

Northern Wyoming Community College District

Employee Resources

Disclaimer: Information in this booklet is for resource purposes only. In all instances, the NWCCD policies & procedures manual is the official source for college policies. For specific questions related to your department., please ask your supervisor for guidance.

The information presented in this booklet was effective at the time of publication. All information is subject to change without notice as necessary to comply with state or federal law, accrediting agency regulations, regulatory agency regulations an/or actions of the NWCCD Board of Trustees. The provisions of this booklet, unless otherwise noted, are subject to change without notice and do not constitute an irrevocable contract between any employee and NWCCD.

NWCCD seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability. This policy extends to employment, admission, and all programs and activities supported by the college.



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Sheridan, WY 82801
(307) 674-6446



300 West Sinclair
Gillette, WY 82718
(307) 686-0254



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Our Strategy



Our Strategy is based on unique strengths of our College and our region. We will focus on the following five areas as we pursue our vision:

- *Strategy – Culture Diversity*
 - Increase diversity and contribute to the cultural life of the region by leveraging the beauty, culture and history of our area.
- *Strategy – Faculty Leadership*
 - Ensure that NWCCD support for the professional development of faculty as educators and as leaders in the college (and as leaders in collegiate education) results in an enhanced academic culture and increased student learning.
- *Strategy – Student Success*
 - Build an intellectual climate and learning environment that fosters student engagement and encourages learners to set and reach personal goals.
- *Strategy – Workforce Development*
 - Be the valued on-the-spot provider of workforce development for business and industry.
- *Strategy – Continuous Quality Improvement*
 - Employ sophisticated management tools, systems, and processes consistently and creatively.

Our Mission / Vision

- *Our Mission:*

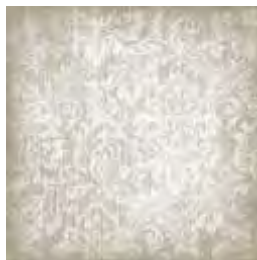
- Creating student success and making a difference in our communities through educational leadership.

- *Our Vision:*

- Our College strives to set the standard of excellence in higher education by:
 - Creating meaningful and engaging learning opportunities through innovative teaching and learning.
 - Attracting and supporting diverse and creative people and ideas.
 - Strengthening community and industry relationships by providing programs and services responsive to our constituents' needs, and
 - Developing leaders to maintain and enhance the quality of economic, social, and cultural life in our communities.

- *Our Purpose:*

- To achieve the mission, the College provides the following:
 - General education to furnish the student with a common core of knowledge appropriate to an Associate Degree holder.
 - Programs of study at the freshman and sophomore levels to prepare students to successfully transfer to the baccalaureate program of their choice;
 - Technical education and training to prepare students to enter and re-enter the job market, emphasizing employment opportunities in the College service area;
 - Continuing education to assist people in upgrading job skills for career advancement and in gaining personal enrichment;
 - Assistance to students in successfully meeting their educational goals through an appropriate variety of student support programs;
 - Help in the economic, cultural, and educational development of service area communities through its programs, the sharing of its human and physical resources, and through cooperative efforts with appropriate individuals and organizations.



Core Values...



Integrity

Be Honest, Fair, & Trustworthy. Communicate Responsibly & Honor Commitments.

Do:

- * Address behaviors that are inconsistent with our values
- * Communicate openly, honestly, completely, & timely
- * Understand commitments & be accountable

Don't:

- * Lie
- * "Pass the buck"
- * Take credit for other's work

Respect

Treat Everyone With Dignity. Embrace Diversity of People, Ideas, & Experiences.

Do:

- * Be courteous
- * Practice active listening
- * Share information
- * Show appreciation
- * Be consistent
- * Move decision making to the appropriate level
- * Accept differences
- * Include appropriate people in decision making

Don't:

- * Gossip
- * Belittle others
- * Criticize in public
- * Show favoritism
- * Be defensive

Excellence

Maintain High Standards & Clear Expectations. Provide Quality Learning Services & Experiences. Innovate & Create.

Do:

- * Respond to technological change
- * Implement best practices
- * Take risks/appreciate risk-taking
- * Learn from mistakes
- * Initiate change
- * Measure, analyze, plan, & improve
- * Expect individual self-assessment

Don't:

- * Accept substandard performance
- * Make excuses

Learning

Learn & Grow as Employees & as an Organization.

Do:

- * Support employee education and development
- * Reward and celebrate learning
- * Solicit, provide, & participate in learning opportunities
- * Seek & adopt "best practices" from other organizations-
educational and non-educational
- * Encourage people to achieve their potential
- * Share your knowledge
- * Listen and learn from others

Don't:

- * Create barriers
- * Stagnate
- * Discourage others



NWCCD Leadership Information

- **What name do I use for the College:**

Northern Wyoming Community College District (NWCCD) is the official name of the college. It is acceptable to use Sheridan / Gillette College.

- **Who are the Board of Trustees':**

Kati Sherwood – Board Chair

Bruce Hoffman – Vice Chair

Robert Leibrich – Treasurer

Rolf Distad – Secretary

Norleen Healy

Jerry Iekel

R. Scott Ludwig



- **Who is the President of the College:**

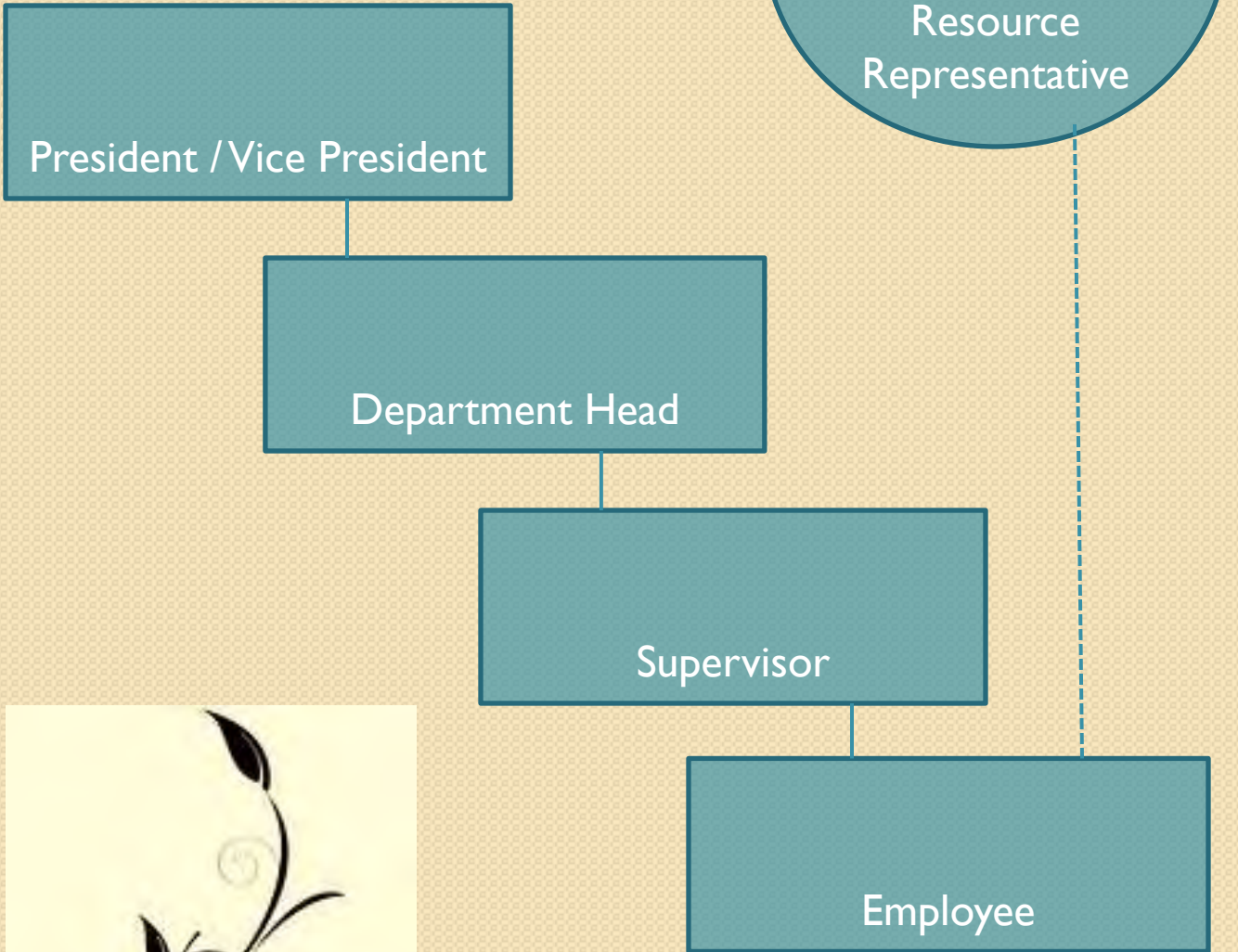
Dr. Paul Young

- **Who is the Vice President of Gillette College:**

Dr. Mark Englert

YOUR REPORTING RELATIONSHIP

The following is your chain of command for your position. Please refer to it when calling in sick or dealing with issues.



Employee Values

Ethics,
Integrity, and
Prudent Use of
Resources

NWCCD prohibits the personal use of college resources. Employees are expected to abide by a strict code of ethics and integrity, which includes maintaining confidentiality, upholding state, federal and local laws and regulations, and fostering the values of NWCCD. ([Policies & Procedures Series 1020](#))

Gifts

Any employee shall not solicit or accept any benefit from a person who does business with or may be likely to do business with the college in the future. Employees who are asked about gifts or donations to the college should refer these requests to the [Gillette](#) or [Sheridan](#) College Foundations.

Policies &
Procedures

All employees are expected to abide by the District Policies & Procedures, which will be administered fairly and consistently. Noncompliance may result in disciplinary action, up to and including termination. The District Policies and Procedures supersedes all other practices mentioned in other District Publications. ([Policies & Procedures Series 1020](#))

Public Servant

Employees must remember that their actions, whether professional, financial, or political, shall not conflict with their official NWCCD duties nor appear to do so. ([Policies & Procedures Series 1020](#))

Employee Conduct

Attendance & Punctuality

NWCCD requires each employee to report to work as scheduled. Regular and punctual attendance is essential to a well functioning organization. ([Policies & Procedures Series 4025](#))

Appropriate Dress

Professional attire is expected for NWCCD employees. Individuals who are meeting the business community are expected to dress as the clients they would be meeting. Certain employees must adhere to special dress standards or uniforms depending on the job that they are employed to do.

Customer Service

Regardless of your position within the organization, you are a representative of the college. The community, students, parents and anyone who uses our facilities should be treated with respect and in a dignified manner. ([Policies & Procedures Series 1020](#))

Fiscal Responsibility

All College Employees should consider the monetary impact of any action, or activity; and then insure that the college's finances are being spent wisely. All expenditures should be for the benefit of the College, be necessary, and completed at the most reasonable cost. ([Policies & Procedures Series 3000.1](#))

Use of College Resources

The use of College Resources for personal benefit are prohibited unless authorized in writing by the President or Board of Trustees. All resources should be used toward the mission and goal of the College. ([Policies & Procedures Series 3015](#))

Absences and Leave

Absence Notification

Employees need to call their supervisor within the first 30 minutes of the work day if you are going to be absent because of illness. Your supervisor may require that you call him/her sooner depending on your position. Please discuss with your supervisor the method of calling in sick and how early the call needs to be made by. ([Policies & Procedures Series 4065](#))

Emergency Closure Policy

In case of inclement weather or other emergency closing of the college, employees should listen to the radio for notification. If at all possible, the College's decision should be made by 7:00 AM. Please see the exhibit on [Page 30](#) to see the radio stations and contacts. If the College is closed due to an emergency situation, the President or designee has in effect granted emergency leave to all employees. Please refer to the [Policies and Procedures Series 2000.5 for more information.](#)

Sick Leave, Vacation, and Personal Days

Employees should refer to the [Policies and Procedures Section 4065 I J and 4065 II K](#) to determine how much vacation, sick leave, and personal days they will accrue each year. The policy also gives definitions on what is covered and for whom. They should also consult with their supervisor to determine the process for requesting days off.

