally, the state will cut our budget. We have been asked to prepare plans for a 10% and 20% reduction in state funding.

We estimate a potential revenue reduction of \$1.8 million in tuition and fees and room and board. The 10% cut to our budget from the state is approximately \$1.5million, and a \$500,000 shortfall in health insurance reimbursement for a total of approximately \$3.8million

Since July 2019, we've been re-evaluating open positions, trimming variable costs by 10%, and halting all non-essential travel. This has been done to address financial concerns and to help achieve the strategic plan goal of moving compensation forward. We continue to seek efficiencies in academic offerings including course schedules, class sizes, and distribution of teaching loads. The District is taking action to increase enrollment including increasing the number of online courses and programs as well as the creation of Zoom-facilitated courses.

Tomorrow night, the Board of Trustees will hold a Special Meeting in order to consider taking the action of declaring financial exigency. The meeting tomorrow will have an Executive Session because balancing the budget will involve a discussion about personnel.

Gary Koltiska asked if low enrollment is a national problem or if we are just experiencing this in Wyoming. Dr. Tribley explained that this is a current trend nationwide. Mr. Koltiska asked where these students might be. Dr. Tribley speculated that students may be taking a year off or waiting to see what happens with COVID-19 and whether or not courses will be offered face-to-face.

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

Robert Palmer reported that the GC Advisory Board met today and that the meeting was well attended. He deferred to VP Oberlander for a report. GC is updating technology in the Main building. GC will look to identify classrooms to become “Zoom rooms.” Staff and faculty are back on campus. GC is starting to see more students on campus for registration. The Pronghorn Center floor resurfacing is complete. It will reopen in about 2 weeks. The City of Gillette is funding the repair of water lines under Tanner Village. In July, AREA 59 will be hosting an innovation conference. The Booster Club golf scramble is on July 18th. The GC Foundation golf scramble will be on August 21st. Cocktails & Jazz is on Sept. 12th. No questions.

Johnson County Advisory Board Report – Cindy Kremers, Chair

SCJC staff met with the Kaycee and Buffalo high school principals and counselors. There are new principals in Kaycee and Buffalo. New team, but things are running smoothly. JC Health Care Center returned the borrowed CNA bed along with a very nice thank you note for our support. JC high school donated a bed to SCJC, so there are now a total of 5 beds in the SCJC CNA room. Adult basic education started this Monday, following social distancing guidelines. Students are slowly returning to campus to seek guidance for enrollment. No questions.

Sheridan College Foundation – Dr. Tribley gave a SC Foundation report on behalf of Jen Crouse, Executive Director. SCF Finance & Investment Committee and SCF Board met with the SCF Trust advisor today to review the financial situation. The SCF Board will continue to monitor closely. SCF staff has a retreat in July for planning with possible virtual options moving forward. SCF ED and President are working together to move health science fundraising forward.

6. Organization Reports – None – There are no Organization Reports in June, July, or August.

7. Public Comments – Chair Wragge paused for comments. There were none.

8. Unfinished Business – None

9. Key Monitoring Reports – None

10. New Business

a. Approval of Gillette College Advisory Board By-Laws – Action

The GC Advisory Board By-laws were presented to the Board for approval. Some of the changes include the addition of items (d) and (e) in Section III, Article II. Section II, Article III was also

added to the document. No questions.

Chair Wragge requested a motion to approve the Gillette College Advisory Board By-laws as presented. Bruce Hoffman moved and Bob Leibrich seconded the motion. The motion passed unanimously.

b. NWCCD Policy Series 8000, Policy 8150: Meetings of the Board – First Reading– Information, Discussion, Action.

Administration presented the first reading with recommended changes to Policy 8150: Meetings of the Board for information and discussion. The recommended changes include providing a schedule of meetings each year by June 30. The Board of Trustees will have the opportunity for the second reading July 14, 2020. No questions.

Chair Wragge requested a motion that the Board approve the changes to Policy to 8150 on first reading. Shelley Kinnison moved and Bruce Hoffman seconded. The motion passed unanimously.

c. Preliminary NWCCD Board of Trustees Meeting Schedule for 2020-21 Fiscal Year – Action.

Administration introduced the proposed schedule of Board meetings starting in July 2020. The proposed schedule aligns with the policy just approved on first reading, that by the end of June, the schedule would be presented to the Board and the public. Generally, the third Tuesday of each month avoids conflicts with other important District events and allows NWCCD to meet statutory requirements.

