



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**

**Work Session Followed by Regular Meeting**

**Tuesday, December 15, 2020, 5:00 p.m.**

**Zoom**

**Trustees Present**

Robert Leibrich, Vice Chair  
Debra Wendtland, Treasurer  
Shelley Wilson Kinnison, Secretary  
Norleen Healy  
Erin Kilbride  
Gary Koltiska  
Tracy Swanson

**Trustees Absent**

**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  
Jen Crouse, Sheridan College Foundation Executive Director & Vice President for Student Affairs  
Estella Castillo-Garrison, Vice President of Academic Affairs  
Wendy Smith, Associate Vice President for Strategic Communication & Public Relations

**Others Present**

Hayden Heaphy, NWCCD Board Counsel  
Pat Blair  
Michael Carver, Faculty Senate President  
Gina Kidneigh  
Kristen Czaban

Heidi Balster  
Derrick Kimble, GC Student Senate President  
Travis Grubb  
Micah Olsen  
Christina Rigdon

## **Recorder**

Andrea Morgan

### **1. Key Monitoring Report**

#### **a. Presentation of Audit – Work Session – Information, Discussion**

At 5:05 pm, NWCCD Treasurer of the Board of Trustees, Debra Wendtland commenced the Audit Work Session. Dr. Tribley asked CFO, Cheryl Heath to introduce the work session. Ms. Heath thanked staff for their contribution to the audit process. She introduced the documents that would be shared as well as the auditors Kailey Holt and Audra Stewart who provided a detailed review of Eide Bailly's audit of NWCCD. They stated that required accounting standards were followed and internal controls were considered during the audit. The audit included a clean opinion on NWCCD financial statements. As it stands presently, Eide Bailly is issuing an unmodified opinion on the compliance for the major federal programs. The District had one significant deficiency related to major federal programs in the area of enrollment reporting. When the audit report is finalized, this finding will be noted not to be a repeat finding. A corrective action plan has been developed to address the matter. Dr. Tribley thanked the Eide Bailly team for their thorough review.

### **2. Adjourn to Regular Meeting**

Vice Chair, Robert Leibrich requested a motion to adjourn the audit work session. Trustee Wendtland moved and Erin Kilbride seconded. The motion carried.

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

NWCCD Board Vice Chair, Robert Leibrich called the regular meeting of the NWCCD Board of Trustees to order at 5:54 p.m. and asked if there was a quorum. There was a quorum.

### **4. Agenda Additions/Deletions**

Vice Chair Leibrich asked if there were any additions or deletions to the agenda. He asked if it would be appropriate to move item 11a up in the agenda. Trustee Healy moved and Trustee Kinnison seconded the motion. The motion carried.

### **5. Presentation and Acceptance of Audit Report – Action – Key monitoring report from audit work session.**

### **6. Consent Agenda**

- Regular Meeting Minutes – November 17, 2020
- Special Meeting Minutes – November 30, 2020
- November 2020 Financials
- November 2020 Check Register
- Employee Hires and Exits

Vice Chair asked if there were any items to be moved to the agenda for discussion. Hearing none, he requested a motion for the adoption of the consent agenda. Trustee Koltiska moved and Trustee Kilbride seconded the motion. No further discussion. The motion carried.

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

#### **a. General Updates**

Dr. Tribley reiterated the names of the building spaces in the health sciences center as presented at the November board meeting. The fundraising efforts of the Sheridan College Foundation and the community support met this pressing need. Dr. Tribley thanked everyone for coming together in these uncertain times to do so.

Staff will be back on campus beginning January 4, 2021, and students will be back on NWCCD campuses for in-person classes on January 18, 2021. If anything should change, Dr. Tribley will update the Board; but, there is a solid plan in place, and the emergency response of the District has been strong and evolving.

There are three vaccines on the horizon. Dr. Tribley will strongly encourage District employees to take the vaccine and will comply with public health guidelines.

**b. District Division Update**

Currently, the Campbell County application to become its own district is with the Wyoming legislature. There have been two draft bills related to this effort.

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

Mr. Palmer expressed condolences to the Wendtland family and congratulated new Trustees Kilbride and Swanson. Mr. Palmer expressed gratitude to NWCCD for their assistance. He encouraged the Board to focus on communication, transparency, inclusivity, and local investment of stakeholders in each community working toward a common goal.

VP Oberlander reported that four GC Advisory Board members' terms expired. All four renewed including: Dr. Ayers, Josh McGrath, Jerry Tystad, Scott Durgin. Elections for officers will be held at December meeting. Mr. Palmer will not run for Chair; however, he will remain on the board. VP Oberlander thanked Mr. Palmer for his guidance and support. VP Oberlander invited new trustees Kilbride and Swanson to GC for a tour. Area 59 has seen an increase in membership and classes. A search for a new Director for the facility will commence after winter break. Two students were nominated for the Phi Theta Kappa All-USA Academic Team Award, one on the transfer pathway and the other on the workforce pathway. Carmen Heer was hired as new Enrollment Services Specialist. Also joining the GC team will be a new nursing faculty and GC Alum, Heather Wofford. There is a spike of COVID-19 cases in the state and Campbell County. GC donated the use of 5 hospital beds to Campbell County Hospital. Vice Chair Leibrich thanked Mr. Palmer for his service to the District. No questions.