Holidays

Holidays are determined by the Board of Trustees and ranges from 9-16 each year. Please ask for an updated list for the current year. Your supervisor or HR Specialist can help. ([Policies & Procedures Series 4065 II K](#))

Campus Facilities

Mail

Each employee or department has a mail slot at the college where mail the College receives is placed. You are also able to mail college business items in between the campuses or to the public from this area as well. Please see Bev Bates (Sheridan) or Vicki Odegard (Gillette) with any further questions.

Vehicles / Physical Plant

Only College employees approved by administration in advance may operate a College owned vehicle. The driver must comply with all federal and state laws and regulations developed by the Administration. Vehicle reservations should be made through the College website. A Motor Pool Driver Request Form needs to be filled out prior to operating a vehicle. Please fill out and return this form at least 2 weeks in advance. Contact Mary Edmundson (Sheridan) or Chantell Russell (Gillette) with questions or to get a form. [*\(Policies & Procedures Series 3010\)*](#)

Gym / Fitness Center / Exercise Area

Employees have access to the College Facilities which may include exercise area, fitness center, or walking track. Times and availability of the area are subject to change. Please ask the College for contact information and further details.

Cafeteria & Snack Bars

The Cafeteria and Snack Bars are owned and operated by outside organizations. Employees are offered discounts or bonus buy purchases, please see a food service representative for more details.

Campus Policies

Drug & Alcohol Policy

NWCCD is a Drug Free Campus and prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on any NWCCD property. It also prohibits employees to be working while under the influence. ([Policies & Procedures Series 3019](#))

Sexual Harassment Policy

The College is opposed to the existence of a working climate wherein inappropriate and/or disrespectful conduct of a sexual nature exists. Sexual Harassment will not be tolerated at NWCCD. Questions and/or complaints about sexual harassment can be addressed by your supervisor, or the Human Resource Department. ([Policies & Procedures Series 4004](#))

Smoking Policy

All NWCCD facilities are non-smoking. Smoking is prohibited anywhere within the buildings, including rest rooms, break rooms, and stairways. It is also prohibited anywhere on College Property. Smoking is only allowed in a private vehicle parked on campus. ([Policies & Procedures Series 3018](#))

Telephone Policy

Except for emergencies, employees should make and receive personal calls only during lunch time or break time. Personal calls must not interfere with the employee's work. Long Distance Calls using a code should only be used to conduct NWCCD business.

Web / Internet Policy

The District supports a connection to the Internet and the World Wide Web for faculty, students, and staff in support of the mission of the College.

Evaluations & Development

Contracts / Salary Information

Faculty contracts are issued each Spring. Staff Salary notification letters are issued each Fall. ([Policies & Procedures Series 4000.1 II](#))

Evaluations

All faculty, classified and administrators are evaluated annually. Evaluations are based on job descriptions and goal performance. Copies of annual evaluations are kept in the employee personnel file. ([Policies & Procedures Series 4000.3](#))

Who Completes Evaluations

Evaluations for Vice Presidents, Deans, Directors, and Classified Staff are done by their immediate administrative supervisors. Faculty Evaluations are completed by the Deans, Directors, and the Vice President of Academic Affairs. ([Policies & Procedures Series 4000.3](#) & [2000.1](#))

Professional Development

Professional Development is encouraged for both Faculty and Staff. It assists in the College's growth. Applications, Guidelines, and information regarding the Staff Development and Faculty Development are available in the Public Folders in Outlook. Please refer to the Committee Exhibit for members on both of these committees for further information. ([Policies & Procedures Series 4005](#))

Schedules & Time

Work Week	The work week begins on Sunday and ends on Saturday. You are expected to work your normal hours per week, unless leave is requested and approved, or a holiday is granted. You are expected to report to work and leave work as agreed upon between you and your supervisor. (<i>Institutional Practice</i>)
Overtime & Comp. Time	Overtime & Comp. Time provisions apply only to non-exempt employees. A non-exempt employee must have prior approval from his or her supervisor to work in excess of forty hours per week. Overtime or Comp time is approved at the discretion of the supervisor. There is no compensatory time for exempt employees. (Policies & Procedures Series 4000.1 VII)
Schedule Changes	You should not make any change in your schedule without prior approval from your supervisor.
Lunch Break	Lunch Breaks should be taken at the time agreed upon between you and your supervisor. Lunch may not be worked through to allow an earlier quitting time without <i>prior</i> consent from your supervisor. The lunch period is usually 60 minutes.
Pay Period	The pay periods begin on the first and the sixteen of the month and run until the fifteenth or the last day of the month. Pay days are on the fifteenth and the last day of each month. Please see the exhibit on Page 28 to determine when timesheets are due. (<i>Institutional Practice</i>)

Where to Find?

Academic &
Holiday
Calendars

<http://www.sheridan.edu/site/about-nwccd/employment-opportunities/holidays-and-academic-calendars/>

Telephone
List

<http://www.sheridan.edu/site/directory/> The employees are listed by name or you can get a comprehensive list by clicking either Sheridan or Gillette on the left hand side of the screen.

Policies &
Procedures

<http://www.sheridan.edu/site/about-nwccd/policies-handbook/> Please see the Table of Contents to know which series different items are located in.

Committee
Minutes

Go to Inbox in Microsoft Outlook
Click Public Folders
Click All Public Folders
Click Committees
Click Committee Minutes of Choice

Insurance
Forms &
Booklets

<http://personnel.state.wy.us/EGI/Index.htm>
Employee's Group Insurance website has rate calculators, plan books, contact information, and forms. Please contact HR or EGI with questions:
EGI
2001 Capital Ave. Room #106
Cheyenne, WY 82002
(800) 891-9241 Fax: (307) 777-7685

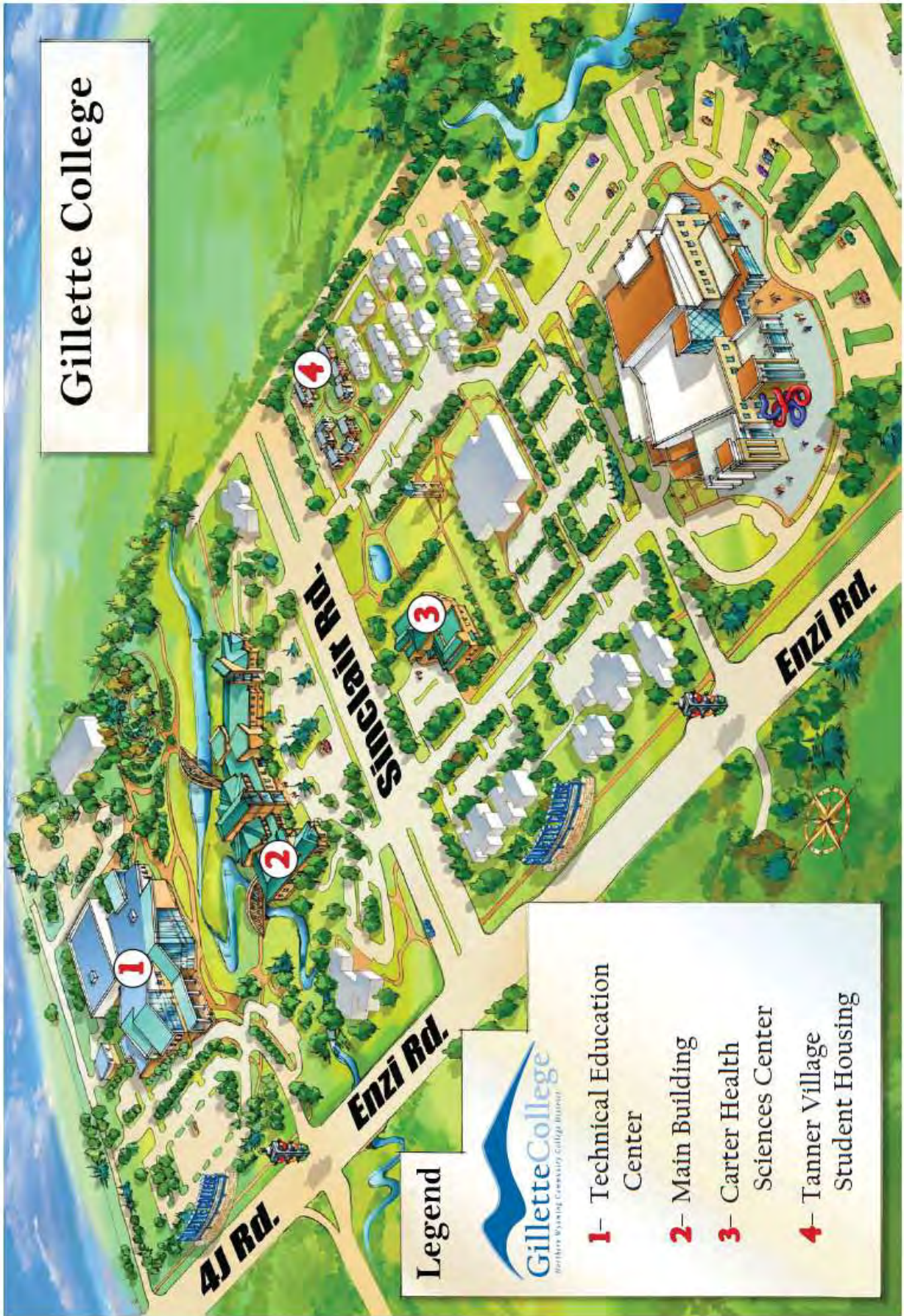
Insurance
Companies

[Health – Cigna](#)
[Dental – Delta Dental](#)
[Vision – VSP](#)
[Long-Term Disability – The Standard](#)
[Life – Minnesota Life](#)



EXHIBITS

Gillette College



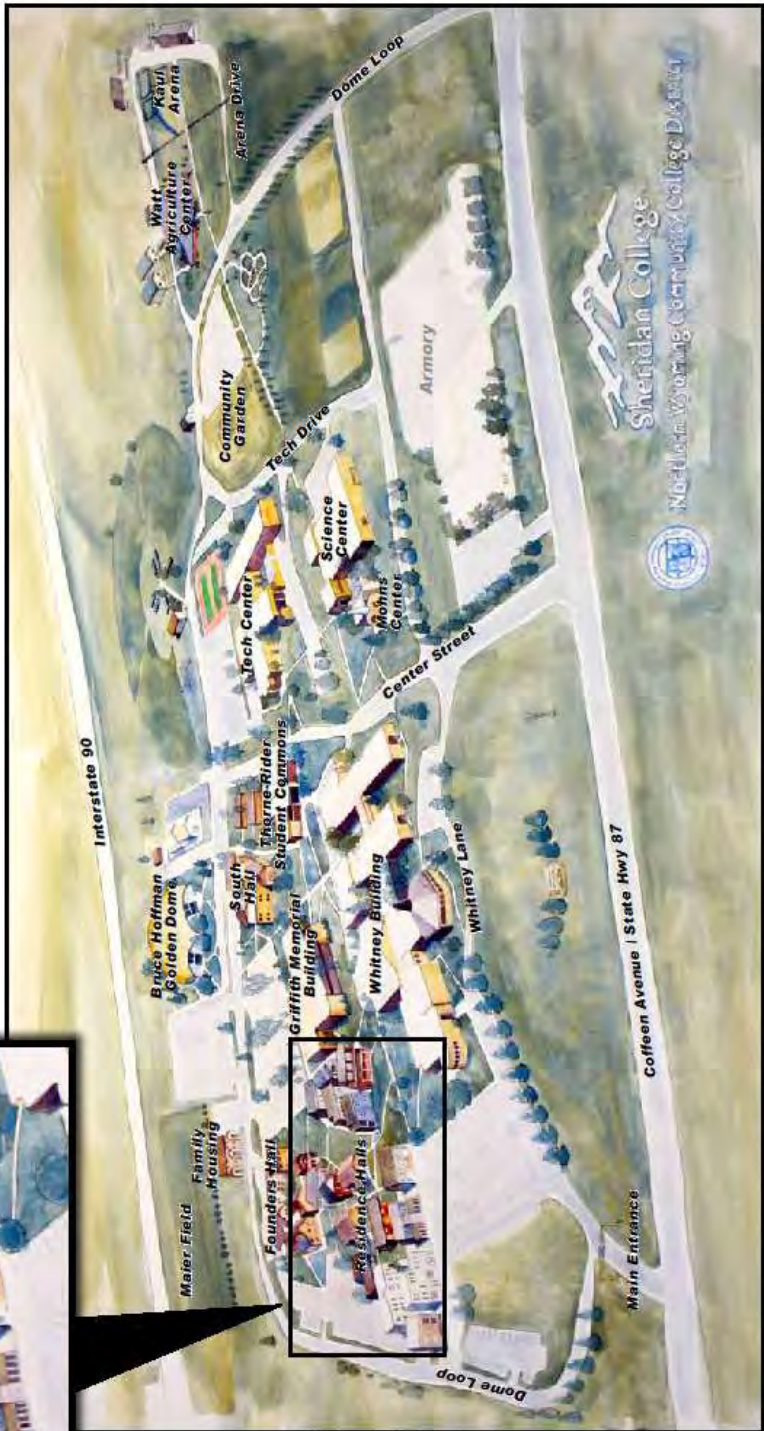
Legend



- 1**– Technical Education Center
- 2**– Main Building
- 3**– Carter Health Sciences Center
- 4**– Tanner Village Student Housing

