



### **NWCCD Mission**

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

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

#### **Minutes**

#### **Work Session Followed Immediately by Regular Meeting**

**Tuesday, February 21, 2023, 5:00 p.m.**

**Sheridan College – Whitney Center for the Arts – Room 235**

#### **Trustees Present**

Debra Wendtland, Chair (by phone)  
Tracy Swanson, Vice Chair (Acting Chairman for the Meeting)  
Bob Leibrich, Treasurer  
Ward Cotton  
Elaine Olafson Henry  
Chuck Holloway

#### **Trustees Absent**

Gary Koltiska, Secretary

#### **Advisory Board Representative Present**

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Cindy Kremers, Chair, SCJC Advisory Board

#### **Administration Present**

Dr. Walt Tribley, President  
Craig Achord, Vice President of Administrative Services & CFO  
Jen Crouse, Vice President of Student Affairs & Sheridan College Foundation Executive Director  
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO

#### **Others Present**

Clint Langer, NWCCD Board Counsel	Racheal Simons	Mark Thoney
Kevin Koile	Roger Davis	Edith Johnson-LaMeres
Brandon Daigle	Dan Stalker	

#### **Recorder**

Andrea Morgan

#### **1. Work Session**

##### **a. Remodel of the Advanced Manufacturing and Applied Sciences Center**

- i. Current Design**
- ii. Budget**
- iii. Discussion**

Dr. Tribley, Brandon Daigle, MOA architect, and staff presented a progress report to the board during their work session on the status of the design for the remodeling of the Advanced Manufacturing and Applied Sciences Center. They emphasized that the project is currently in development. Trustees were

provided the Level 2 Feasibility Study along with a current budget estimate and breakdown of funding sources. The academic programs intended for the building are HVAC, plumbing, residential and commercial electrical, construction technology, and Sheridan College Manufacturing Incubator. Mr. Daigle reviewed the timeline, process, and floor plan renderings that continue to evolve with the project. The door on the south side of the building will be 24'x36', and there will be room to develop the second floor. Dr. Tribley reminded the Board they may email him with any questions.

**2. Call to Order and Roll Call – Regular Meeting**

Vice Chair Swanson called the regular meeting to order at 5:38 p.m. There was a quorum.

**3. Pledge of Allegiance**

**4. Agenda Additions/Deletions**

There were no additions to nor deletions from the agenda.

**5. Consent Agenda**

- Regular Meeting Minutes – January 17, 2023
- January 2023 Financials
- January 2023 Check Register
- Employee Hires and Exits

Trustee Leibrich moved to approve the consent agenda. Trustee Holloway seconded. The motion carried.

**6. President's Report – Dr. Walt Tribley**

**a. District Division Update –**

The Vice Presidents for NWCCD and GCCD communicate frequently to facilitate the work of the districts. Students in Gillette are receiving academic advising and financial aid. They are enrolled in classes and completing them in Gillette through the good work of both districts. The districts are still working together to complete the transfer of buildings. Exhibit C to the MOU outlined the transfer of employees. GC faculty received a letter before March 1 notifying them that they would not receive a contract renewal as part of the standard notification process. They will be paid for their supplemental leave. Dr. Tribley explained that except for nursing program employees in Gillette, all employees in Gillette are being supervised by the Gillette Administration but compensated by NWCCD.

**b. General Updates –**

Dr. Tribley reported on the number of students on the President's, Vice President's, and Dean's honor rolls for the Fall 2022 semester. He invited the Trustees to attend an exhibit at the Kooi Library created by SC students and community partners related to oppression, discrimination, and abuse present in society. Dr. Tribley reviewed the upcoming joint board meetings and board retreat schedule. He provided the Board a handout related to the many outdoor recreation activities available for students.

**7. Johnson County Advisory Board Report – Wendy Smith for Chair Cindy Kremers**

Ms. Kremers, through Wendy Smith, reported how much she enjoys the Italian cooking class she's taking at SCJC. March 15 starts a new round of community interest courses. A new series of SC performing arts events begin soon in JC at the JC library. The Golf for Knowledge event is on May 26, with every dollar raised for SCJC student scholarships.

**8. Organization Reports**

**a. Faculty Senate – Mark Thoney, President**

FS received favorable reviews on their new constitution and bylaws; they received no objections. After the review cycle, the FS will vote to adopt them. The digital learning support team published a course shell template in Canvas that highlights SC branding and gives a common look and feel for each course so that students become familiar with where to find information such as instructor contact information.

**b. Student Government Association – Rachael Simons, SGA President**

The SGA elected a new JEDI. SGA hopes to work with RHA to create a thrift store on campus. SGA bought a table at the Rodeo Banquet to support the rodeo team. SGA hosted a successful blood drive recently

and are hosting another in April. There were 481 visits recorded for the student food pantry during the fall semester. SGA working to promote voting for the 2023-24 SGA elections.

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

**10. Key Monitoring Reports**

**a. Complaint Log Report** – Information

VP Crouse presented the complaint log summary report to the Board. She noted that complaints increased slightly this year, from 40 recorded complaints last year to 43 this year. No trends identified. Complaints are appropriately managed and resolved. All were resolved with no major issues. There were no Title IX complaints and only one grievance that reached the Vice President level for resolution.

**b. Student Success Report** – Information

VP Crouse presented the student success report to the Board. She worked with institutional research and the registrar to develop the report. The national average for success rate is 80%. SC has been above the average success rate since 2018-19 as indicated by the report. There was a slight dip in the SC success rate during the years most impacted by COVID.

**11. Unfinished Business**

**a. Approval of Authorized Signatories** – Action

Dr. Tribley explained that the agenda for the December 20, 2022 NWCCD Board of Trustees Regular Meeting, included item 11(d) Approval of Authorized Signatories as an action item. Per the 12-20-2022 meeting minutes, Dr. Tribley explained that the NWCCD Board Chair, Secretary, and Treasurer have signing authority at First Interstate Bank. Chair Wendtland requested a motion that Chair Wendtland, Secretary Koltiska, and Treasurer Leibrich are authorized to be signatories on all NWCCD banking accounts. Trustee Holloway moved, and Trustee Swanson seconded the motion. There was a brief discussion, but no vote was taken. Therefore, at the 2-17-2023 meeting, Vice Chair Swanson called for a vote. The motion carried.

**12. New Business**

**a. Dedication Plaque for B.F. and Rose H. Perkins Health Sciences Center** – Information

Dr. Tribley presented a DRAFT plaque outline for the Board to review and provide feedback. He requested that the Board email him with any suggested edits

**13. Adjourn**

Vice Chair Swanson reviewed the upcoming board meetings and requested a motion to adjourn. Trustee Leibrich moved, and Trustee Henry seconded. The motion carried. Meeting adjourned at 6:09 p.m.

The next regular meeting of the NWCCD Board of Trustees is on Tuesday, March 21 at 5:00 p.m. in the Whitney Center for the Arts, room 235. Any changes to this schedule will be posted at

<https://www.sheridan.edu/about/board/agenda-minutes/>.

Respectfully Submitted:



Gary Koltiska  
NWCCD Board of Trustees, Secretary



Debra Wendtland  
NWCCD Board of Trustees, Chair