

**THE COLLEGE DISTRICT****I. Organized**

The College District was created by a vote of the people of School District #7, in Sheridan County, in 1951, as provided by Chapter 146, Wyoming Session Laws of 1951. The College officially began operation as the Northern Wyoming Community College District on July 1, 1951. Annexations have been made to the original College District by vote of the annexing resident from time to time since that date until now all of Sheridan County is in the College District.

**II. Official Name of the District**

The official and legal name of the College District is the Northern Wyoming Community College, designated officially "Sheridan College" as the name of the operating unit of the district.

**BOARD OF TRUSTEES**

I. Responsibility for Operating the College District

The Wyoming Statutes place responsibility for operating and managing the College District in the hands of an elected Board of Trustees of seven members which will be in accordance with Wyoming State Laws.

II. Membership of the Board of Trustees

The Board of Trustees is made up of seven elected members.

III. Election of Members of Board of Trustees

The Board of Trustees will abide by the election laws of the State of Wyoming.

IV. Officers of the Board of Trustees

The Board shall, at its December meeting, elect from among its members a President, Vice-President, Treasurer and Secretary.

V. Duties of the Officers

A. The President of the Board shall preside at all meetings of the Board as the Chair, and shall have the power to appoint committees, to call special meetings of the Board, and to perform such other duties that are usual and prescribed by law to this office.

B. In the absence of the President, the Vice President shall preside at all meetings of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence.

C. The Secretary shall be responsible for keeping and certifying for the Board such reports and records as required by law. The Secretary is not required to be bonded. In the absence of the President and the Vice President, the Secretary may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence.

D. The Treasurer shall be responsible for the safekeeping of the District's funds and for the preparation of all financial reports required by law. He shall be bonded in an amount deemed necessary by the Board. In the absence of the President, the Vice President and the Secretary, the Treasurer may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence.

VI. Meetings of the Board

A. The Board of Trustees shall meet in regular sessions on the third Thursday of each month at 7:00 p.m. in the college administration building.

B. The time and place of regular meetings of the Board of Trustees may be changed with proper public notice.

- C. Special meetings may be called by the President of the Board. Written notice shall be given to members in advance unless a special meeting is arranged for in a meeting when all Board members are present. A special meeting will consider only the business for which the meeting was called.
- D. All regular meetings of the Board of Trustees are open to the public.
- E. A quorum must be present for the transaction of business at regular or special meetings. Any four members of the Board constitute a quorum.
- F. An agenda shall be prepared by the President of the College for each of the regular meetings and for special meetings if the business at hand requires it. When time permits, the agenda shall be mailed to all Board members in advance of the meeting. Provision shall be made for the introduction of additional items at the meeting.
- G. The order of business for the regular meetings of the Board of Trustees shall be:
  - 1. Call to order and roll call
  - 2. Agenda additions and/or deletions
  - 3. Consent Agenda (any item may be removed for discussion by any member of the Board of Trustees)
    - a. Minutes
    - b. Financial Reports
    - c. Other
  - 4. Report of the President
  - 5. Advisory Committee Reports
  - 6. Organization Reports
  - 7. Public Comments
  - 8. Unfinished business
  - 9. New business
  - 10. Adjourn
- H. A record of the proceedings of the Board of Trustees shall be made at each meeting. Copies of the final draft of the minutes shall be mailed to each member of the Board after each meeting.
- I. The minutes of all Board meetings shall be reviewed and approved at the next regular meeting. The minutes, once approved, shall be legally authenticated by the signatures of the President and Secretary of the Board. Once authenticated, the minutes shall be placed on permanent file in the President's office where they may be reviewed by any citizen.
- J. Members of the public will request inclusion on the Board agenda by providing a written request, describing the topic, to be addressed to the office of the college president at least one week prior to the Board meeting.
- K. At the discretion of the Board Chair or a majority of the Board present, individuals may be recognized during a Board meeting.

VII. Right to Delegate Authority

- A. The Board of Trustees has the authority to delegate such authority as is necessary for the normal conduct of college affairs.
- B. The President of the College shall act as the executive officer of the Board. When the Board is not in session, the President is responsible for carrying out the policies which the Board has adopted. He shall attend all meetings of the Board.