Chair Wragge requested a motion to approve the proposed schedule of the NWCCD Board for the period of July 1, 2020 through June 30, 2021. Trustee Kinnison moved and Trustee Hoffman seconded. The motion passed unanimously.

d. Approved Expenditures July 1, 2020 – July 14, 2020 – Action

Administration brought before the Board the matter of the 2021 Fiscal Year, which begins July 1, 2020. Because the 2021 Fiscal Year budget is not authorized until July 14, 2020, Administration requested the authorization of expenditures for the operation of the District for the period of July 1, 2020 through July 14, 2020.

Chair Wragge requested a motion to authorize expenditures from July 1, 2020 through July 14, 2020 for the operation of the District. Trustee Wendtland moved and Trustee Leibrich seconded the motion. The motion passed unanimously.

e. Approval of Easement for SAWS – Action

Trustee Wendtland recused herself from this item and left the meeting.

Administration requested that the Board approve an easement for SAWS in anticipation of WYDOT widening Coffeen Avenue. VP Heath explained that SAWS has offered NWCCD a fair price. NWCCD has consulted Whitney Benefits because they have been contacted regarding the same

easement. Tony Wendtland is representing SAWS.

Trustee Koltiska asked about the proximity of the easement to the retention pond. Kent Anderson, Assistant Vice President for Facilities Management explained that the easement will go slightly into the berm on the far west side of the retention pond. SAWS will be required to put the berm back after the water lines are installed.

Trustee Koltiska asked about the existing water line. Kent Anderson explained that the existing water line will be moved to the east as it runs parallel to Coffeen.

Trustee Koltiska asked about the nature of an open easement. Kent Anderson explained that it is his recommendation to the Board that they approve an unexclusive easement so that should SAWS need another easement that they wouldn't have to get approval from the Board.

Trustee Koltiska asked about the retention of NWCCD's rights to the easement for any future projects. VP Heath explained that although it is an open easement, other projects would require our approval, and this could be written into the agreement. Trustee Koltiska encourages staff to ensure that NWCCD retains control of the easement so that we know who is accessing the property in the future.

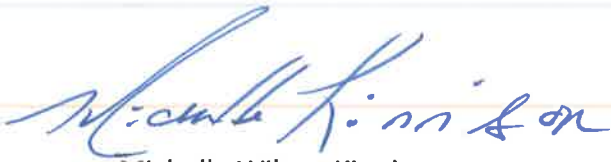
Trustee Leibrich asked if the motion is still appropriate as written. VP Heath explained that the motion could be amended to include the language requesting college approval for any future use of the easement. VP Heath stated that the agreement will be also be amended based on this discussion if it doesn't already include language related to permission being required for future use of the easement.

Chair Wragge asked if Trustee Leibrich would like to propose an amendment to the motion. Trustee Leibrich referred to Trustee Koltiska's original question and explained he is comfortable going forward knowing that the Administration has received guidance from the Board.

Trustee Koltiska made a motion to approve the SAWS agreement while retaining the rights to approve any other use of the easement. Trustee Leibrich seconded the motion. Chair Wragge reiterated the motion to approve an easement for SAWS in anticipation of WYDOT widening Coffeen Avenue to include a clause whereas Sheridan College retains control over the easement. The motion passed unanimously.

- 11. Adjourn** – The next meeting of the NWCCD Board of Trustees will be tomorrow, 6/18/2020 at 6:00 p.m. It will be a Special Meeting of the Board. The meeting will be about the budget; however, the Board will discuss personnel, so part of the meeting will be an Executive Session. Upon conclusion of the Executive Session, there may be an action in the Special Meeting. Chair Wragge explained how the technology works for the public. A Board Retreat is scheduled for Saturday, June 20, 2020 at the Koltiska Ranch. Most of that day will be an Executive Session for personnel. Trustee Koltiska described logistics for the Retreat including the location. The Regular Meeting of the NWCCD Board of Trustees was adjourned at 7:31 p.m.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Michelle Wilson Kinnison". The signature is fluid and cursive, with the first name being the most prominent.

Michelle Wilson Kinnison
NWCCD Board of Trustees, Secretary

A handwritten signature in blue ink that reads "W. Wragge". The signature is cursive and somewhat stylized, with the first name being the most prominent.

Walter Wragge
NWCCD Board of Trustees, Chair