Sheridan College

Northern Wyoming Community College District



Residence Halls

The 'Lofts'

- 1-Williams
- 2-Stevens
- 3-Hayes

The 'North Halls'

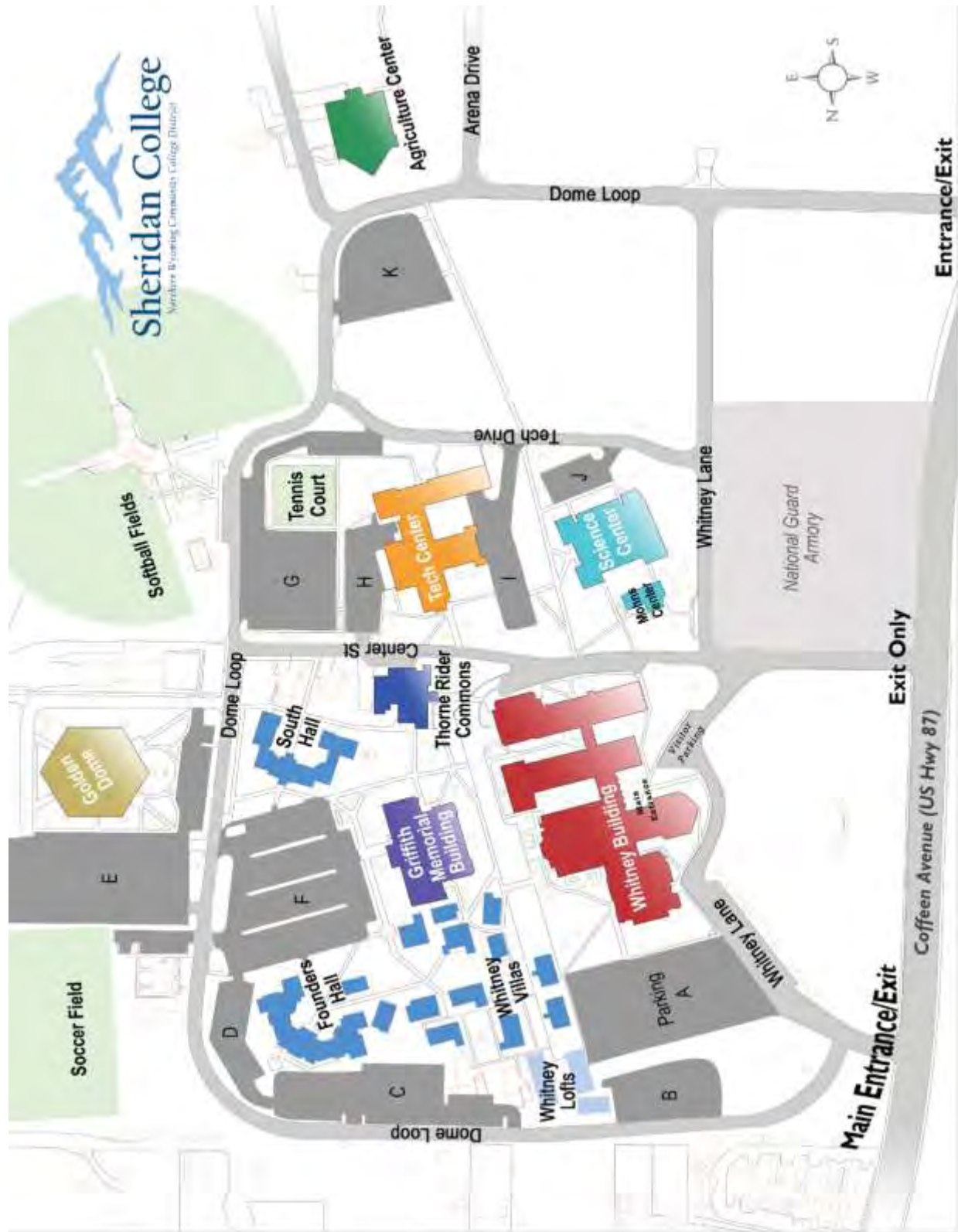
- 4-Crook
- 5-Kearney
- 6-Connor

The 'Villas'

- 7-Fitzgerald House
- 8-Thorne House
- 9-McKeen House
- 10-Hanson House
- 11-Griffith House
- 12-Griffin House
- 13-Eaton House
- 14-Defenderfer House
- 15-Davis House
- 16-Blume House



Sheridan College
Northern Wyoming Community College District



HOLIDAY SCHEDULE FOR THE CURRENT SCHOOL YEAR

The holidays are approved by the Board of Trustees and can range from 9-16 days per year.


2010-2011 Holiday Schedule

September 6, 2010	Labor Day	1
November 24 – 26, 2010	Thanksgiving	3
December 24, 2010	Christmas	1
December 27 – December 31, 2010	New Year's	5
January 17, 2011	Equality Day	1
March 16 -18, 2011	Spring Break	3
April 22, 2011	Easter Break (Good Friday)	1
May 30, 2011	Memorial Day	1
Total holidays		16



HOLIDAY SCHEDULE FOR THE 2011-2012 SCHOOL YEAR

The holidays are approved by the Board of Trustees and can range from 9-16 days per year.

July 4, 2011	Independence Day	1
September 5, 2011	Labor Day	1
November 23 - 25, 2011	Thanksgiving	3
December 26 - 30, 2011 (Monday through Friday)	Christmas	5
January 2, 2012 (Monday - Federal Holiday)	New Year's	1
March 14 - 16, 2012	Spring Break	3
April 6, 2012	Easter Break (Good Friday)	1
May 28, 2012	Memorial Day	1
Total Holidays		16

FALL 2011 ACADEMIC CALENDAR

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Summer session grades due-August 8

In-Service August 17

Division and other meetings August 18

Professional Flex Day August 19

Student Orientation August 22 - First day of evening classes and evening labs

First day of classes August 23

Labor Day Holiday - Sept. 5 - (College Closed)

In-Service October 13

Fall Break Oct. 14 - (No Classes/College Open)

Thanksgiving Break-Nov. 23-25-College Closed

Last Day of classes December 12

Finals December 13-16

Professional Flex Day December 19

Christmas Break Dec. 26-30 (College Closed)

SPRING-SUMMER 2012 ACADEMIC CALENDAR

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

New Year's Break Jan. 2 (College Closed)

In Service January 11

Division and Other Meetings Jan. 12

Professional Flex Day Jan. 13

First Day of School Jan. 16

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

President's Day Feb. 20 (No Classes/College Open)

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Spring Break March 12-16 (No classes)

(College Open Mar. 12-13; College Closed Mar. 14-16)

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Easter Break April 6 (College Closed)

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Last Day of classes-May 7

Finals May 8-11

Gillette Graduation-May 11

Sheridan Graduation-May 12

Professional Flex Day-May 14

Early Summer Session Begins-May 21

Memorial Day May 28-College Closed

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Early Summer Session Ends 6/8

Summer session begins-June 11

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Independence Day-July 4-College Closed

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Summer sessions ends-August 3

Summer grades due - August 13

Grand Totals - Fall and Spring - 163 Days plus 7 flex days (4 delineated here) = 170 days

CLASSIFIED STAFF PAYROLL CALENDER

MONTH	Pay Period		Submit all paperwork	Timesheet Due	Time Card Approval	Classified pay date
	Start	End				
January-11						
Pay Period	1-Jan	15-Jan	7-Jan	20-Jan	22-Jan	31-Jan
Pay Period	16-Jan	31-Jan	22-Jan	5-Feb	7-Feb	15-Feb
February-11						
Pay Period	1-Feb	15-Feb	8-Feb	20-Feb	22-Feb	28-Feb
Pay Period	16-Feb	28-Feb	22-Feb	5-Mar	7-Mar	15-Mar
March-11						
Pay Period	1-Mar	15-Mar	8-Mar	20-Mar	22-Mar	31-Mar
Pay Period	16-Mar	31-Mar	22-Mar	5-Apr	7-Apr	15-Apr
April-11						
Pay Period	1-Apr	15-Apr	7-Apr	20-Apr	22-Apr	29-Apr
Pay Period	16-Apr	30-Apr	22-Apr	5-May	7-May	13-May
May-11						
Pay Period	1-May	15-May	7-May	20-May	22-May	31-May
Pay Period	16-May	31-May	21-May	5-Jun	7-Jun	15-Jun
June-11						
Pay Period	1-Jun	15-Jun	7-Jun	20-Jun	22-Jun	30-Jun
Pay Period	16-Jun	30-Jun	20-Jun	5-Jul	7-Jul	15-Jul

* Estimated for the time period to ensure funds are paid out from the current fiscal year.

ADMIN & FACULTY PAYROLL CALENDER

MONTH	Pay Period		Submit all paperwork (Includes PAF & Leave Adjustments)	Admin & Faculty Pay date	First and Last Pay Period of the Semester
January-11					
Pay Period	1-Jan	15-Jan		7-Jan	14-Jan
Pay Period	16-Jan	31-Jan		22-Jan	31-Jan
February-11					
Pay Period	1-Feb	15-Feb		8-Feb	15-Feb
Pay Period	16-Feb	28-Feb		22-Feb	28-Feb
March-11					
Pay Period	1-Mar	15-Mar		8-Mar	15-Mar
Pay Period	16-Mar	31-Mar		22-Mar	31-Mar
April-11					
Pay Period	1-Apr	15-Apr		7-Apr	15-Apr
Pay Period	16-Apr	30-Apr		22-Apr	29-Apr
May-11					
Pay Period	1-May	15-May		7-May	13-May
Pay Period	16-May	31-May		21-May	31-May
June-11					
Pay Period	1-Jun	15-Jun		7-Jun	15-Jun
Pay Period	16-Jun	30-Jun		22-Jun	30-Jun

CLASSIFIED STAFF PAYROLL CALENDAR

MONTH	Pay Period		Submit All Paperwork	Timesheet Due	Timesheet Approval	Classified Pay Date
	Start	End				
July 2011						
Pay Period	7/1/2011	7/15/2011	7/7/2011	7/20/2011	7/22/2011	7/28/2011
Pay Period	7/16/2011	7/31/2011	7/22/2011	8/5/2011	8/7/2011	8/15/2011
August 2011						
Pay Period	8/1/2011	8/15/2011	8/7/2011	8/20/2011	8/22/2011	8/31/2011
Pay Period	8/16/2011	8/31/2011	8/22/2011	9/5/2011	9/7/2011	9/15/2011
September 2011						
Pay Period	9/1/2011	9/15/2011	9/7/2011	9/20/2011	9/22/2011	9/30/2011
Pay Period	9/16/2011	9/30/2011	9/22/2011	10/5/2011	10/7/2011	10/14/2011
October 2011						
Pay Period	10/1/2011	10/15/2011	10/7/2011	10/20/2011	10/22/2011	10/31/2011
Pay Period	10/16/2011	10/31/2011	10/22/2011	11/5/2011	11/7/2011	11/15/2011
November 2011						
Pay Period	11/1/2011	11/15/2011	11/7/2011	11/20/2011	11/22/2011	11/30/2011
Pay Period	11/16/2011	11/30/2011	11/22/2011	12/5/2011	12/7/2011	12/15/2011
December 2011						
Pay Period	12/1/2011	12/15/2011	12/7/2011	12/19/2011	12/19/2011	12/23/2011
Pay Period	12/16/2011	12/31/2011	12/22/2011	1/2/2012	1/2/2012	1/6/2012

ADMINISTRATIVE AND FACULTY PAYROLL CALENDAR

MONTH	Pay Period		Submit All Paperwork (PAF's and Leaves)	Admin/Faculty Pay Date	First/Last Pay of Semester
	Start	End			
July 2011					
Pay Period	7/1/2011	7/15/2011	7/7/2011	7/14/2011	
Pay Period	7/16/2011	7/31/2011	8/22/2011	7/28/2011	
August 2011					
Pay Period	8/1/2011	8/15/2011	8/7/2011	8/15/2011	
Pay Period	8/16/2011	8/31/2011	8/22/2011	8/31/2011	First ???
September 2011					
Pay Period	9/1/2011	9/15/2011	9/7/2011	9/15/2011	
Pay Period	9/16/2011	9/30/2011	9/22/2011	9/30/2011	
October 2011					
Pay Period	10/1/2011	10/15/2011	10/7/2011	10/14/2011	
Pay Period	10/16/2011	10/31/2011	10/22/2011	10/31/2011	
November 2011					
Pay Period	11/1/2011	11/15/2011	11/7/2011	11/15/2011	
Pay Period	11/16/2011	11/30/2011	11/22/2011	11/30/2011	
December 2011					
Pay Period	12/1/2011	12/15/2011	12/7/2011	12/15/2011	Last???
Pay Period	12/16/2011	12/31/2011	12/19/2011	12/23/2011	

RADIO INFORMATION FOR COLLEGE CLOSURES



Please refer to your specific area for contact information.

