



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, December 17, 2024, 3:00 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

Trustees Present

Tracy Swanson
Elaine Olafson Henry
Bob Leibrich
Chuck Holloway
Gary Reynolds
Tom Ringley

Trustees Absent

Ward Cotton

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

Others Present

Clint Langer, NWCCD Board Counsel Randy Schmidt Dylan Branson Hector Martinez
Kevin Koile Kristin Diggs

Recorder

Andrea Morgan

1. Call to Order and Roll Call – Regular Meeting

Vice Chair, Tracy Swanson was chair of the 12-17-2024 Regular Meeting. He called the meeting to order at 3:01 p.m. There was a quorum.

2. Pledge of Allegiance

3. Agenda Additions/Deletions

Chair Swanson requested a motion to approve the agenda. Trustee Henry moved, and Trustee Holloway seconded. The motion carried.

4. Consent Agenda

- Regular Meeting Minutes – November 19, 2024
- November 2024 Financials

- November 2024 Check Register
- Employee Hires and Exits

Chair Swanson asked for questions related to the consent agenda. Trustee Ringley moved to approve the consent agenda, and Trustee Leibrich seconded. The motion carried.

5. Presentation of NWCCD Audit Report by Eide Bailly LLP – Information

VP Achord explained NWCCD received a clean audit and introduced Ms. Diggs, partner for Eide Bailly to present the 2024 Audit Report. Ms. Diggs, attending via Zoom, shared her screen so that those in attendance could see the report. Ms. Diggs reiterated Mr. Achord's statement of a clean audit and thanked the employees for their contributions. She explained the audit methodology. Based on testing done, the auditors were able to issue a clean (unmodified) opinion of the financial statements. She discussed increases in investment income and construction assets. She discussed the increase in accounts payable from construction projects and payments to GCCD. Trustee Leibrich asked about the discount rate for the pension. Ms. Diggs explained that the discount rate is calculated by the actuaries. He asked about pg. 44 of the report related to common stock. Ms. Diggs responded that she would need to review it to provide further information. There were no findings reported on internal controls. There were no findings related to student financial aid. Trustee Leibrich congratulated VP Achord and the staff on the audit, particularly in the area of financial aid. Lastly, Ms. Diggs discussed the governance letter and called out the past adjustments to bring them to the attention of the Board.

6. Acceptance of Audit Report – Action

Chair Swanson requested a motion to accept the audit report. Trustee Henry moved, and Trustee Leibrich seconded. There was no further discussion. The motion carried. Chair Swanson paused to welcome new Trustees Reynolds and Ringley and thanked them for their service on the Board.

7. President's Report – Dr. Walt Tribley

- a. **District Division Update** – In the ongoing discussions with GCCD, two current topics include courses or programs as basis of the GCCD catalog for initial accreditation and whether GCCD will follow SC and not charge out of state tuition. Trustee Holloway asked for further explanation related to how the tuition policy of SC affects that of GCCD. Dr. Tribley explained that GCCD is determining the financial impact of adopting the same approach as SC and that the primary impact is losing the additional revenue for out of state tuition.
- b. **Science Center Update** – Dr. Tribley plans to request approximately 50% of the project cost from the Joint Appropriations Committee when they consider this project for funding, which may or may not happen in the upcoming legislative session. A team of SC employees will travel to several facilities in early January to see how other science center facilities have been designed and learn from the staff at those facilities.
- c. **General Updates** – Dr. Tribley presented the final, formal pamphlet for the Sheridan College Strategic plan to 2030. He noted the leadership by VP Smith and AVP Briggs for facilitating the strategic planning process.

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

Ms. Kremers reported that SCSJ hosted a "Selfies with Santa" event, and it went well. There are eight community interest classes scheduled including the popular pack horse course. Walk-in Wednesdays are scheduled at SCJC to provide enrollment assistance to students. SCJC is looking forward to events at Kaycee and Buffalo high schools to give away scholarships and t-shirts at upcoming events.

