



NWCCD Mission

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

NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT - BOARD OF TRUSTEES

Minutes

Regular Meeting

Tuesday, August 20, 2024 5:30 p.m.

The Sheridan College Innovation Center – Room 116
1600 Solutions Way, Sheridan, WY 82801

Trustees Present

Debra Wendtland, Chair
Tracy Swanson, Vice Chair
Gary Koltiska, Secretary
Elaine Olafson Henry

Trustees Absent

Bob Leibrich, Treasurer
Ward Cotton
Chuck Holloway

Advisory Board Representative Present

Cindy Kremers, Chair, SC in Johnson County Advisory Board

Advisory Board Representative Absent

Administration Present

Dr. Walt Tribley, President
Craig Achord, Vice President of Administrative Services & CFO
Jennifer Crouse, Vice President of Student Affairs & Sheridan College Foundation Executive Director
Dr. Estella Castillo-Garrison, Vice President of Academic Affairs
Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO
Robert Briggs, Associate Vice President for Institutional Research
Dr. Bobbie Murray, Chief Human Resources Officer
Gina Kidneigh, Assistant Vice President for Finance & Controller

Others Present

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|-----------------------------------|---------------|-----------------------|-----------------|
| Clint Langer, NWCCD Board Counsel | Dylan Branson | Edith Johnson-LaMeres | Josh Michelena |
| Kevin Koile | Kirk Viren | Kent Andersen | Hector Martinez |

Recorder

Andrea Morgan

- 1. Call to Order and Roll Call – Regular Meeting**
Chair Wendtland called the meeting to order at 5:30 p.m. There was a quorum.
- 2. Pledge of Allegiance**
- 3. Agenda Additions/Deletions**
Chair Wendtland requested a motion to approve the agenda as presented. Trustee Swanson moved and Trustee Henry seconded. The motion carried.
- 4. Consent Agenda**
 - Regular Meeting & Public Hearing Minutes – July 16, 2024
 - July 2024 Financials

- July 2024 Check Register
- Employee Hires and Exits

There were no changes or corrections. Chair Wendtland requested a motion to approve the consent agenda as presented. Trustee Henry moved and Trustee Swanson seconded. The motion carried.

5. Program Spotlight: Construction Technology – Josh Michelena

Professor Josh Michelena presented to the board on the construction technology program. He gave a brief history of the program. He described coursework, partnerships with industry, and how the SC Innovation Center will positively impact the program and support students.

6. President’s Report – Dr. Walt Tribley

- a. **District Division Update** – AVP Briggs discussed the MOU allowing GCCD IR director to access student data housed in a state-wide database (DMARS) and the parameters for access.
- b. **The Sheridan College Innovation Center** – Dr. Tribley explained this would be the last time the SC Innovation Center would appear on the president’s report as a standing item. He announced the details of the grand opening on September 4, 2024 at 5:30 p.m.
- c. **Strategic Planning** – Dr. Tribley presented the status of the strategic planning process and how it must be a document that is broad enough to allow for growth beyond what is currently planned. He discussed methods of collecting feedback from internal and external stakeholders.
- d. **General Updates** – Dr. Tribley announced the 2024 Coca Cola Leaders of Promise Scholar, Peyton Coxwell. He announced the new interim head rodeo coach, Zane Garstad. He discussed the driving simulator’s use at the JC fair to promote the new CMV program and the recent Sheridan County Chamber lunch program where he presented information about the college to the local business community. VP Achord presented the budgeted revenue for FY25 and the sources by percentage, including the number of mills levied, which is 5.5. Dr. Tribley discussed the upcoming community interest classes.

7. Johnson County Advisory Board Report – Cindy Kremers, Chair

Ms. Kremers reported that SCJC enrollment is good and that there is a much-appreciated math teacher, Steve Miller effectively helping students to learn math at SCJC. The community interest classes continue to be popular in JC including the sourdough bread making course. JC community members have reached out to express interest in being adjunct instructors.