- **Gillette:** Mark Englert
 - Basin Radio Network: (307) 686-2242
 - (The Fox: 100.7 FM or The Edge 96.9 FM)
 - KOAL 103.9 FM: (307) 687-1003

- **Johnson County:** Micah Olsen
 - KLGT 92.9FM: (307) 684-5126
 - KBBS 1450AM: (307) 684-7070
 - KZZS 98.3FM

- **Sheridan:** Cheryl Heath / Kent Andersen
 - Sheridan Media (307) 672-7421
 - (KROE 930AM; KZWY 94.9FM; KYTI 93.7FM; or KWYO 1410AM)
 - KLGT 92.9FM: (307) 684-5126
 - KBBS 1450AM: (307) 684-7070
 - KZZS 98.3FM

GILLETTE COLLEGE PHONE LIST (307) 686-0254 OR 1-888-544-5538

NAME	Ext.	Office	Name	Ext.	Office	Name	Ext.	Office	Ext.	Office	Ext.	Office	Ext.	Office	Ext.	Office
Adler, Diane	1454	Library 117	Haag, Bryant	1164	132 C	Scheider, Brad	1132	159 A	1132	159 A	1132	159 A	1132	159 A	1132	159 A
Anderson, Debra	1455	117	Hedrick, Monte	1220	HSC	Scheider, Dr. Joyce	1103	159 C	1103	159 C	1103	159 C	1103	159 C	1103	159 C
Anderson, Mark	1306	206 A	Hedrick, George	1620	105 A/Mine TEC.	Sedors, Jessica	1304	130	1304	130	1304	130	1304	130	1304	130
Arhart, Lisa	1101	161	Heusinkveld, Brent	1161	122 C	Shankley, Mikke	1432	102	1432	102	1432	102	1432	102	1432	102
Baker, Dr. James	1110	206 D	Jahner, Jerome	1601	136	Shepherd, Thomas	1311	113 D /Énd.Ék.	1311	113 D /Énd.Ék.	1311	113 D /Énd.Ék.	1311	113 D /Énd.Ék.	1311	113 D /Énd.Ék.
Bank, Jessica	2362	Student Life Cord.	Keffler, Roby	1682	206 A	Simmons, Jonna (Jolly)	1202	111 HSC	1202	111 HSC	1202	111 HSC	1202	111 HSC	1202	111 HSC
Bennett, Deb	1458	202 A	Kiesel, Dawn / Uji	1671	171 F	Simque, Nicholas-1559	2360	110 C	2360	110 C	2360	110 C	2360	110 C	2360	110 C
Benson, Ruth	1303-Athletic	Rebitions Cord.	Kitte Il, Jose/701-21-0774	1201	132 C/Ast.Coach	Talbert, LeAnna	1305	212 A/TEC	1305	212 A/TEC	1305	212 A/TEC	1305	212 A/TEC	1305	212 A/TEC
Black, Vickie	1215	108 /HSC	Klus, Sue	1402	132 B	Testing Center	1455	117	1455	117	1455	117	1455	117	1455	117
Boz E, Nancy	1230	123 /HSC	Kozlowki, Chris/670-3833	1402	132 B	Thompson, Scott	1114	217 A	1114	217 A	1114	217 A	1114	217 A	1114	217 A
Britton, Christera	1681	205 D /TEC	Ladulke, Will/689-5806	1401	132 A	Tuxler, Natalie	1209	109 /HSC	1209	109 /HSC	1209	109 /HSC	1209	109 /HSC	1209	109 /HSC
Buxton, Britiany	2821	102 A	Lanson, Randy	2616	204 E /IT-GC	Velikameye, Nikok	2613	204 E	2613	204 E	2613	204 E	2613	204 E	2613	204 E
Buus, Linda	1453	Library 117	Livingston, Robert	1621	204 A /Mine TEC.	Velle, Lyn-682-5171	1109	209 B/TEC	1109	209 B/TEC	1109	209 B/TEC	1109	209 B/TEC	1109	209 B/TEC
Calhoun, Randy	1167	132 B /TEC	Malyurek, Amanda	1206	104 /HSC	Walker, Beth	1431	101 A/2004	1431	101 A/2004	1431	101 A/2004	1431	101 A/2004	1431	101 A/2004
Cason, Elizabeth	1410	101 B	McCure, Molly	2351	Mgr/Stu.Engage	Walters, Norman (Buckley)	1210	159 G	1210	159 G	1210	159 G	1210	159 G	1210	159 G
Catties, Kathy	1683	205 E /TEC	McLain, Sheila	1459	202 A	Wendel, Karen	1140	159 B	1140	159 B	1140	159 B	1140	159 B	1140	159 B
Chacon, Jamie	1433/299-7664	157/Gear-Up	Meyer, Ann	1208	HSC	Willford, Stacy	1000	Front Desk	1000	Front Desk	1000	Front Desk	1000	Front Desk	1000	Front Desk
Chatham, Michelle	1460/132A-Off.	299-2951 CDL	Miller, Brenda	1100	206 C	Wilson, Justine	1000	Front Desk	1000	Front Desk	1000	Front Desk	1000	Front Desk	1000	Front Desk
Connelly, Dr. Jon	2835	105 E /TEC	Miller, Miranda	1115	123 D	Winter, Jerry-689-5128	1316	119 B/TEC	1316	119 B/TEC	1316	119 B/TEC	1316	119 B/TEC	1316	119 B/TEC
Corkins, Beau	1102	123 E	Miller, Roland	1166	113 B /TEC	Wolfe, Gary-307-871-1510-MSHA Trn. Ce n.	1685	205 B/TEC	1685	205 B/TEC	1685	205 B/TEC	1685	205 B/TEC	1685	205 B/TEC
Crawford, Stefanie	1105	209 A /TEC	MSHA Training Center	1680		Wysaman, Deanne	2640	Counseling	2640	Counseling	2640	Counseling	2640	Counseling	2640	Counseling
Denny, Charles (Chuck)	1104	215 A	Murphy, Shawna	1112	123 B	Young, Kristin(Carlson)	1319	130	1319	130	1319	130	1319	130	1319	130
Derryberry, Kelly	1456	201	Nearny, Ann	1412	129 B /TEC	Young, Dr. Paul / President	2850	NWCCD	2850	NWCCD	2850	NWCCD	2850	NWCCD	2850	NWCCD
Desch, Karen	1131	159 D	Nearny, Shawn/670-4964	1403	132 C	Zappa, Carolyn	2611	204 D/IT	2611	204 D/IT	2611	204 D/IT	2611	204 D/IT	2611	204 D/IT
Destefano, Ray	1310	113 A /TEC.	Nolan, Remona	1680	100 D /TEC											
Dow, Fran	1420	109	Odegard, Vicki	1443	104											
Ewood, Sharon	2820	102 B	Olsen, Lena	1602	Facilities											
Eigel, Scott	1130	123 H	Olsen, Todd/801-541-6015	1460	CDL/Mtn. West	Additonal Information										
Ergler, Dr. Mark	1301	206 B / Vke Pres.	Peters, Gary	1600	136	Courtesy Phone (Main)	1061		1061		1061		1061		1061	
Erkison, Army	3104	105 C /TEC	Petersen, Britany	1302	Adm.Ast./Dr. Eng.	Courtesy Phone (TEC Center)	1061		1061		1061		1061		1061	
Evanson, JoEllen	1231	123 /HSC	Posten, Louise	1204	117 /HSC	GED Cert. State Number	307-777-5897		307-777-5897		307-777-5897		307-777-5897		307-777-5897	
Fettker, Steve	1404	132 C/Ast. Coach	Pridgen, Elaine	1200	HSC	Go/Smith, Kristin-Academy Dir. High School	1317	119 A/TEC	1317	119 A/TEC	1317	119 A/TEC	1317	119 A/TEC	1317	119 A/TEC
Fields, Diane	1670/686-0044	U01	Rath, Keith	1120	123 C	Health Science Center courtesy phone	1214		1214		1214		1214		1214	
Fletcher, Debra (Maat)	1441	Bookstore	Rider, Will/670-4966	1404	132 C	Peddicord, Shari	1302	Grants Coord.	1302	Grants Coord.	1302	Grants Coord.	1302	Grants Coord.	1302	Grants Coord.
Ford, Diane	1452	211	Rose, Tréla	1206	HSC	Tutoring/Disabilities/ Stu. Support Service	1456		1456		1456		1456		1456	
Gardner, Dawn	1445	Food Service	Roseth, Jeremy	1307	123 F	Workforce Training Development	4502	Karen St. Clair	4502	Karen St. Clair	4502	Karen St. Clair	4502	Karen St. Clair	4502	Karen St. Clair
Good, Penny	1431	102	Routler, Ryan	1401	Ast. Rodeo Coach	Writing Outreach/Town Hall/Open Wed.	1411		1411		1411		1411		1411	
Grant, Susan-674-6446	4704	Instructional Dsg.	Russell, Chantell	1442	104	Writing Center	1104		1104		1104		1104		1104	
Grubb, Travis	1162	122 A	Russell, Jeri-689-4933	1450	100/ Admissions											