VIII. Functions of the Board

- A. The Board of Trustees shall exercise general supervision of the College. It shall retain full legislative and judicial authority in accordance with the Statutes of the State of Wyoming. The Board will delegate executive, supervisory and instructional authority to employees here-in-after specified. Members of the Board shall have authority only when acting as a Board in session.
- B. The two primary functions of the Board of Trustees shall be policy-making and appraisal.
- C. The Board of Trustees shall appoint all members of the Sheridan College Foundation Board, the Gillette College Advisory Board, the Johnson County Advisory Board, and the Center for a Vital Community (CVC) Advisory Board.
- D. No individual member and no group comprised of less than the full membership of the Board shall be designated as a permanent committee to perform any of the Board's functions except those for which State law requires signatories.
- E. The President of the Board may appoint temporary committees comprised of less than the full membership for special purposes. Each committee shall be discharged upon the completion of its assignment.
- F. Members of the Board shall refuse to solve complaints individually or to deal independently with those who may have complaints. Members may not commit the Board as a whole to any course of action.
- G. The President of the College is the executive officer of the District. The Board delegates the execution of its policies to him. Instruction to employees as to the execution of their duties shall be implemented through the President.
- H. The Board of Trustees and President of the College are required to schedule an annual retreat between January and March in order to help effectively meet their professional development needs.
- I. The Board of Trustees will conduct an annual board assessment and evaluation of the College President prior to the regular November Board meeting.

IX. Applicability

No Board policy, nor any administrative rule or regulations of the College shall be operative if it is found to be in conflict with the laws of the State of Wyoming. The laws of the State of Wyoming shall take precedence over any action of the Board of Trustees.

X. Procedure

In matters of procedure not covered by the By-Laws, Policies, Rules or Regulations, Robert's Rule of Order, Revised, shall govern.

XI. Provision for Change and Amendment

- A. These By-Laws and Board Policies may be changed or amended by a unanimous vote of all Board members at any regular meeting. They may be changed or amended by majority vote of the entire Board at any meeting at which a thirty-day notice shall have been given that the matter would be considered.
- B. These By-Laws and Board policies shall be reviewed from time to time for the purpose of keeping them up-to-date and for making changes that will improve them.

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Effective Date: September 1, 1990  
Revised: October 22, 1992  
April 19, 2007

September 18, 2008  
November 20, 2008

## **New Trustee Orientation**

Becoming a member of the Board of Trustees of the Northern Wyoming Community College District is an important and challenging responsibility. Thorough and ongoing orientation and education about trustee and board roles is essential to success. New trustees, the President and other chief executive officers, board chairs and other trustees play important roles in this orientation process. Following is a list of activities by categories that new trustees should consider in order to gain a full understanding of their role and responsibility.

### **I. Learn About Trustee Roles and Responsibilities**

- A. Attend trustee orientation workshops sponsored by state associations and ACCT.
- B. Peruse trusteeship materials; including those published by our state association (WACCT), ACCT's Trusteeship in Community Colleges: A Guide to Effective Governance, and the ACCT website.
- C. Read the Trustee Orientation Notebook.
- D. Study the board's policies on the governing board, particularly the code of ethics or standards of practice for the board.
- E. Meet with the President, board chair and other members of the board to discuss trustee roles and responsibilities.
- F. Seek out someone from the board to use as a resource or mentor.
- G. Discuss with the President and other trustees the difference between policy making and administration.
- H. Be aware of the legal and ethical constraints on trustees, including open meeting provisions, confidentiality, conflicts of interest, and role in collective bargaining or setting staff salaries.
- I. Arrange your schedule to be able to attend state and national conferences for trustees

### **II. Learn About the College's Programs, History and Culture**

- A. Work through the President to arrange to talk with key people about major programs and accomplishments of the district.
- B. Arrange to tour the College(s).
- C. Peruse the college catalog, AQIP Systems Portfolio and Portfolio Feedback Report, key planning documents, and annual report.
- D. Know the district and College mission, vision, and policy goal statements, and the board's policies related to educational programs and services.

- E. Read about the history of the College. Plan to attend major district events, such as convocations, opening days and graduations.
- F. Read about the community colleges in general

**III. Learn About External Trends and Issues**

- A. Read local newspapers and listen to the news for trends that might affect the College.
- B. Strengthen links with key people and groups in the communities served by the College. Attend community events. Listen for issues that are pertinent to the College.
- C. Read about local demographic and economic trends that affect the College.
- D. Read about state legislative, fiscal, and other policy issues that affect the colleges.

**IV. Learn About College Planning Processes and Budgets**

- A. Working through the President, meet with appropriate people to explore the policy goals in the strategic and master plans.
- B. Meet with the appropriate personnel to review the policy aspects of the budget, its parameters and restrictions, the process for developing the budget, its relationship to strategic and master plans, and how the board monitors the fiscal health of the district.

