

AGENDA
Northern Wyoming Community College District
Board of Trustees Meeting
Sheridan College in Johnson County Facility
235 S. Main Street, Buffalo, WY
Thursday, January 21, 2010
5:00 p.m.

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
 - a. Minutes – December 17, 2009 and January 8, 2010
 - b. Financial Reports
4. Interim President's Report
 - a. Foundation Report – Susan Bigelow, Dean of Development
5. Gillette College Advisory Board Report – Dave Ebertz, Chair
Johnson County Advisory Board Report – Jack Tarter, Chair
6. Organization Reports: Student Senate – Adam Bunker, President
Faculty Senate – Tracy Dearing, President
7. Public Comments
8. Unfinished Business
 - a. Two Policy Additions and One Policy Revision – Third Reading: Series 2010/2010.1, 8105, and 4065 – Chair Bruce Hoffman and Jon Connolly
 - b. New Café and Store Name Proposal: Second Reading – Adam Bunker, Student Senate President
 - c. SEEDA/Forward Sheridan Partnership Proposal – Mark Englert
9. New Business
 - a. Approval of New Gillette College Advisory Board Members – Jon Connolly
 - b. Approval of 2011-12 (July 1, 2011 through June 30, 2012) Holiday Calendar – Cheryl Heath
 - c. Approval of 2011-12 (July 1, 2011 through June 30, 2012) Academic Calendar – Jon Connolly
 - d. ACCT Contract and Presidential Search Committee – Vice Chair Kati Sherwood
 - e. Board Retreat Date – Chair Bruce Hoffman
10. Adjourn

8a. Two Policy Additions and One Policy Revision – Third Reading

Trustee Walt Wragge developed the new proposed policy and procedure, Series 2010/2010.1, *Executive Succession Plan*, for third reading which outlines an executive succession plan. Revisions have been made following discussions after the first and second readings at the November 2009 and December 2009 Board meetings.

The new proposed policy, Series 8105, *New Trustee Orientation*, which outlines recommended activities for new trustees to gain a full understanding of their role and responsibility is also presented for third reading remaining unchanged since its first reading at the November 2009 Board meeting.

Interim President Jon Connolly presents a proposed revision to policy, Series 4065, *Employee Benefits*. The changes have been reviewed by Faculty Senate and the Personnel Policy Committee. Administration recommends approval of the following changes:

Personal Leave: remove language requiring President's approval and restriction on when days can be taken. Add 1 day of personal leave for designated part-time employees (over 20 hours and less than 40 hours per week).

Sabbatical Leave: clarify language regarding granting of sabbaticals and length of sabbatical.

SERIES 2010
Executive Succession Plan

- I. A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Northern Wyoming Community College District to be prepared for an eventual permanent change in leadership – either planned or unplanned – to insure the stability and accountability of the organization until such time as new permanent leadership is identified. The board of trustees shall be responsible for implementing this policy and its related procedures.
- I. It is also the policy of the board to assess the permanent leadership needs of the organization to help insure the selection of a qualified and capable leader who is representative of the community, a good fit for the organization's mission, vision, values, goals and objectives, and who has the necessary skills for the organization.
 - A. To insure the organization's operations are not interrupted while the board of trustees assesses the leadership needs and recruits a permanent executive officer, the board will appoint an Interim President, if necessary, as described below.
 - B. The Interim President shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, loans approved, reports due, contracts, licenses, certifications, memberships, obligations to lenders or investors of the Northern Wyoming Community College District, and others.
- II. It is also the policy of the Northern Wyoming Community College District, to develop a pool of candidates for its permanent President position.

- A. The Northern Wyoming Community College District shall consider an external recruitment and selection process, while at the same time encouraging the professional development and advancement of current employees.
- B. The Interim President and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the transition committee according to the guidelines established for the search and recruitment process.

Series 2010.1 Executive Succession Plan

In the event that the district would suddenly lose the president, due to removal by the Board or death/incapacitation, the Chief Financial Officer would assume the role of Acting President until an Interim President can be chosen, if necessary. If the board decides that an Interim President is necessary the following procedure will be followed:

- I. **In the event** a temporary change in the Presidency (i.e. an extended illness or leave of absence) or the President is no longer able to serve in this position (i.e., leaves the position permanently), the board of trustees shall do the following:
 - 1. Within **15** business days appoint an interim President from the following:
 - A. Chief Academic Officer
 - B. Chief Administrative and Financial Officer
 - C. Chief Student Services Officer
 - D. Chief Development Officer
 - E. Campus Executive Gillette College
 - F. Or other person from **inside/outside** the district with appropriate qualifications
 - 2. Within 15 business days **after the appointment of an Interim President** appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the executive staff (who shall be a non-candidate for the permanent President position) and two members of the board of trustees. It shall be the responsibility of this committee to implement the following preliminary transition plan:
 - A. Communicate with key **internal/external** stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key **external** stakeholders who **should** be contacted, such as lenders and investors of the Northern Wyoming Community College District, foundations, government agencies, and other.
 - B. Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
 - C. Review the NWCCD Strategic Plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities and threats to identify priority issues that may need to be addressed during the

transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.

- D. Establish a time frame and plan for the recruitment and selection process.

The board should use similar procedures in case of an executive transition that simultaneously involves the President and other key management. In such instance, the board may also consider temporarily subcontracting some of the organizational functions from trained consultant or other organizations.

SERIES 8105

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, AQUIP 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.