Sheridan College Foundation Report – Jennifer Crouse, Executive Director

VP Crouse discussed SCF new board members, efforts to increase alumni engagement, and upcoming events including the SC Innovation Center grand opening and the October 4, President’s Partners Luncheon.

8. Organization Reports – There are no organization reports in May, June, July, or August

9. Public Comments – There were no public comments.

10. Key Monitoring Reports

- a. **Mission and Vision Review / Affirmation** – Dr. Tribley asked the Board if they had any feedback on the mission or vision statements. Trustee Henry questioned the use of the word “will” in the vision statement. Dr. Tribley suggested that a small group review the vision to discuss its wording.
- b. **Overview of Title IX and Clery Act Report** – Dr. Bobbie Murray presented a high-level overview of Title IX and the Clery Act to the Board. She provided a handout with information about each law. She explained students/employees are informed about how to make a report.
- c. **Student Satisfaction Inventory (SSI)** – AVP Briggs reviewed data from the 2023 SSI report. His presentation included information on student feedback. Dr. Tribley explained that SC continues to prioritize safety and is working to bring Sherriff’s Department deputies and Sheridan Police Department officers on campus for additional shifts to provide additional security.

11. Unfinished Business – None

12. New Business

a. Approval of Center for a Vital Community (CVC) Board Members for a Three-year Term – Action
Chair Wendtland requested a motion to approve CVC Board Members Mitch Craft, Jeriann Jacobson, and Ryan Koltiska for a three-year term. Trustee Swanson moved, and Trustee Henry seconded. The motion carried.

b. Approval of Sheridan Economic and Educational Development Authority Board Members for a Three-Year Term – Action

Chair Wendtland requested a motion to approve the appointment of Gary Koltiska and Christie Haswell to the SEEDA board for a three-year term. Trustee Henry moved, and Trustee Swanson seconded. The motion carried.

c. Board Policy 6010: Degrees and Certificates – Action

Administration presented Board Policy 6010: Degrees and Certificates for information during the July 16, 2024 board meeting. Administration requested that the Trustees approve it. Once the BAS program is approved by the Higher Learning Commission (HLC), this policy allows SC to offer its four-year degree program. Chair Wendtland requested a motion to approve Board Policy 6010: Degrees and Certificates. Trustee Swanson moved, and Trustee Henry seconded. The motion carried.

d. Board Policy 3020: Institutional Review Board and Protection of Human Participants in Research – Information

VP Briggs presented Board Policy 3020: Institutional Review Board and Protection of Human Participants in Research for information. He explained the purpose of an IRB review board as being important to protect the rights and wellbeing of human participants in research. He explained that the ultimate decision to approve research lies with the president or their designee.

e. Executive Session – As Outlined in W.S. Statute 16-4-405 (a)(x) – Personnel Matter – Information
Chair Wendtland requests a motion to adjourn the Regular Meeting to enter Executive Session as outlined in W.S. Statute 16-4-405 (a)(x) to discuss a personnel matter. Trustee Henry moved, and Trustee Swanson seconded the motion to adjourn the Regular Meeting to enter Executive Session as outlined in W.S. Statute 16-4-405(a)(x) to discuss a personnel matter. TIME – 6:53 p.m.

f. Adjourn Executive Session & Reconvene the Regular Meeting of the Board

Upon conclusion of the Executive Session, Chair Wendtland requested a motion to adjourn the Executive Session and reconvene the Regular Meeting of the Board. Trustee Henry moved, and Trustee Swanson seconded the motion. The motion carried. TIME – 7:19 p.m.

Chair Wendtland requested a motion to provide a retirement benefit of one year's total compensation, at last year, to pay out over three years. In the event of death, the benefit would be paid to Dr. Tribley's family. Trustee Swanson moved, and Trustee Henry seconded. The motion carried with one abstention by Trustee Koltiska.

13. Adjourn

Chair Wendtland adjourned the meeting at 7:24 p.m.

Respectfully Submitted:



Gary Koltiska
NWCCD Board of Trustees, Secretary



Debra Wendtland
NWCCD Board of Trustees, Chair