

AGENDA
Northern Wyoming Community College District
Board of Trustees Meeting
Johnson County School District Office
601 W. Lott
Buffalo, Wyoming
Ph. 307-684-9571
Thursday, January 20, 2011
5:00 p.m.

- 1. Call to Order and Roll Call**
- 2. Public Hearing**
- 3. Agenda Additions/Deletions**
- 4. Consent Agenda**
 - a. Minutes – December 16, 2010**
 - b. Financial Reports**
- 5. President's Report**
 - a. Foundation Report – Susan Bigelow, Vice President of Development**
- 6. Gillette College Advisory Board Report – Dave Ebertz, Chair**
Johnson County Advisory Board Report – Jack Tarter, Chair
- 7. Organization Reports: Faculty Senate – Courtney Green, Faculty Senate Representative**
- 8. Public Comments**
- 9. Unfinished Business**
- 10. New Business**
 - a. Appoint Gillette College Advisory Board Members – Paul Young, President**
 - b. Gillette College Advisory Board Revised By-Laws – Mark Englert, Vice President of Gillette College**
 - c. Board Retreat Summary – Kati Sherwood, Board Chair**
- 11. Adjourn**

2. Public Hearing – Budget Revision

The Board Chair shall recess the regular Board meeting and convene the public hearing. After requesting any public comment and hearing such comment, the public meeting shall be adjourned and the Chair will immediately reconvene the regular Board meeting.

The Board will then act on the proposed budget revision.

PROPOSED MOTION:

_____ moves and _____ seconds that the Board approve the unanticipated revenue and appropriations in the BOCHES and Operating funds as presented.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that Northern Wyoming Community College District, State of Wyoming, operating as Sheridan College, will hold a public hearing at 5:00 PM MDT on Thursday, January 20, 2011, Johnson County School District Office, 601 W. Lott, Buffalo, WY, on the proposed budget revision, at which time any and all persons may appear and be heard.

BOCHES FUND

Unanticipated Revenue	
Local Grant	<u>\$521,000</u>
Total Unanticipated Revenue	\$521,000
Appropriations	
Operating Expenditures	<u>\$521,000</u>
Total Appropriations	\$521,000

OPERATING FUND

Unanticipated Revenue	
Tuition and Fees	<u>\$125,000</u>
Total Unanticipated Revenue	\$125,000
Appropriations	
Operating Expenditures -	
Adjunct Salaries	<u>\$125,000</u>
Total Appropriations	\$125,000

Dated this 10th Day of January, 2011

BY:/S/ Kati Sherwood, Chair
Board of Trustees
Northern Wyoming Community College District

Publication: January 13, 2011

10a. Appoint Gillette College Advisory Board Members

Administration recommends that four new Gillette College Advisory Board members be appointed through **12-31-13** and five current members be re-appointed through **12-31-13** as outlined in the following letter:

For appointment through 12-31-13

Mr. Duane Evenson, former mayor
Mr. John Kertesz, mining industry
Mr. Carey Martin, Wyoming Machinery
Mr. Larry Sjolin, Wyoming Machinery

For re-appointment through 12-31-13

Dr. Joe Maycock, optometrist
Mr. Greg Schaefer, mining industry
Mr. Scott Barstad, wealth management
Mr. Dan King, computer services industry
Ms. Debby Lawrence, volunteer

In addition, as standing members

Ms. Baerbel Merrill, represent the Campbell County Memorial Hospital
Jerry Tystad, represent Campbell County Economic Development

January 19, 2011

President Paul Young
Northern Wyoming Community College District
P. O. Box 1500
Sheridan, WY 82801-1500

Dear Dr. Young:

At the December meeting of the Gillette College Advisory Board, the members voted to recommend that the Board of Trustees approve the following appointments to the Gillette College Advisory Board:

Reappoint Dr. Joe Maycock, optometrist; Mr. Greg Schaefer, mining industry; and Mr. Scott Barstad, wealth management; Mr. Dan King, computer services industry; and Ms. Debby Lawrence, volunteer; whose terms will expire December 31, 2013.

Appoint Mr. Duane Evenson, former mayor; Mr. John Kertesz, mining industry; Mr. Carey Martin, and Mr. Larry Sjolín, Wyoming Machinery; whose terms will expire December 31, 2013

Additionally, Ms. Baerbel Merrill will represent the Campbell County Memorial Hospital and Jerry Tystad will represent Campbell County Economic Development as standing members.

All of these people have expressed a willingness to serve and we would appreciate your favorable consideration of this request.

Sincerely,

Mark Englert, PhD
Vice-President
Gillette College

10b. Gillette College Advisory Board Revised By-Laws

The Gillette College Advisory Board has updated its By-Laws and presents them to the Board of Trustees for approval.

*Gillette College Advisory Board of the
Northern Wyoming Community College District*

BY LAWS

**ARTICLE I
OFFICE**

The principal office of the Gillette College Advisory Board shall be located at the Gillette College in the City of Gillette, Campbell County, Wyoming, or at such other place as the Board may designate from time to time.

**ARTICLE II
ADVISORY BOARD**

Section 1-Purpose

The Advisory Board will act on behalf of the Gillette College of Northern Wyoming Community College District and will serve as an advocate for the Gillette College.

Section 2- General Powers

The business and affairs of the Gillette College Advisory Board shall be managed by the Rules and Regulations of the Board of Trustees of the (NWCCD) Northern Wyoming Community College District.