SHERIDAN COLLEGE PEOPLE AND DEPARTMENTS 674-6446 or 1-800-913-9139

Aguirre, Joseph	2826	Goe, Joe	2909	Olson, Michal (752-1761)	2005	Bookstore	4102	Science Museum	3175
Aguirre, Mercedes	3002	Grant, Susan	4704	Ostlund, Wendy	3308	Booster Club	4000	Sodexo Food ~ D. Parsons	4105 or 672-5868
Aksami, Jo	2201	Green, Courtney	4004	Ostrowski, Doris	3500	Buffalo Outreach~Ashley Redding	8000	Student Senate	4460
Alberghetti, Dan	3208	Haines, Herb ~ Dome	2956	Parsons, Danny ~ Sodexo	4105	Bus./Social Science Division	3200	Switchboard	0
Albrecht, Amy	4203	Hall, Lauren ~ Bookstore	4102	Peddicoor, Shari	2880	Business Office	2407	Tech/Vag Division	3600
Aleup, Tobie	3309	Haseman, Brenda	2925	Peterson, Lindsay	3400	C ontroller/Bus. Office Manager	2407	Teaching Center	3000
Andersen, Kent	2908	Havener, Mandy	2104	Pinder, Emma	2608	Accounts Recv.	2402	Transportation	2900
Araas, Jay	3103	Heath, Cheryl (752-1758)	2840	Pollard, Tracie	3017	Accounts Payable	2404	Transitional Services	2701
Azouli, Kirstie	2003	Hendricks, Rose	3211	Price, Kevin (752-8854)	2811	Purchasing	2401	Tutoring	2701
Averett, Michael	2950	Heuck, Jenny	3303	Puckett, Phyllis	3301	Career Center	2000	UW	4650
Bafeman, Misy	2830	Holloway, Chuck	3510	Redding, Ashley ~ SC in JC	6001	Center for a Vital Community	4201	VP Academic Affairs (752-7579)	2835
Bates, Bev	2951	Hoblerland, Maura	2705	Redman, Diane	3206	Community Education	4601	VP Administration/CFO (752-1758)	2840
Baule, Kristen	2000	Hoskinson, Christina	2822	Reichert, Judy	3402	Computer Lab-Flex classes	3211/3209	VP Development ~ S. Bigelow	2861
Beatusk, Teresa	2957	Hoveland, Carole	3302	Reitinger, Doug	3007	Custodial	2850	Workforce Development	4801
Beres, Sara	3413	Hunter, Crissy	3307	Riehn, Sarah ~ Scope VA	673-2881	Dean of Ag & Tech Programs	3104	Writing Center	2702
Bergey, Dan	3513	Hyder, Randy	2805	Rima, Jonea	4002	Dean of Arts & Sciences	3108	WCI Wyoming Culinary Institute	3620 or 674-3388
Bigelow, Susan	2861	Isakson, Debi	4302	Robbins, Don	2994	Dean of Enrollment Services	2820		
Biggs, Curtis	3518	Jacobs, Dennis	2802	Rockwell, Chet Tim	3519	Dean of Health Sciences	2834		
Biss, June	3401	Johannesmeyer, Tom	3101	Rogers, Chet RJ	5561	Dean of Students	2303	Administration	674-4293
Blare, Monty	3508	Johnson, Mark	3005	Russell, Walker	3105	Dental Clinic (appointments)	3402	Admissions	674-3373
Bonnet, Larissa	2301	Johnson, Tom	2809	Sager, Gene	3012	Dental Hygiene Program	3400	Agriculture	672-2103
Brown, Katrina	2506	Johnson-Lameres, Edith	3107	Sager, Lillian	3013	Enrollment Services (admits only)	2002	Athletics/Dome	674-3361
Brown, Mike	2607	Johnston, Becky (UW)	4650	Sandstrom, Lacey	3414	Financial Aid	2100	Business Office	674-3365
Brown, Tom	2902	Juergens, Kaleen	3316	Sasse-Englert, Janine	3412	Fitness Center	4250	Business & Social Science	674-3379
Brown, Virginia	2504	Kaiser, Carolyn	2002	Scammon, Denise ~ Gear-up	2010	Flexible Learning Lab	3251	Commons ~ Housing/Campus Polke	674-3363
Burtis, Karen	2407	Kayser, Debbie	3207	Schiner, Carl	3504	Food Services/Sodexo	4105 or 672-5868	CVC - Center for a Vital Community	674-3365
Canterbury, Jackie	3124	Kelley, Betty	3114	Seville, Del	2906	Foundation Office	4301	Dental	674-3386
Carnes, Troy	2955	Kiesel, Dawn ~ UW	1671	Skikanga, John	3507	Gear Up	2009	Financial Aide	674-3371
Caywood, Julie	2401	Klemet, Keith	3515	Simmons, Linda	2954	GED	2703	Foundation	674-7047
Charles, Billie Rae	2700	Knutsen, David	3009	Sinclair, Sarah	3006	Geology Lab	3152	Human Resources	674-3365
Charlton, Tim	2701	Koffi, Cedric	2302	Smiley, Nicole	4007	Grants	2860	Humanities	674-3374
Charlton, Duane	2602	Korsch, Tobin	3404	Smiley, Steve	4000	Grounds	2990	Instructional Technology	672-7121
Clark, Carol	~ 0	Kraft, Bob	2903	Smith, Jennifer	2812	Hand in Hand	675-1990	Learning Center	674-3384
Collins, Valerie	3201	Lance, Mary Ann	3109	Smith, Wendy	2801	Health Sciences	3300	Library	674-3360
Colnar, Claudia	2011	Landes, Rick	3511	St. Clair, Karen	4602	Housing Office	2301	MSHA Training Center ~ Gillette	685-8179
Connolly, Jon (207-299-3271)	2835	Lawrence, Linda	4304	Stephens, Dr. Jan	3304	Human Resources	2810	Nursing	674-3362
Crosley, Paula	2603	Lenz, Tim	4305	Stevens, Michelle	2406	Humanities Division ~ Marilyn	3200	Physical Plant	674-3370
De Deo, Ken	3001	Leslie, Bruce	3110	Tarter, Sue	2004	Information Technologies	2800	Records & Registration	674-7205
Davidson, Roger	3307	Lewis, Effie	3403	Terry, Patty	2702	I-TEC	4602	Science	674-3363
Davidson, Tracy	3204	Liesinger, Doris	3300	Thayer, Sandra	4601	Library	2500	Scope Program	674-6827
Davis, Dee	4303	Loilar, James 752-4281	2907	Vankirk, Marilyn	3200	Reference	2503	Technical	674-3362
Deatinger, Tracy	3202	Lunbeck, Ardath	3108	Vela, Jason ~ 752-2253	4150/7500	Inter-Library Loan	2604		
De Deo, Ken	3011	Macha, Catherine	2404	Walker, Mike	3212	Librarian	2906	Conference Room Numbers	
Dray, Patricia	3406	Marton, Britni	3305	Wess, Amber	3100	Literacy	2700	Administration	5008
Dugal, Rod	3008	Mason, Elizabeth	3113	White, Deborah	2850	Maintenance	2900	Board Room	5008
Edmunds, Mary	2900	McCarthy, Bruce	2990	White, D'orath	2860	Maintenance Week ends	752-1805	Flex Classroom ~ W/ 139B	5032
Ellenwood, Jenny	2810	McCarthy, Frank	4001	Will, Jennifer	2403	Massage Clinic (only in spring)	3250	IT Conference Room	2626
Elwood, Sharon	2820	McDowell, Judy	3306	Will, Jim	3111	Massage Prog ~ Diane R. 3206/Linda 3400	3250	Student Services Conference Room	5000
Enochs, Jim	2406	McKenzie, Wayne	2992	Williams, Barb	4008	Media Services	2600		
Erickson, Ami	3104	McKinley, Josh 752-2133	4152	Wohl, Jane	3003	Compressed Video GMB 013	5020		
Erickson, Chris	3050	Mez, Donna	2101	Wyssman, Deanne 763-2520	2008	MSHA Training Center	1880	(if you're calling from SC you only need the extension; Phone list available http://www.sheridan.edu/directory)	
Erickson, Brad	2606	Michelena, Josh	3516	Yardas, Barb	2202	Natural Science Division	3100		
Fitcher, Linda	2601	Milne, Rob	3106	Young, Dr. Paul	2850	Nursing	3300		
Flynn, Susan	3314	Minick, Carol	2102	Zabel, Starr	2841	Payroll	2906	Other colleges	
Follari, Lisa Anna	3010	Muldowney, Ryan	3004			Physical Plant	2900	Please check online, or call the Switchboard.	
Fox, Kevin	3503	Mursick, Trudy	2834			Presidents Office	2850		
Gaddy, Stoney	2510	Mveys, Tracy ~ Gear-up	2009			Public Information Office	2801/2802		
Galgon, Aquila	2103	Naus, Mark	2604			Rec, Outdoor Ed., Health & Wellness 3300	2200	Police	4150
Garcia, Carol (752-1886)	2303	Newbold, Maureen	3209			Registration/Records	2200	Campus Police	see Jas on Vela or Josh McKinley
Gastad, Zane	2006	Newbold, Scott	3112			SC in Johnson County 684-2001 or ext 6001	3500	City Police	672-2413
Gleason, Marc	4006	Nitschke, Erin	4005			Scope Program ~ at the VA 673-2881	4302	EMERGENCY	911
Gill, Bridgette	3315	Nitschke, Mark	2804			Atletic Director	4000		4/4/11

Sheridan College Part-Time List

Last Name	First	Department	Ext.
Ames	Jennifer	Educ/Hand-in-Hand	
Ashear	Aaron	HUMN/Guitar	3200 msg
Barkan	David	NS - Math	3100 msg
Barney	Nicole	ASL	3500 msg
Beagle	Kathryn	Library	2500
Betz	Christy	Buffalo/Flex CMAP	684-2001 msg
Boley	Georgia	NS - Nutrition	3155
Borgialli	Rachel	HUMN/Chinese	3200 msg
Buening	Nancy	HUM/Art	3200 msg
Byrnes	Jearne	NS/Math	3155
Coom	Dr. Cody	HSDentist Wed/Fri	3402 msg
Dale	Janet	Gillette Advisory	1308
Davis	Ryan	HS	4003
Dzabik	Elizabeth	HUMN/ENGL on-line	3200 msg
Emerson	Pam	BSS/CRMJ	3200 msg
Gaddy	Christina	HUMN/Spain	3200 msg
Guilford	Suzan	BSS/CRMJ	3200 msg
Heidler	Bill	NS/Math	3119
Hissong	Jim	BS-POLS online	3200 msg
Hobwell	Dr.	HSDental Thurs	3402 msg
Hotchkin	Stacy	HUM/CO/M	3200 msg
Ibach	Jodi	BSS/ED EX	3200 msg
Jenkins	Charlotte	BSS/CRMJ	3200 msg
Johannesmeyer	Dorma	Flex Lab	3209 msg
Johnson	DeeDee	HUMN/MUSC	3200 msg
Krikac	Ron	GED	2703 msg
Kristiansen	Rachel	Business/Gen. Psyc	3200 msg
Landis-Fisk	Connie	On-line Faculty- Tech	3500 msg
Leibinger	Rebecca	HUMN/THEA	3200 msg
Lewis	Brittany	Bookstore	4101
Ludwig	Ryce	MCHT	3506 msg
Marcus	Kristen "Cookie"	Ag/FD SC	3500 msg
Martin	Chris	Math (cmartin@sheridan.edu)	no phone
McClure	Greg	Math (gmccclure@sheridan.edu)	no phone
Meyer (Vendela)	Mandolyn	HUMN/HLED/ENGL	3200 msg
Mohatt	Dr.	HSDental Mon	3402 msg
Moore	John	TC/WELD	3503 msg
Moreland	Abby	HS/PEAC	4005 msg
Muldowney	Ann	HUMN/French	3200 msg
Ohion	Ray	NS/ASTR	3155
Parsons	Rita	GED	2703 msg
Patik	Grant	Buffalo SDL/Math	6001 msg
Patz	Fred	NS/Math	3117
Powell	Ann	NS-Biol	3155
Raymond	Richard	HUMN/ENGL	3200

Sheridan College Part-Time List

Roy	Courtland	PIO Assistant	2800
Sabine	Kathleen	HUMN/ART	3200 msg
Shubert	Dr. James	HS/Dentist ~ Tuesday	3402 msg
Sidletsky	Joey	TC/MCHT	3506 msg
Spade	Sam	TC/WELD	3503 msg
Stoetzel	Dave	BSS/ANTH	3200 msg
Thorburn	Jenna	Library	2500
Tonak	Loretta	Music	3200 msg
Urion	Celia	HUMN/ENGL	3200 msg
Weddle	James	TECH/Auto mechanics	3507 msg
Wichers	May	HS/Massage	3321 msg
Wilson	Traci	HS/Massage	3321 msg
1/27/2011			

NWCCD COMMITTEE MEMBERSHIPS 2010-2011

A Administrative Staff	GC Gillette College
C Classified Staff	SC Sheridan College
F Faculty	Teaching Professionals are those whose primary responsibility is student instruction and may include Faculty
<i>Policies & Procedures Series 2005.1, pg. 2: "Some committee appointments are voluntary while others are identified by job title. Volunteer positions are recommended by employee and student groups and appointed by the President. Terms are for two years, with approximately 50 percent of the positions available each year. Appointments are made in the spring and terms begin May 1."</i>	
11 Term ends May 2011 12 Term ends May 2012	

GOVERNANCE COMMITTEES

Faculty Senate

11 (GC) Scott Thompson	12 (GC) Buckey Walters, President
11 (SC) Carl Schiner	12 (GC) Chuck Denny
11 (SC) Walker Russell	12 (SC) Phyllis Puckett
11 (SC) Courtney Green	12 (SC) Tim Rockwell
	12 (SC) Mark Johnson, Vice President

Faculty Representatives elected according to Faculty Senate By-Laws

Curriculum & Standards

12 (SC) Patricia Dray	11 (SC) Jane Wohl, Chair
12 (SC) Mercedes Aguirre-Batty	11 (SC) Bruce Leslie
12 (GC) Scott Engel	11 (GC) Jeremy Roseth
12 (GC) Keith Rath	11 (GC) Beau Corkins

