



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 19, 2025, 5:30 p.m.

Sheridan College – Whitney Center for the Arts – Room 235

Trustees Present

Tracy Swanson, Chair
Elaine Henry, Vice Chair
Ward Cotton, Secretary
Bob Leibrich, Treasurer
Chuck Holloway
Gary Reynolds
Tom Ringley

Trustees Absent

Advisory Board Representative Present

Cindy Kremers, Chair, SC in Johnson County Advisory Board

Advisory Board Representative Absent

Administration Present

Dr. Walt Tribbley, President
Craig Achord, Vice President of Administrative Services & CFO
Jennifer Crouse, Sheridan College Foundation Executive Director
Micah Olsen, Interim Vice President of Student Affairs
Robert Briggs, Associate Vice President for Institutional Research
Dr. Bobbie Murray, Chief Human Resources Officer

Others Present

Amanda Esch, NWCCD Counsel Hector Martinez Kevin Koile Cassidy Heili

Recorder

Andrea Morgan

- 1. Call to Order and Roll Call – Regular Meeting**
Chair Swanson called the meeting to order at 5:30 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 Leibrich seconded. The motion carried.
- 4. Consent Agenda**
 - Regular Meeting & Public Hearing Minutes – July 15, 2025
 - July 2025 Financials

- July 2025 Check Register
- Employee Hires and Exits

Chair Swanson requested a motion to approve the consent agenda. Trustee Ringley moved, and Trustee Reynolds seconded. The motion carried.

5. Department Spotlight – Institutional Research Department (IR)

AVP Briggs introduced the IR department and described their work to the Board. Their work includes fulfilling data requests, state and federal compliance reports, and providing enrollment, demographics, and course data to SC community. The ROAD dashboards are a data resource accessible by the SC community on the intranet. Ms. Heili presented data on the nursing and dental hygiene programs.

6. President's Report – Dr. Walt Tribley

- a. **District Division Update** – No report given.
- b. **Science Building Update** – No report given.
- c. **General Updates** – Dr. Tribley gave a brief overview of enrollment data to the Board with a full report on FA25 enrollment to be presented in September. He discussed in-service training for faculty and staff including safety training and the strategic plan work which continues to be a major focus. This work will include a symposium that may happen on the same day as the October Board meeting. However, planning is ongoing. The format will be to hear from the teams working on the strategic plan initiatives. SC will be implementing a new Customer Relations Management program software used to track and communicate with students. Dr. Tribley briefly described where NWCCD is in the accreditation cycle and its participation in the HLC Student Success Academy to fulfill the quality initiative for accreditation. Dr. Tribley described his role as president of the community college presidents as an honor and one that comes with significant travel and responsibilities. Therefore, he will be traveling more this year, sometimes without much notice.

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

Ms. Kremers described recent events including the JC fair where SCJC gave ice cream bars to the community and talked with anyone interested in learning more about the college.

Sheridan College Foundation Report – Jennifer Crouse, Executive Director

VP Crouse discussed the housing campaign, meeting with donors, and the first annual SCF golf tournament. She requested recommendations for Student Partners, a leadership program for students.

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 read the mission and vision aloud. There were no questions, comments, or revisions suggested, but he explained that the Trustees may request a formal review.
- b. **Overview of Title IX and Clery Act Report** – Dr. Murray presented a brief overview of Title IX and the Clery Act to the Board. She referred to the handout provided in the Board packet of materials for the meeting. She specified that all live Title IX hearings are now conducted virtually.
- c. **Community College Survey of Student Engagement (CCSSE)** – VP Briggs reported on the CCSSE survey of students, highlighting several key points. He described incentives offered for students to complete the survey. Approximately 15% of students completed the survey.

11. Unfinished Business – None

12. New Business

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

Trustee Henry moved to retain Walt Tribley as SEEDA representative. Trustee Holloway seconded. The motion carried.

- b. Executive Session** – The Board entered into Executive Session to discuss real estate as outlined in W.S. Statute 16-4-405 (a)(vii). – Information & Discussion

Trustee Henry moved to enter into Executive Session. Trustee Cotton seconded. The motion carried. TIME: 6:51 p.m.

Trustee Henry moved to resume the Regular Meeting. Trustee Leibrich seconded. The motion carried. TIME: 7:09 p.m.

13. Adjourn

The meeting adjourned at 7:10 p.m.

Respectfully Submitted:


Ward Cotton
NWCCD Board of Trustees, Secretary


Tracy Swanson
NWCCD Board of Trustees, Chair