**Johnson County Advisory Board Report – Cindy Kremers, Chair**

Johnson County has been supporting Pro-Metrics testing, MSHA classes, and CNA classes. SCJC recently awarded six scholarships to deserving students to help support their education. SCJC will continue to focus on helping to make the lives of students better. No questions.

**Gillette College Foundation Report – Robert Palmer, Gillette College Advisory Board Chair**

Mr. Palmer referred to the report provided by Heidi Gross and the audit as presented by auditors and administration. No questions.

## **9. Organization Reports**

### **a. Faculty Senate – Michael Carver, President**

Faculty are busy wrapping up the semester with grades due today. At their last meeting, the Faculty Senate passed the Baccalaureate of Applied Science degree program to be discussed later in the meeting. Faculty Senate continues to work on spring in-service and ensuring readiness for the spring semester. No questions.

### **b. Student Senate – Derrick Kimble, President**

Gillette College experienced challenges this year, but given the circumstances, the students have been able to persevere. Students participated in the WCCC listening session and provided feedback related to becoming an independent district. GC Student Senate promoted a mask-up campaign and sponsored several events including a pumpkin walk, trunk or treat, a food drive, and the Miracle on Sinclair Street to benefit students in need. Student Senate conducted several team-building activities to increase collaboration. The GC Student Senate goals for the semester were safety, pride, and post-traditional engagement.

## **10. Public Comments – None**

Dr. Tribley gave instructions for those who wished to make a comment. Trustee Koltiska wished to make a comment as a member of the public. He asked the Board to consider adding the Pledge of Allegiance to the NWCCD Board meetings. He welcomed discussion either now or at another time. There were no further comments.

## **11. Unfinished Business – None**

## **12. New Business**

### **a. BAS Degree Program Approval – Information, Action**

Dr. Tribley introduced the topic by reminding the Board of their approval for the exploration and development of a Baccalaureate of Applied Science (BAS) degree program. He thanked Dr. Castillo-Garrison for her leadership and support of this program. He introduced business faculty member, Jill McGraw to present the BAS degree program in detail for the Board. Ms. McGraw walked the Board through the details of the program including tracks, course requirements, and the intentional transferability of the program.

Vice Chair Leibrich requested a motion to approve the Northern Wyoming Community College District Bachelor of Applied Science in Management and Leadership, with two areas of emphasis 1) Business and 2) Industrial Technology. Trustee Kilbride moved and Trustee Swanson seconded the motion. The motion carried.

### **b. Nomination and Election of Board Officers & Appointment of Two Trustees Each to the BOCHES and WACCT Boards – Action**

Vice Chair, Robert Leibrich called upon NWCCD Attorney Hayden Heaphy to conduct an Open Board Election of the 2020 Board Officer positions, which include: the Board Chair, the Board Vice-Chair, the Board Treasurer; and the Board Secretary. Also, two trustees each were appointed to represent the NWCCD Board on the Board of Cooperative Higher Education

Services (BOCHES), the Wyoming Association of Community College Trustees (WACCT), and the Sheridan Economic and Educational Development Authority.

**Open Board Election Results:**

**NWCCD Board Chair:** Trustee Leibrich moved to nominate Trustee Wendtland for NWCCD Board Chair. Trustee Healy seconded the motion. Trustee Koltiska moved to cease nominations. Trustee Swanson seconded. Motion carried. By unanimous vote, Trustee Wendtland was elected and approved as Board Chair.

**NWCCD Board Vice Chair:** Trustee Wendtland moved to nominate Trustee Koltiska for NWCCD Board Vice Chair. Trustee Kinnison seconded the motion. Trustee Swanson moved to cease nominations. Trustee Kilbride seconded. Motion carried. By unanimous vote, Trustee Koltiska was elected and approved at Board Vice Chair.

**NWCCD Board Treasurer:** Trustee Koltiska moved to nominate Trustee Wilson Kinnison for NWCCD Board Treasurer. Trustee Healy seconded the motion. Hearing nothing further, nominations closed. By unanimous vote, Trustee Wilson Kinnison was elected and approved at Board Treasurer.

**NWCCD Board Secretary:** Trustee Wendtland moved to nominate Trustee Healy for NWCCD Board Secretary. Trustee Koltiska seconded the motion. Hearing nothing further, nominations closed. By unanimous vote, Trustee Healy was elected and approved at Board Secretary.

**NWCCD Appointed Trustee for BOCHES:** Trustee Leibrich  
**NWCCD Appointed Trustee for BOCHES:** Trustee Swanson  
**NWCCD Appointed Trustee for WACCT:** Trustee Healy  
**NWCCD Appointed Trustee for WACCT:** Trustee Kilbride  
**NWCCD Appointed Trustee for SEEDA:** Trustee Koltiska  
**NWCCD Appointed Trustee for SEEDA:** President Tribley

**13. Adjourn**

Meeting adjourned at 7:49 p.m.

Respectfully Submitted:



Norleen Healy  
NWCCD Board of Trustees, Secretary



Debra Wendtland  
NWCCD Board of Trustees, Chair