8 Teaching Professionals (4 GC, 4 SC) and those listed below:

Recorder - Administrative Assistant, Vice President Academic Affairs (ex-officio)

Jon Connolly, Vice President Academic Affairs (ex-officio)

James Baker, Assistant Vice President Academic Affairs (ex-officio)

Sharon Elwood, Dean of Enrollment Services (Registrar) (ex-officio)

Personnel

12 A (SC) Erin Nitschke	11 C (GC) Kristin Young
11 A (SC) Deanne Wyssman	12 C (GC) Ashlea Redding
11 A (GC) Diane Adler	12 F (SC) Keri DeDeo
12 A (GC) Libby Cates	11 F (SC) Phyllis Puckett
12 C (SC) Duane Charlson	11 F (GC) Buckey Walters
11 C (SC) Doris Ostrowski	12 F (GC) Karen Desch

4 Administrative staff (2 GC, 2 SC) including Administrative Staff president or appointee,

4 Classified staff (2 GC, 2 SC) including Classified Staff Association president or appointee,

4 Faculty (2 GC, 2 SC) including Faculty Senate president, and those listed below:

Cheryl Heath, Vice President Administration and Chief Financial Officer

Kevin Price, Director Human Resources

Paul Young, President (ex-officio)

Student Issues & Concerns

12 A (GC) Beth Walker	12 F (GC) Ray DeStefano
11 A (SC) Robin West	11 F (SC) Dave Knutson
12 C (GC) Mickie Sharkey	Student (GC)
11 C (SC) Starr Zabel	Student (SC)

2 Administrative staff (1 GC, 1 SC), 2 Classified staff (1 GC, 1 SC), 2 Faculty (2 GC, 1 SC)

2 students (1 GC, 1 SC), and those listed below:

Carol Garcia, Dean of Students (ex-officio)

WORKING COMMITTEES

Distance Education

12 (SC)	Sara Beres	11 (SC)	Patty Terry
12 (GC)	Lisa Arhart	11 (SC)	Valerie Collins
12 (GC)	Brad Schaedler	11 (GC)	Karen Wendel

6 teaching professionals and those listed below:

Stoney Gaddy, Director Distance & Distributive Learning

Brady Fackrell, CIO (ex-officio)

Diane Adler - Library Representative (ex-officio)

Academic Assessment

12 (SC)	Jenny Heuck	11 (SC)	Mike Walker
12 (GC)	Brent Heusinkveld	11 (SC)	Mary Ann Lance
12 (GC)	Miranda Miller	11 (GC)	Travis Grubb
12 (SC)	Debra Kayser		

7 teaching professionals and those listed below:

Jon Connolly, Vice President Academic Affairs

James Baker, Assistant Vice President Academic Affairs

Sharon Elwood, Dean of Enrollment Services (IR Representative)

Ardath Lunbeck, Academic Dean

Katie Curtis, At Large Member

Tim Rockwell, At Large Member

Erin Nitschke, At Large Member

Faculty Development

12 (SC)	Effie Lewis	11 (SC)	Tobin Korsch
12 (GC)	Bryant Haag	11 (GC)	Joyce Schaedler/Keita Mamadou

4 faculty (2 GC, 2 SC) and those listed below:

(Administrative Assistant, Vice President Academic Affairs handles expenditures)

Jon Connolly, Vice President Academic Affairs

Staff Development

12 A (GC)	Stephanie Crawford	12 C (SC)	Jennifer Will
11 A (SC)	Stoney Gaddy	11 C (GC)	Penny Goold

2 Administrative staff (1 GC, 1 SC), 2 Classified staff (1 GC, 1 SC), and those listed below:

(Human Resources Dept handles expenditures)

Kevin Price, Director Human Resources

Student Appeals

12 A (SC)	Christina Hoskinson	12 F (SC)	Chuck Holloway
11 A (GC)	Jeri Russell	11 F (GC)	Miranda Miller
12 C (GC)	Fran Dow	Student (GC)	Kyle Ryan
11 C (SC)	Linda Fletcher	Student (SC)	

2 Administrative staff (1 GC, 1 SC), 2 Classified staff (1 GC, 1 SC),

2 Faculty (1 GC, 1 SC), 2 students (1 GC, 1 SC)

Recorder: Administrative Assistant, Student Services (ex-officio)

Sharon Elwood, Dean of Enrollment Services (ex-officio)

Scholarships – Sheridan College

12 A	Tom Johnson	12 F	June Biss
11 A	Monty Blare	11 F	Katie Curtiss
12 C	Jo Aksamit	Student	Itealya Badgett
11 C	Bev Bates	Student	Nadio Amer

2 Administrative staff, 2 Classified staff, 2 Faculty, 2 Students

(each campus has own committee)

Foundation Representative (ex-officio)

Scholarships – Gillette College

12 A Vicki Odegard	12 F Jolly Simmons
11 A Jamie Chacon	11 F Chuck Denny
12 C LeAnna Tabatt	Student Alisa Rankin
11 C Linda Buus	Student Simona Oliveri

*2 Administrative staff, 2 Classified staff, 2 Faculty, 2 Students
(each campus has own committee)*

Foundation Representative (ex-officio)

ADVISORY COMMITTEES

Instructional Resources—Sheridan College

12 F Mike Walker	Student
12 F Janine Sasse-Englert	Student
11 F Carole Hoveland	
11 F * (volunteered) Kathleen Davidson	

*4 teaching professionals, 2 students, and those listed below:
(each campus has own committee)*

Katrina Brown, Library representative (ex-officio)

Information Technology representative (ex-officio)

Instructional Resources – Gillette College

12 F Karen Desch	Student
12 F Vickie Black	Student
11 F Amanda Malyurek	
11 F Brent Heusinkveld	

*4 teaching professionals, 2 students, and those listed below:
(each campus has own committee)*

Diane Adler, Library representative (ex-officio)

Information Technology representative (ex-officio)

Planning

12 C (SC) Shari Peddicord	11 C (GC) Brittany Bucholz
11 F Bucky Walters, Faculty Senate President	11F Mark Johnson, Faculty Senate Vice President

2 Classified staff (1 GC, 1 SC) and those listed below:

Cheryl Heath, Vice President Administrations and Chief Financial Officer

Brady Fackrell, Director Information Technology Services

Kent Andersen, Director Facilities, Sheridan

Mark Andersen, Director Facilities, Gillette

Mark Englert, Vice President Gillette College

Jon Connolly, Vice President Academic Affairs

James Baker, Assistant Vice President Academic Affairs

Ardath Lunbeck, Trudy Munsick, Ami Erickson: Academic Deans

Carol Garcia, Dean of Students

Sharon Elwood, Dean of Enrollment Services

INFORMATION THE COLLEGE NEEDS PRIOR TO VEHICLE AUTHORIZATION



Please see the Physical Plant website to print and fill out a form. Return to either Mary Edmundson (Sheridan) or Chantell Russell (Gillette).

MOTOR VEHICLE DRIVING RECORD FORM

Instructions to user: *Please print this form and submit a hardcopy to the Physical Plant.*

Name in full: _____

License number and class: _____

State: _____

Birth date: _____

Expiration date: _____

Have you had any moving violations in the past 12 months? Yes ___ No ___

If Yes, give Date, Place and Nature of the violation/s: _____

Signature of License Holder

MOTOR POOL RATES

Cars 40 cents a mile
Mini-van 40 cents a mile
19 Passenger bus \$1.25 a mile
25 Passenger bus \$1.50 a mile
Physical Plant Trucks \$.50 cents a mile
4-Wheel Vehicles \$.50 cents a mile



Vehicle Request Form – Form needs to be completed by the requester with the account number to charge. Use 9361 for in-state travel and 9362 for out-of-state travel. The form will be forwarded to Mary Edmundson for her to reserve the vehicle. Mary will send a confirmation to you by e-mail letting you know what vehicle has been reserved. For any short notice requests let Mary Edmundson know via phone or in person ASAP.

If you have a cancellation, please let motor pool know by phone or e-mail as soon as possible so that your vehicle can be reserved for someone else.

Pick up and return vehicles at the Physical Plant area, south of the Dome Building. If you are leaving before 7 a.m., please pick up keys before 4:30 p.m. the night before. Keys for the vehicles are located in Mary Edmundson's office, shop closest to the highway, they will be on the counter in the office on top of the motor pool request form that needs to be signed. Please leave the form on the counter, motor pool will check mileage before and after your trip. Take vehicles only if they are facing the street, these are serviced and ready to go. If a vehicle does not look ready, check with someone, it may be necessary to give you another one. When you return your vehicle, pull it in facing the fence, do not back it in! Do not leave it someplace else on campus, as we assume you are still using it. Roll up all windows and lock it. Place the keys in the metal key box located near the large gate.

Cellular phones are available to be checked out, it is best to take one on any long trip. Upon returning from your trip, please return it to the office or lock it up in the vehicle out of sight. If you make any calls on the phone, please inform Mary Edmundson on how many were made.



Sheridan Vehicle Information



NWCCD Information Technology Services

3059 Coffeen Avenue
Sheridan, Wyoming 82801
(307) 674-3300

New Employee Information from ITS

Account Setup

- Log into your computer. Usernames are usually the first letter of your first name in combination with your last name. Ex: Nancy Smith would be nsmith. The initial password will be given to you by ITS.
- After logging in, please change your password. Hold down the Ctrl-Alt-Delete buttons and choose, Change Password.

Your #1 Resource for ITS troubleshooting information is currently found in the following areas:

- <http://Take5.sheridan.edu> – helpful videos on commonly asked questions
- <http://Helpdesk.sheridan.edu> – entering work orders
- <https://mycollege.sheridan.edu> - FAQs (at the bottom left of the page)

Outlook

- Click on the Outlook button in your task bar. Outlook will open. Storage limitations on your account prevent you from having more than 100MB of email stored on the server. To overcome this limit you must create, and manage, Personal Folders within Outlook to store email. You will receive messages from the System Administrator when your Inbox is over the limit.
- Your Voice Mail can be retrieved from both your phone and your email. Voicemail does contribute to the size of your email Inbox. Therefore, the 100MB storage limit pertains to **both** email and voicemail.
- Please refrain from using work email as a message board, classified ad space or other personal notification service. If it isn't applicable to your job it probably shouldn't be sent out as a mass email at work.
- Please keep attachments to a minimum and ensure that attachments you send out do not exceed the size allowed. Although our email system will allow an attachment of up to 10MB, sending a mass email copies that file for every recipient you designate. A large file (5MB+) attachment sent to hundreds of people within an institution can actually bog down the email server and cause delays to all other incoming email at the time (or bring down the email server altogether).
- Remember that your work email, the email address and all correspondence is considered public information based on Wyoming statutes. Please keep this in mind with every email you send.

Barracuda

Access your SPAM filter by going to: <http://barracuda.sheridan.edu>. Once there, you will be presented with a login screen. Please enter your full email address and password.

We do not recommend adjusting anything within your “SPAM Settings” without contacting ITS first as there are very specific settings that could affect the overall performance of your email.

Phones

- You will need to set up your name and voice mail on your phone. Pick up your handset and push the messages button. The initial password to access the system is **1234**. The phone will walk you through setting up your name and your voice mail messages.

Datatel

- Access to Datatel is at the discretion of your Director. You will receive your username and initial password from IT. Change the password from the ST application (XPWD).

NWCCD Information Technology Services

My College Portal (<https://mycollege.sheridan.edu>)

- From this site, you can access WebAdvisor, Blackboard, WebMail and SharePoint; or you can log into each site with the following links, using your original username and password.

WebAdvisor: <http://scv-websserver.sheridan.edu:8080/WebAdvisor/WebAdvisor>

To enter time, grades, change address, etc.

Blackboard: <http://www.sheridan.edu/distance/bb9upgrade.asp>

Student learning system.

WebMail: <https://mail.sheridan.edu/exchange>

Access to email from anywhere on any computer.

SharePoint: <https://mycollege.sheridan.edu/>

Shared documents and collaboration site for departments.

School Dude

- School Dude is the site to submit all work orders for Maintenance, Custodial and IT requests. You can also schedule events.
- Go to www.helpdesk.sheridan.edu to submit a work request. You will initially be asked for your email address. Notice there is a tab for submitting work orders to specific departments. The password to submit a work order is **nwccd**.