**V. Learn About Board Meetings and Board Operations**

- A. Review past agendas and minutes.
- B. Thoroughly read the agenda and board packet prior to each meeting
- C. During the first few months, don't hesitate to call or meet with the President, mentors or other trustees, and/or the board chair before each meeting to seek clarification on agenda items.
- D. Become knowledgeable about basic parliamentary procedures and other practices related to participating in effective meetings.
- E. Be willing to observe and learn for the first few months to understand how things have been operating. Call the board chair or President when there are questions.
- F. Understand the key conditions of open meeting laws and laws and regulations related to conflicts of interest.

**VI. Practice Good Human Relations Skills**

- A. Get to know other members of the board as individuals.

- B. Learn and respect communication protocols with other trustees, the President, and staff members.
- C. Work to be a member of the board team. Wisely contribute ideas and opinions.

**VII. Rely on the Following Resources**

- A. The President.
- B. The Board Chair and other experienced trustees.
- C. Your state trustee association.
- D. Association of Community College Trustees.

**MEETINGS AND PUBLIC RECORDS**

The District adheres to the meeting and public record access statutes of the State of Wyoming, Section 9-9-101 through 9-9-105 and 9-11-101 through 9-11-107.

Internal meetings of the college faculty, staff and administration are not open to the press, media and/or public. All meetings of the Board of Trustees of the College are open meetings as specified by statute.

## NAMING POLICY

The naming of physical and academic entities provides Northern Wyoming Community College District (NWCCD) with the opportunity to recognize exceptional contributions, be they philanthropic or in the form of meritorious service, which honor the heritage and legacy of our College and the community.

The Northern Wyoming Community College District Board of Trustees authorizes the following policy for the purpose of governing the naming opportunities in the District. In all cases, the Board of Trustees reserves the right to authorize the naming recommendations and, at the discretion of the Board, may choose to authorize or deny final naming to any candidate.

### **Purpose**

Namings must be congruent with the overall strategic direction, academic mission, vision, and values of NWCCD.

The nature and extent of donations or meritorious service required to be considered as an eligible candidate for a college owned facility or other naming opportunity will be determined through submission of the Proposal for Naming Request. Proposals for naming opportunities are reviewed by the Naming Committee composed of the NWCCD President, representation from the appropriate College Foundation, and the NWCCD Board of Trustees or their designee with appropriate expertise. Recommendations for naming consideration will be made by this committee to the NWCCD Board of Trustees. The final decision for a naming opportunity is made by the NWCCD Board of Trustees.

Opportunities available for naming are limited by definition, and as such, the Board of Trustees reserves the right to exercise the final decision to grant or withhold a naming privilege regardless of rationale presented.

### **I. The naming opportunities at NWCCD shall be permitted in order to achieve three primary purposes:**

- A. Provide recognition for donors (individuals or entities) or their designees for monetary gifts to NWCCD and/or the appropriate College Foundation.
- B. Provide recognition to individuals or entities demonstrating significant service to NWCCD. Although every effort should be made to meet the monetary qualification established to achieve candidacy for a naming opportunity (as noted in purpose #1 above), for this purpose, the Board of Trustees, at its discretion, may adjust or waive in its entirety the monetary requirement.
- C. Provide recognition to individuals or entities demonstrating significant service to the local community, region, state, nation, or world community. Although every effort should be made to meet the monetary qualification established to achieve candidacy for a naming opportunity (as noted in purpose #1 above), for this purpose, the Board of Trustees, at its discretion, may adjust or waive in its entirety the monetary requirement.

### **I. This policy guides the granting of named recognition at NWCCD for:**

- College owned buildings or substantial parts of college owned buildings (wings, rooms, laboratories) or other locations on campus such as roadways
- Special teaching, recreational, service, or other facilities
- Programs of special teaching emphasis
- Departments or facilities
- Programs of service or recreation
- Lectureships, special lecture series, awards for excellence in teaching, or performance of other academic responsibilities
- Fellowships, scholarships, prizes, and other student awards

- Endowed chairs or professorships
- Library collections of books or other materials
- Collections of works of art
- Trophies and other awards for extracurricular achievement
- Such other entities as the College may, from time to time, see fit to name in order to recognize service or philanthropic donations

## **II. General**

- Ultimate authority to accept or decline any proposal to name at NWCCD rests with the Board of Trustees.
- Ultimate authority to discontinue the designated name of a college owned building, room, or area, or to transfer the name to another college owned building, room, or area at NWCCD rests with the Board of Trustees.
- Consistent with NWCCD's *Gift Acceptance Policy*, the acceptance of any philanthropic donation that involves a proposal to name is conditional upon approval of the naming by the Board of Trustees.
- Notwithstanding any other provision of this policy, no naming will be approved or (once approved) continued that will call into serious question public respect of NWCCD.