Sheridan College Foundation Report (SCF) – Jennifer Crouse, Executive Director

VP Crouse reported SCF also received a clean audit from Eide Bailly and a second audit conducted focused on funds utilized per donor intent. She reported that the SCF is engaged in a fundraiser to support housing scholarships, with the goal of raising \$4M to reduce housing costs by 20% during the next five years. The Watt Foundation provided the lead gift for it in the amount of \$300k. The Dream Campaign

concludes in December and is close to achieving its fundraising goal. SCF has also received many gracious year-end gifts and endowments.

9. Organization Reports – There are no organization reports due to winter break.

10. Public Comments – There were no public comments.

11. Key Monitoring Reports – None

12. Unfinished Business – None

13. New Business

a. Nomination and Election of Board Officers & Appointment of Three Trustees to the BOCHES Board, Two Trustees to the WACCT Board, and One Trustee to the SEEDA Board. – Action

Chair Swanson called upon NWCCD attorney, Clint Langer to conduct an Open Board Election of the 2025 Board Officer positions and the appointment Trustees to represent the NWCCD Board on the Board of Cooperative Higher Education Services (BOCHES), the Wyoming Association of Community College Trustees (WACCT), the Sheridan Economic and Educational Development Authority (SEEDA) Board. If there were to be a contested election, he offered the option of voice votes or ballots.

Trustee Henry nominated Tracy Swanson for the office of Board Chair, and Trustee Ringley seconded. There were no further nominations.

Trustee Leibrich nominated Elaine Henry for the office of Board Vice Chair, and Trustee Holloway seconded. There were no further nominations.

Trustee Holloway nominated Robert Leibrich for the office of Board Treasurer, and Trustee Ringley seconded. There were no further nominations.

Trustee Swanson nominated Ward Cotton for the office of Board Secretary, and Trustee Henry seconded. There were no further nominations.

Mr. Langer requested a motion to elect the slate of officers. Trustee Henry moved, and Trustee Swanson seconded. The motion carried.

Mr. Langer explained that last year there were three appointments to the Sheridan/Johnson BOCHES Board. Currently, Trustees Holloway and Cotton are still sitting members. Because Trustee Leibrich was filling a Board term, there would only need to be one more person elected to fill the open position. Trustee Swanson moved to nominate Trustee Leibrich to the BOCHES Board, and Trustee Henry seconded. The motion carried.

Mr. Langer requested two nominations to the WACCT Board. Trustee Henry nominated Trustee Swanson, and Trustee Holloway seconded. Trustee Leibrich nominated Trustee Henry, and Trustee Swanson seconded. Mr. Langer requested a motion to approve Trustees Swanson and Henry as the two delegates to WACCT. Trustee Leibrich moved, and Trustee Swanson seconded. The motion carried.

Mr. Langer requested one nomination for the SEEDA board. Trustee Henry nominated Trustee Ringley, and Trustee Swanson seconded. The motion carried.

b. Assignment of Trustees to Workgroups – Information

Chair Swanson assigned the following Trustees to serve on workgroups. GCCD Workgroup: Trustees Holloway, Cotton, and Swanson. Policy & Procedure Workgroup: Trustees Henry and Reynolds.

c. Approval of Authorized Signatories – Action

Dr. Tribley requested the new Chair, Secretary, and Treasurer of the Board sign paperwork with VP Achord after the meeting. Trustee Leibrich reminded the Board that they need a motion to authorize signatories. Trustee Henry moved, and Trustee Holloway seconded. Chair Swanson called for a vote. The motion carried.

14. Adjourn

The meeting adjourned at 3:41 p.m.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Ward Cotton". The signature is written in a cursive style with a large, prominent "C" at the end.

Ward Cotton
NWCCD Board of Trustees, Secretary

A handwritten signature in blue ink that reads "Tracy Swanson". The signature is written in a cursive style with a large, prominent "S" at the end.

Tracy Swanson
NWCCD Board of Trustees, Chair