(Changes reflected by language crossed out; new language highlighted)

**SERIES 4065
EMPLOYEE BENEFITS PROGRAMS**

I. Full Time Employee Benefits

The benefits for full time employees are authorized as follows:

(2) Personal Leave

Personal leave of two (2) days per semester may be granted to any full-time employee of the District. This is interpreted to mean January 1 through June 30

and July 1 through December 31. Personal leave must be used in the semester earned or it shall be forfeited. Such absences shall be granted at full pay upon submission of request by the individual to their supervisor, the Division Chairperson and/or the immediate supervisor and approval by the President or his/her designee. Personal leave is not to be taken the day preceding or following an official District vacation period without the President's concurrence.

(9) Sabbatical Leave

(a) Purpose. Sabbatical Leave may be granted for the purpose of increasing the individual's professional competence and value to the District and for enhancing his/her personal and professional growth. Sabbatical leave time may be used for study which may or may not lead to an advanced degree, for research, for writing, for educational travel, for work in the area of the individual's specialty, or for any combination of these.

(b) Eligibility. All full-time faculty and staff members shall be eligible for sabbatical leave after having completed six (6) continuous years of full-time contractual service at the District. Half-time faculty members and part-time staff members who have been in continuous service and who are promoted to full-time employment shall be allowed prorated credit for their service to the District when being considered for sabbatical leave. A recipient of a sabbatical leave shall become eligible to apply for a subsequent sabbatical leave after again fulfilling the requirements, with time of service being calculated from the date of return to full-time duties at the District.

Any eligible faculty member may apply for and with approval is entitled to eligible for: (a) One semester with full pay; or (b) Two semesters (one academic year) with half pay, or (c) an alternative that is comparable in time and pay to (a) and (b) and is limited to take place within a maximum time frame of one academic year plus the previous summer (two semesters and two summers). Sabbaticals are granted in priority order as determined by the Chief Academic Officer, based on available funding.

Any eligible staff member may apply for and with approval is entitled to: (a) six months with full pay; or (b) 12 months with half pay, or (c) an alternative that is comparable in time and pay to (a) and (b) and is limited to a continuous 12 month period.

(c) Sabbatical leaves are granted with the understanding that the employee will return to the District for at least one contractual year after the leave has been taken. If the employee fails to return for at least one contractual year, he shall be required to reimburse the District an amount equal to the cost of the sabbatical, unless prevented by death or disability.

II. Designated Part-Time Employee Benefits

The benefits for designated part-time employees are as follows:

K. Leave

(f) Personal leave of one (1) day per semester may be granted to any designated part-time employee of the District. This is interpreted to mean January 1 through June 30 and July 1 through December 31. Personal leave must be used in the semester earned or it shall be forfeited. Such absences shall be granted at full pay upon submission of request by the individual to their supervisor.

8b. New Café and Store Name Proposal: Second Reading

Adam Bunker, Student Senate President, provided a written report on the proposed title for the new café and store name in Hayes Villa at the December 2009 Board meeting. The Dental Hygiene Club had submitted the name, "Mountain View Café and Market." It is supported by Student Senate.

8c. SEEDA/Forward Sheridan Partnership Proposal

This item was tabled at the December 2009 Board meeting to allow NWCCD's legal counsel time to review the document. The Resolution between the Sheridan Education and Economic Development Joint Powers Board and Forward Sheridan is provided by the College's representatives to SEEDA in an effort to keep the Trustees advised as to SEEDA's current activities. The College's representatives, Trustee Kati Sherwood and Dr. Mark Englert, are seeking consent from the Trustees to enter into this partnership as SEEDA considers future projects. The College's legal counsel has reviewed this Resolution and advises it presents no major issues or challenges.

9a. Approval of New Gillette College Advisory Board Members

Administration recommends that three new Gillette College Advisory Board members be appointed through 12-31-10 and seven current members be re-appointed through 12-31-12 as outlined in the following letter:



January 5, 2010

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

Dear Dr. Drumm:

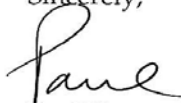
At the December meeting of the Gillette College Advisory Board, the members voted to recommend that the Board of Trustees approve the following appointments to the Gillette College Advisory Board:

Reappoint Ms. Alice Bratton, retired nursing instructor; Mr. Dave Ebertz, private consultant; Mr. John Lavrenz, mining industry; Ms. Sherry McGrath, real estate broker; Mr. Jeral Rainwater, retired oilfield industry; Ms. Leta Tanner, retired; and Ms. Tracy Wasserburger, nurse practitioner; whose terms will expire December 31, 2012.

Appoint Mr. Scott Barstad, wealth management; Ms. Debby Lawrence, volunteer; and Mr. Dan King, computer services industry; whose terms will expire December 31, 2010

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

Sincerely,


Paul Young, PhD
Executive Dean
Gillette College

9b. Approval of 2011-12 (July 1, 2011 through June 30, 2012) Holiday Calendar

Administration recommends the following holiday schedule for 2011-2012. This schedule includes closing the college between Christmas and New Year's.

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	<u>16</u>

9c. Approval of 2011-12 (July 1, 2011 through June 30, 2012) Academic Calendar

Administration recommends approval of the following 2011-12 Academic Calendar:

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			

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

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	

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

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					

In-Service October 13

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

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			

Thanksgiving Break-Nov. 23-25-College Closed

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

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

9d. ACCT Contract and Presidential Search Committee

Trustee Kati Sherwood, Chair of the Presidential Search Committee, will provide an update regarding the ACCT Contract and the Presidential Search Committee.

9e. Board Retreat Date

The Board will discuss a date to hold the 2009 Board Retreat. Board Policy, Series 8100(I) notes an annual retreat will be scheduled between January and March.