Wireless

- Instructions for connecting to the College wireless are located at <http://www.sheridan.edu/sc/services/its/wireless>

VPN

- You must be connected to a valid internet connection
- You will be able to access your network files from home or on the road when you are logged into the VPN software loaded on your college issued laptop. Click on the VPN link on your desktop, enter your username and password, click connect and the icon will move to the taskbar in the locked position. You are now connected to the College network.
- If you do not have a college issued laptop then please use the links located in the "MyCollege Portal" section above as VPN access is not given to personal computers.

ITS Helpdesk: Our helpdesk will be manned from 7:30am – 9pm Monday through Thursday during the semester and 7:30am – 5pm on Fridays. After 5pm we will have student workers at the helpdesk that can answer basic questions and assist with video conference courses going on throughout the district.

Contact information: Call us: 307-674-3300/ On Campus Ext. 2600

Or go to our helpdesk website to submit a support ticket: <http://helpdesk.sheridan.edu>

The following systems are supported for 24 /7 system up time:

- VPN access
- Email
- Telephones
- Website & MyCollege
- Colleague & WebAdvisor
- Blackboard

Cisco Call Attendant Tips

Transferring Calls:

Select the **Transfer** button, key in extension, select transfer.

Call Forward to Messages:

Select **CFwdALL** and the **message** button

** This feature is great when you are going to be away from your desk for an extended period of time. The caller will appreciate getting right to your message!

Call forward to another number:

Select **CFwdAll** and then key in the extension

** Handy feature if you are going away on vacation and you want someone in your office to answer your calls, see personal settings below to change password.

Messages:

Setting up new password press **messages** and key in the initial password "12345", you will want to change this later to your own unique password.

Send message select 2

** Great for forwarding messages, this can also be done thru your email when checking messages.

Old messages select 3

** Sometimes this need to be cleaned out when you use your email to check messages.

Set-up options select 4:

Greetings #1

** Standard Greeting #1 (To Re-record)

** Alternate Message #2 (Changes to your alternate message)

** Edit Others #3 (Use this to change your messages, especially before switching to a different message!

** Standard #1 ~ Generally used for main message

** Closed #2

** Alternate #3 ~ Changed to reflect gone for holiday, vacations when using this it's helpful to put when the caller can expect a return call or who to call in their absence.

Message settings 2

Personal settings 3

** Change password #1

** Recorded name #2

Transfer settings 4

Placing a Conference Call

Follow these steps to turn a call into a conference call.

Procedure

- Step 1** During a call, press the **more** softkey and then the **Confm** softkey. Doing so automatically activates a new line and puts the first party on hold.
- Step 2** Place a call to another number or extension.
- Step 3** When the call connects, press **Confm** again to add the new party to the conference call.

Repeat these steps to add parties to the conference call.

Once the conference call initiator disconnects, no additional parties can be added.

You can drop the last party added by pressing the **RmLstC** softkey.

Sheridan College Police Call Out Procedure

Chief Jason Vela

Cell Phone **752-2253**
Office Extension **4150**
Monday-Friday 8:00am-5:00pm

Officer Josh McKinley

Cell Phone **752-2133**
Office Extension **4152**

Officer Sandy Litle

Cell Phone **752-9999**
Office Extension **4152**

Officer Allen Thompson

Cell Phone **752-9999**
Office Extension **4152**

Officer Brian McPhillips

Cell Phone **752-9999**
Office Extension **4152**

Sheridan Police Dispatch 672-2413

- For Emergency assistance please call **911** and give them your location. Campus and City Police will be dispatched by radio to your location. Do not dial a '7' before dialing **911**.
- For immediate assistance call Jason Vela at **752-2253** or Josh McKinley at **752-2133**
- For low priority calls please call the **4150** Office Extension and leave a message. The Campus Police will return your call as soon as they receive your message.
- In the event that Campus Police cannot be reached and it is not an emergency, call the Sheridan Police Dispatch at **672-2413** they will contact someone to help you.

INSTRUCTIONS FOR FILLING OUT AN INCIDENT REPORT ON THE SHERIDAN CAMPUS

For answers to any further questions, please contact the Campus Police.



NWCCD Procedure for Non-Life Threatening Accidents

Step 1

Render necessary first aid.

Step 2

For Sheridan College notify Campus Police, for Gillette College notify a college administrator, they will document the event and provide assistance.

Step 3

If the injured party needs additional medical attention but the injured party refuses medical transport via ambulance, it is the responsibility of the injured party to seek medical attention on his or her own.

Step 4

Fill out the provided incident report form and submit it to Starr Zabel.

Step 5

The supervisor/instructor should follow up with the injured party in a timely manner and inform them that they must meet with Starr Zabel to complete accident insurance paper work.



Northern Wyoming Community College District Incident Reporting Form

Northern Wyoming Community College District officials require **ALL injuries** and **auto mobile accidents** be reported that are sustained while on District property and/or while participating in District recognized activities. This report should be completed no matter how minor the injury may have been. A District representative must complete all sections of this form within 24 hours after the injury is first reported. Once completed, a copy of this report must be sent to the Office of the Vice President of Administrative Services. Please provide a thorough answer to all applicable sections.

For further information or if you have any questions, please contact the Office of the Vice President of Administrative Services at 307-674-6446 x2841.

Northern Wyoming Community College District Incident Report

I hereby verify that the following information is correct and accurate to the best of my knowledge.

Part 1: NWCCD Incident Identifier Information (representative filling out this form):

First Name	Last Name	Daytime Phone Number
Employee Job Title	Employee Department	On Campus Extension
Home Address	City, State	Zip Code
Did anyone witness the incident?	Witness Name(s)	Witness Telephone Number (s)

Part 2: Injured Person Information:

First Name	Last Name	
Employee Job Title (If Applicable)	Employee Department	Employee Phone Number
Home Address	City, State	Zip Code
Gender	District Status	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Full Time Employee <input type="checkbox"/> Part Time Employee	<input type="checkbox"/> Student <input type="checkbox"/> Guest

Part 3: The Incident:

Date of Incident	Time of Incident	Location of Incident
<p>Where did the incident occur? <i>Please be as specific as possible, building & room number or in relation to a known fixed object. Example: In the hallway of the Whitney building next to the coffee cart.</i></p> <hr/> <hr/> <hr/> <hr/>		
<p>What was the individual doing just before the incident occurred? <i>Describe the activity, as well as the tools, equipment, or material the individual was using. Be specific. Examples: climbing a ladder while carrying a paint can; spraying chlorine from a hand sprayer; daily computer key-entry</i></p> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>What happened? <i>Explain how the incident occurred. Examples: When the ladder slipped on wet floor, worker fell 20ft; worker was sprayed with chlorine when gasket broke during replacement; worker developed soreness in wrist over time.</i></p> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>What is the injury or illness? <i>Identify the part of the body that was affected and how it was affected. Indicate left or right. Please be more specific than "hurt", "pain", "sore". Examples: "twisted left ankle", "chemical burn on lower left arm", "one inch cut on right wrist"</i></p> <hr/> <hr/> <hr/> <hr/>		

Part 4: Response / Treatment:**Who responded to the incident scene? (Please check all that apply)**

- | | |
|--|---|
| <input type="checkbox"/> NWCCD Police and/or Security | <input type="checkbox"/> Resident Assistant |
| <input type="checkbox"/> NWCCD Faculty or Staff member | <input type="checkbox"/> No One |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Other: |

What treatment was received? (Please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> No Treatment | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Treatment Refused | <input type="checkbox"/> Beyond First Aid |
| <input type="checkbox"/> First Aid | |

Please describe the treatment given. (If treatment is refused have victim sign below)

Was the individual treated/taken to the Emergency Room?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Part 5. Signatures:**Injured Acknowledgement and Signature**

I have been apprised that I may seek medical attention and would like to do so.

Signature: _____ Date: _____.

I have been apprised that I may seek medical attention but decline to do so.

Signature: _____ Date: _____

Witness Signature

Signature of Witness: _____

Date: _____

Northern Wyoming Community College District Board of Trustees

<p>Mrs. Kati Sherwood, Chair 8 S. Sharptailed Road Sheridan, WY 82801</p> <p>307-674-6547(h) 307-672-2092(w)</p> <p>kati@actaccess.net</p>	<p>Mr. Jerry Iekel 425 W. Heald Sheridan, WY 82801</p> <p>307-672-2057 (h)</p> <p>jerry@iekel.net</p>
<p>Mr. Bruce Hoffman, Vice Chair 1696 Colony Park Drive Sheridan, WY 82801</p> <p>307-672-2569 (h)</p> <p>basketb@fiberpipe.net</p>	<p>Mr. R. Scott Ludwig 51 Coffeen Ave., Suite 202 Sheridan, WY 82801</p> <p>307-683-2902 (h) 307-672-9738 (w)</p> <p>scott@rsludwig.com</p>
<p>Mr. Robert L. Leibrich, Treasurer 1742 Hillcrest Dr Sheridan, WY 82801</p> <p>307-672-1494 (w) 307-673-1040 (h)</p> <p>robert.leibrich@fib.com</p>	<p>Mr. Jack Tarter Johnson County Advisory Board 582 N. DeSmet Buffalo, WY 82834</p> <p>307-684-7336 (h)</p> <p>jtarte@vcn.com</p>
<p>Mr. Rolf Thor Distad, Secretary 25 Foothill Drive Sheridan, WY 82801</p> <p>307-751-3751 (cell)</p> <p>RTDistad@hotmail.com</p>	<p>Mr. Dave Ebertz Gillette College Advisory Board 1011 Beaver Drive P.O. Box 1526 Gillette, WY 82717</p> <p>307-685-0614 (w) 307-686-5737 (fax)</p> <p>dcebertz@daveebertz.com</p>
<p>Mrs. Norleen Healy 730 Clarendon Avenue Sheridan, WY 82801</p> <p>307-674-9444 (h)</p> <p>nhealy@sheridan.edu nhealy@bresnan.net</p>	<p>Mr. Hayden Heaphy, Attorney Davis and Cannon P.O. Box 728 Sheridan, WY 82801</p> <p>307-672-7491(w) 307-672-8955 (fax)</p> <p>Hayden@davisandcannon.com</p>

ACCESSING YOUR WEBADVISOR

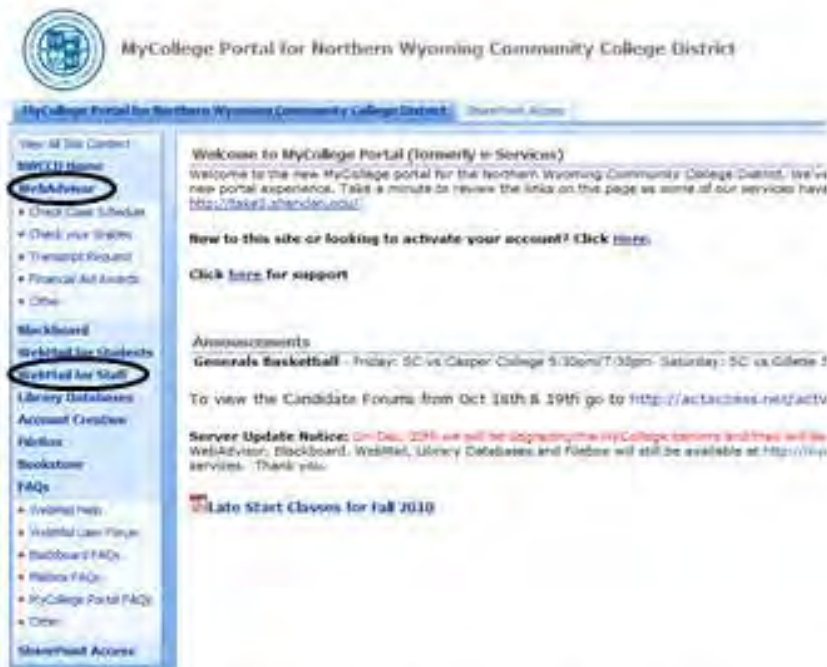
Where you can enter time, get paystubs, access leave, among other employment items.

Step 1: Go to the NWCCD or SC or GC home page.

Step 2: Click on the MYCOLLEGE button



Step 3: A new window will open up where you can access WebAdvisor (time entry, paystubs...) and WebMail for Staff.