Section 3 – Number, Tenure and Eligibility

- (A) The number of Advisory Board Members shall be a minimum of fifteen (15) and a maximum of twenty-seven (27), and each Board Member shall serve a term of three (3) years, renewable thereafter, except as provided below. Advisory Board Members shall hold office through the annual meeting of the Advisory Board held in December of the year in which their term expires.
- (B) Candidates must be residents of Campbell County, Wyoming. Employees of the Gillette College are not eligible but may serve in an ex-officio capacity. Membership shall consist of those who apply for or are proposed for Board Membership, and who are recommended by the Advisory Board of the Gillette College and approved by the NWCCD Board of Trustees.
- (C) Standing Advisory Board Memberships shall be established for a representative of the following entities: the Campbell County School District, the Gillette Workforce Services, the Campbell County Economic Development, the City of Gillette, the Campbell County Memorial Hospital, and the Campbell County Board of Commissioners. Each of the entities above shall select a representative to serve on the Advisory Board and propose

the representative to the Advisory Board for consideration and approval by the Advisory Board and ratification by the Northern Wyoming Community College District Board or Trustees. The chair of the Gillette College Foundation shall serve as an ex-officio member of the Board.

Section 4 – Annual Meeting

The Annual Meeting of the Advisory Board shall be held on the December meeting date of the Gillette College Advisory Board without further notice except as provided by these By Laws. The same shall be held in conjunction with the regularly scheduled business meeting of the Board.

Section 5 – Special Meetings

Special meetings of the Advisory Board may be called by or at the request of the Chair, a majority of the members of the Executive Committee, or by a majority of the then serving Advisory Board.

Section 6 – Notice

Notice of any meeting or other matters may be given by mail, phone, telefax, or any other acceptable method needed to contact the membership of the Advisory Board for any regular or special meeting to be called. The Executive Vice-President shall be responsible for providing notices of meetings to the Board Members.

Section 7 – Quorum

Forty percent (40%) or more of the members of the Advisory Board shall constitute a quorum. If there is not a quorum present at a meeting, no official board action can be taken and the meeting may be adjourned.

Section 8 – Manner of Acting

The act(s) of the majority of the Board Members present at a meeting at which a quorum is present shall be the act(s) of the Gillette College Advisory Board.

Section 9 – Vacancies

In the event a vacancy occurs on the Advisory Board, a member of the Advisory Board may propose, for the consideration and approval of the Advisory Board, a person to fill the vacancy. The person appointed to fill the vacancy shall be appointed for the remainder of the term of the vacant Advisory Board seat.

Section 10 – New Members

Subject to the provisions of Section 3 above, new Advisory Board members may be proposed to the Advisory Board for consideration and approval during the Annual Meeting described in Section 4 of this Article or during a Special Meeting of the Advisory Board pursuant to Section 5 of this Article.

Section 11 – Ratification by Trustees

Any approval by the Advisory Board of either a new member or a member to fill a vacancy shall be subject to ratification by the Northern Wyoming Community College District Board of Trustees.

ARTICLE III OFFICERS

Section 1 – Officers

The Officers of the Gillette College Advisory Board shall consist of the Chair, Vice Chair, Secretary and Executive Vice Chair. The Officers shall be elected by the membership of the Advisory Board.

Section 2 – Term of Office

The term of office for the Officers shall commence on January 1st of each year and shall end on December 31st of the same year.

Section 3 – Removal

Any Officer, Director, or agent elected or appointed by the Advisory Board may be removed by the Advisory Board whenever in their judgment the best interest of the Board would be served.

Section 4 – Vacancies

A vacancy in any of the offices because of resignation, removal, disqualification or any other reason, may be filled by the recommendation of the Advisory Board for unexpired portion of the term, and ratified by the Board of Trustees of the Northern Wyoming Community College District.

Section 5 – Chair

The Chair shall be the principal executive officer of the Gillette College Advisory Board, and subject to the control of the Advisory Board. The Chair shall, in general, supervise and direct the business and affairs of the Gillette College Advisory Board. The Chair shall preside at all meetings of the Advisory Board. The Chair may sign, within the regulations of the Northern Wyoming Community Board of Trustees, any instruments thereby authorized as directly under the control of the Gillette College Advisory Board. The Chair shall perform all duties incident to the office of the Chair of the Advisory Board and such other duties as may be prescribed by the Board of Trustees of the Northern Wyoming Community College District.

Section 6 – Vice Chair

In the absence of the Chair or in the event of death, inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have the powers of the Chair.

Section 7 – Secretary

In absence of both the Chair and Vice Chair, the Secretary shall perform the duties of the Chair, and when so acting, shall have the powers of the Chair. The Secretary will record actions of the Advisory Board to ensure that those records are distributed to the general membership.

Section 8 – Executive Vice Chair

The President of the Northern Wyoming Community College District or his designee will provide support to the Advisory Board as needed and shall serve in an ex-officio capacity on the Advisory Board.

Section 9 – Budget Oversight Committee

At the beginning of The Chair's term of office, the Chair shall appoint a committee of three (3) members to serve on the Budget Oversight Committee. Their purpose shall be to make recommendations to the Board and the Gillette College to assure the Gillette College receives adequate funding.

Section 10 – Ad-hoc Committees and Liaisons

Ad-hoc Committees and Liaisons may be appointed by the Chair as needed.

ARTICLE IV ANNUAL/FISCAL TIME UNIT

The annual term of operation shall commence on January 1st and end December 31st each year, unless otherwise determined by the Advisory Board.

ARTICLE V WAIVER OF NOTICE

Whenever any notice is required to be given to any Board Member of the Gillette College Advisory Board under the provisions of these By Laws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time state therein, shall be deemed equivalent to the giving of such notice.

ARTICLE VI AMENDMENTS

The By Laws may be amended by a majority vote of the then serving Advisory Board members.

10c. Board Retreat Summary

Members of the Board and the President will provide a summary of the annual retreat held at The Ranch at Ucross on January 10-11, 2011.