Step 4: Click WebAdvisor and another window will open up. In this window, you will enter your username and password (these are your main system id and password). Then Click Submit.

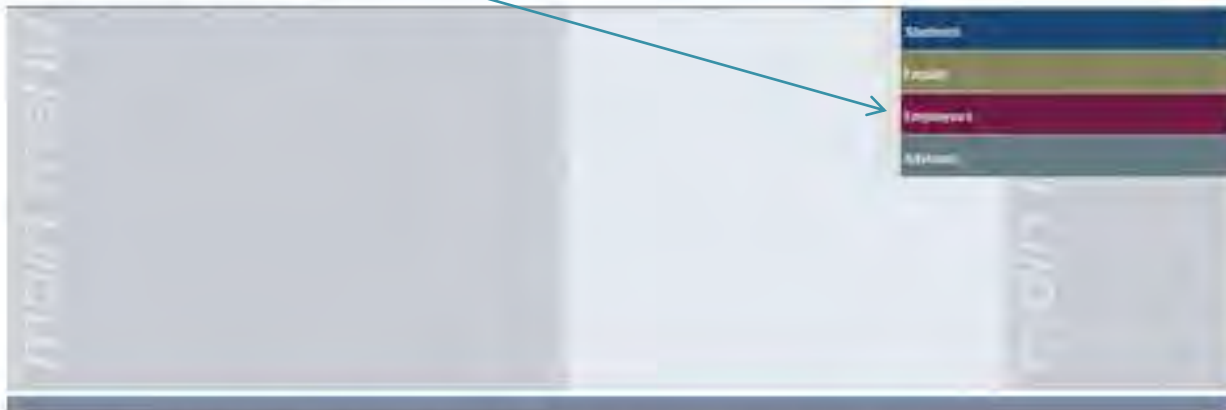
Log In

User ID:

Password:

Show Hint:

Step 5: Click on Employees:



Step 6: The main menu will appear where you can select any of the following:

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

User Account

- [Address Change](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stands](#)
- [Total Compensation](#)
- [Pay Advices](#)
- [W-2 Electronic Consent](#)
- [W-2 Statements](#)
- [Available T4 Slips](#)

Time Entry and Approval

- [Time entry](#)
- [Time history](#)
- [Time approval \(for supervisors\)](#)
- [Employee history \(for supervisors\)](#)

Communication

- [My Documents](#)

Annotations:

- From **Leave Plan Summary** to **To View Leave Balances**
- From **Pay Advices** to **To View Pay Advices**
- From **Time entry** to **To Enter Time for Approval**
- From **Time history** to **To View Past Entries**

Employee Profile contains leave information, paystubs (Pay Advices), position information, and tax information.

Time Entry Area is where you can access past time sheets or enter your current time sheet.

SAMPLE LEAVE STATEMENT

Leave Plan Summary

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
VSP	Specialty Staff - Vacation	002410	8.6700	272.00	272.00	34.00
SSP	Sick, Staff P/L Leave	002410	0.0000	960.00	0.00	21.00
PRP	Personal Leave	002410	16.0000	16.00		2.00
JUR	Jury Duty	002410				0.00
WOL	Welfare Leave	002410				-32.00
EML	Emergency Leave	002410				0.00
EDL	Educational Leave	002410				0.00
DPL	Comp Time Leave	002410				0.00
REL	Reemployment Leave	002410				0.00

OK

Accrual Rate is the rate at which you will get vacation, sick and personal leave.

Accrual Limit is the Maximum amount of leave that you can have.

Current Balance is the amount of leave that you have obtained to date.

DISCOUNT ON YOUR HEALTH INSURANCE

Visit the Healthier Wyoming Website for more information and to register:

<http://www.healthierwy.org>

WELLNESS INSURANCE PREMIUM DISCOUNT 2012

WELLNESS INSURANCE PREMIUM DISCOUNT INSTRUCTIONS Healthier WY Minimum Participation Requirements:

To receive a \$480 wellness insurance premium discount for plan year 2012, the following three Healthier WY requirements must be completed no later than September 30, 2011:

1. Complete a confidential Health and Wellness Assessment online after October 1, 2010 at: www.healthierWY.org - **CLICK HERE**
2. Receive an annual wellness physical from your own personal licensed healthcare provider. Forms will be mailed the first part of October 2010.
3. Register and participate in at least three of the six offered bi-monthly challenges and adhere to guidelines.
 - o **Grand Teton Fitness Challenge - 10/4-11/14**
 - o **Maintain - Don't Gain - 11/22-1/2**
 - o Organize & Rejuvenate - February 2011
 - o Train Your Brain - April 2011
 - o Flab On Fire - June 2011
 - o Back To Basics - August 2011



To Get Started:

- Complete a confidential Health and Wellness Assessment online: **CLICK HERE**
- Complete this Wellness Insurance Premium Discount Form to document your annual wellness physical with your own personal licensed healthcare provider.
- Register for three bi-monthly challenges, comply with the guidelines, and enter completion status on the Healthier WY website using your Healthier WY Code or return the challenge tracking card through U.S. mail. Each bi-monthly challenge must be completed in the month offered and reported by published deadline.
- Return form in reply envelope to:
 - o IHW Form Processing Center
State of Wyoming - Healthier WY
10580 N. McCarran Blvd #115-397
Reno, Nevada 89503

Submitting this form provides documentation that you have completed the Healthier WY requirement of receiving an annual wellness physical. Please ensure you have correctly entered your unique Healthier WY Code so that we can accurately apply the \$480 wellness insurance premium discount for plan year 2012. If you have misplaced your code, please contact the Healthier WY office through an online request at the Healthier WY website. No protected health information is required as part of form submission nor will Healthier WY collect any individual health risk data. Take care of yourself and seek appropriate medical care for health risk factors in a responsible manner.

Optional: Annual Health Report Card - Not Required for the 2012 Premium Discount

Employee Discounts



There are several programs that are available to employees of NWCCD.

- Tickets to some college events at a discount or free
 - See the HR department or Front Desk for assistance.
- Discounts at the College Bookstore
 - Notify the Bookstore when you check out.
- Employee Discounts when you purchase a Munch Card from Sodexo on the Sheridan Campus
- To obtain the following discounts, refer to the instructions on the next few pages:
 - Dell Computer Discount
 - Hewlett-Packard (HP) Discount
 - Microsoft Office Software Agreement
 - Verizon Wireless Discount

Dell Computer



Dell Employee Discount:

Many of you have expressed an interest in discounts that employees of NWCCD may be able to get when purchasing Dell computers & equipment. We have an employee purchase program setup with Dell to provide discounts on Dell purchases to all employees & their family members.

You do not need to go through our IT department, simply follow the instructions below:



-to speak with a sales professional and customize a personal solution: 1-800-695-8133 (opt 2)

-to customize your own personal solution Online: www.dell.com/epp

-visit www.dell.com/eppvideo for step by step instructions for navigating the website

Reference your member ID # **US2654859**

Pricing is based on our consumer pricing on the Dell Home Sales website so employees will get the EPP discount on top of any weekly specials, free upgrades, etc that may be available.

OR:

Go to www.delluniversity.com, enter the information to find your school and then you can shop.

Microsoft Office



Microsoft Work at Home Software:

You are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer.

Under the Home Use Program, you and our other employees who are users of qualifying applications at work may acquire a licensed copy of the corresponding Home Use Program software to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Please note that some product and language versions may not be available at the time you place an order. For up-to-date information on the availability of Home Use Program software, please visit <http://microsoft.com/licensing>.

To access the Microsoft Home Use Program Web site:

1. Go to <https://hup.microsoft.com/>
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your corporate e-mail address and insert the following program code, **7F9161E0A9**.

Note: This program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization.

4. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.

We trust you will enjoy this benefit and look forward to your participation.

Hewlett-Packard



Please use the following login instructions to access HP Academy:

1. Go to www.hpdirect.com/academy
2. Hit the "I'm an Educator" button, then "Sign UP & Shop" button.
3. Enter your First & Last name, email address, password of choice, and select your school..
4. Once you have set up your account, you can sign in with your email address and password.
5. You can also call the HP Home & Home Office sales center at 866-433-2018 for assistance, and to place your order on the phone.

Verizon Wireless



Verizon Employee Discount: 18%

Employee User Enrollment Form

Enrollment Process:

Please complete the below steps to successfully convert your current Verizon Wireless service to the Employee User Program and take advantage of these great plan rates!

- 1 Complete the information below.
- 2 Photocopy your current Employee Photo ID. If you do not possess or cannot fax an Employee Photo ID, please photocopy your current pay stub (delete account & salary info). ***This information is needed for verification purposes.***
- 3 Fax the completed Cover Enrollment Form & photocopy of Employee Photo ID or recent Pay Stub to 1-800-711-7788.

*A price plan with the monthly access of \$34.99 or higher is required to be eligible for the employee discount. Family Share Primary Lines (\$34.99 or higher) are eligible. Family Share Secondary lines are NOT eligible. Visit My Account at www.verizonwireless.com or contact Verizon Wireless Customer Service at 1-800-922-0204 if a price plan change is required.

Employee User Enrollment Contact

Information:

*Employer Name: _____ *Employee Last Name: _____
*First Name: _____ *Work Phone: _____
*Home Phone: _____ *Cellular Number: _____ *E-mail Address: _____

Employee End User Agreement:

I understand that by registering my line, I will receive a discount on my monthly access fee and will be able to activate future service and to obtain equipment at a special rate as a result of my employment with

(Print your employer's name & address)

I further acknowledge and understand that I am receiving my calling plan rate based on my Employer's overall line attainment with Verizon Wireless. From time-to-time, my calling plan rates may be adjusted to those associated with the actual total line attainment of my Employer. I understand that I cannot terminate my service without an Early Termination Fee because of a rate adjustment to which my Employer agreed, notwithstanding anything to the contrary in the Customer Agreement. I acknowledge and understand that certain information relating to the service, including name, mobile telephone number and monthly charge total, may be released to my Employer. Verizon Wireless reserves the right to require proof of continued employment with my Employer from me. If a review of my employment status reveals that I am no longer an employee, Verizon Wireless reserves the right to adjust the calling plan rates for the period of time I was not a current employee and switch me to a commercially available calling plan or to a non-discounted calling plan for the remainder of my Customer Agreement term.

By: _____ (Employee Signature) *Name: _____
(Employee Name Printed & Employee ID#) *Date: _____

*Indicates required field

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For Verizon Wireless Use Only

ECPD ID: 135201

Sales Rep Name: Cynthia Trumble

Group ID:

Sales Rep ID/Ecode: EBV87



**SHERIDAN COLLEGE
FITNESS CENTER
2011 SPRING SEMESTER
HOURS**

**MONDAY THROUGH THURSDAY
7 AM—9 PM**

**FRIDAY
7 AM—5 PM**

**SATURDAY & SUNDAY
1 PM—4 PM**

**WALKING TRACK HOURS
MONDAY –FRIDAY 7 AM—9 PM
FRIDAY 7AM—5 PM
SATURDAY & SUNDAY 1 PM—4 PM**

*CLOSED MONDAY, JANUARY 17, 2011.
SPRING SEMESTER HOURS BEGIN TUESDAY, JANUARY 18TH*

Department Checklist

Attendance

- Attendance Policy
- Work Schedule / changes
- Tardiness
- Calling in sick (when and whom)
- Lunch periods
- Inclement Weather
- Official College Closure
- Requests for Time off

Job Expectations

- Training on day-to-day operations
- Performance Evaluation Schedule
- Job Responsibilities and Goals
- Corrective Discipline and Appeals Process
- Chain of Command

Equipment & Property Use

- Ordering Supplies
- Photocopying
- Operation and Maintenance of Equipment
- Voice Mail & Greeting
- Fax
- Mail (Inner Office & Postal)

Safety & Security

- Keys & Building/Office Access
- Building Hours & After Hours Procedures
- Evacuation Plans & Location of Fire Extinguishers
- Accidents & Emergencies (First Aid Kit)

Personal Concerns

- Break Room Facilities
- Restroom Locations
- Safeguarding Personal Belongings
- Smoking Policy

Professionalism

- Customer Service Role and Standards
- Personal Phone Calls & Visitors
- Integrity
- Appropriate Dress
- Confidentiality

Facility & Co-workers

- Meet Co-workers
- Co-worker's roles/responsibilities
- Where to Park
- Facility Map

