

**AGENDA**  
**Northern Wyoming Community College District**  
**Board of Trustees Meeting**  
**Sheridan College Board Room W 145C**  
**Thursday, February 26, 2009**  
**7:00 p.m.**

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
  - a. Minutes – January 15, 2009
  - b. Financial Reports
4. President's Report
  - a. Foundation Report – Susan Bigelow
5. Gillette College Advisory Board Report – Robert Palmer, Chairman  
Johnson County Advisory Board Report - Jack Tarter, Chairman
6. Organization Reports: Student Senate – Jason Kauffman, President  
Administrative Staff – Micah Olsen, President
7. Public Comments
8. Unfinished Business
  - a. Series 8300: Naming Facilities Policy Revision – Third Reading – Susan Bigelow
9. New Business
  - a. Gulf Coast Service Project Report – Carol Garcia and Students
  - b. Series 3018: Smoke-Free Campus Policy – First Reading – Mark Englert
  - c. National Legislative Summit Report – Walt Wragge, Whitey Wells, Rolf Distad
  - d. WACCT and WCCC Report – Walt Wragge, Kati Sherwood
  - e. Board Retreat Agenda – Bruce Hoffman, Walt Wragge, Jack Tarter
  - f. ACCT Governance Leadership Institute, April 29, 2009 – Bruce Hoffman
  - g. Presentation of the New Student Assessment and Support Team Program – Mark Englert
10. Adjourn

**8a. Series 8300-Naming Facilities Policy Revision – Third Reading**

Replacement of the current “Naming Facilities” Policy, Series 8300, is proposed. The current policy dated July 1999 reads, “The Board of Trustees of the Northern Wyoming Community College District will consult with the Northern Wyoming Community College Foundation in the process of naming facilities at Sheridan College.”

The new “Naming” policy for Series 8300 is recommended by the Sheridan College Foundation Board. It is in its third reading and has undergone a recent revision with “college owned” preceding references to a building or facility. It now reads:

Northern Wyoming Community College District                      Series 8300  
**Naming Policy**

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

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

**Purpose**

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

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

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

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- I. The naming opportunities at NWCCD shall be permitted in order to achieve three primary purposes:**
  - A. Provide recognition for donors (individuals or entities) or their designees for monetary gifts to NWCCD and/or the appropriate College Foundation.
  - B. Provide recognition to individuals or entities demonstrating significant service to NWCCD. Although every effort should be made to meet the monetary qualification established to achieve candidacy for a naming opportunity (as noted in purpose #1 above), for this purpose, the Board of Trustees, at its discretion, may adjust or waive in its entirety the monetary requirement.

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

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

- College owned buildings or substantial parts of college owned buildings (wings, rooms, laboratories) or other locations on campus such as roadways
- Special teaching, recreational, service, or other facilities
- Programs of special teaching emphasis
- Departments or facilities
- Programs of service or recreation
- Lectureships, special lecture series, awards for excellence in teaching, or performance of other academic responsibilities
- Fellowships, scholarships, prizes, and other student awards
- Endowed chairs or professorships
- Library collections of books or other materials
- Collections of works of art
- Trophies and other awards for extracurricular achievement
- Such other entities as the College may, from time to time, see fit to name in order to recognize service or philanthropic donations

## **III. General**

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

**9a. Gulf Coast Service Project Report**

**For the third consecutive year students from Sheridan College raised money to travel to D'Iberville, Mississippi, to participate in the Gulf Coast Service Project, which teaches the value of community service while benefitting communities recovering from Hurricane Katrina. Carol Garcia and students will provide a report about their experiences this year.**

9b. **Series 3018: Smoke-Free Campus Policy – First Reading**

Vice-President Mark Englert will provide a brief explanation of the rationale leading to the development of the proposed policy. “Student leaders” and representatives from the various employee groups will speak to the proposal to revise Series 3018, *Smoking on District Property*. This is First Reading of the proposed revision to a smoke-free campus.

**CURRENT Series 3018 Policy and Series 3018.1 Procedure:**

SERIES 3018

**SMOKING ON COLLEGE PROPERTY**

- I. Sheridan College recognizes its responsibility to provide a safe, clean and healthy work and educational setting for its employees and clients. There is evidence that the inhalation of smoke, either first-or second-hand, can have a detrimental effect on an individual's health. Therefore, this policy restricts smoking, as defined below, to designated areas on campus.
- II. Smoking is defined as the act of smoking tobacco or tobacco-like substances utilizing a cigarette, cigar, pipe or other smoking equipment.
- III. Employees and students violating this policy are subject to disciplinary actions in accordance with the College discipline procedures. Continued violation of this policy by a visitor may result in expulsion from College property.
- IV. Interviewees for positions at Sheridan College will be notified that a policy on smoking is in force at the College. Upon hiring, all new employees will be given a copy of this policy. This policy will be included in information provided to students.

SERIES 3018.1

**SMOKING REGULATIONS**

- I. Smoking is permitted in the College staff residences.
- II. Smoking is prohibited in all other buildings owned or operated by the College.
- III. Smoking is allowed outdoors except where expressly prohibited by sign. Instructors conducting a class or other activity outdoors may prohibit smoking in the immediate area during the class/activity period. Individuals smoking out of doors shall not impede any entrance or walkway.
- IV. Smoking is prohibited in all College-owned vehicles at all times.

**PROPOSED Series 3018 Policy:**

**Smoke-Free Campus**

**Series 3018**

Northern Wyoming Community College District has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee and student absenteeism, health care, and medical insurance.

Secondhand smoke, also known as environmental tobacco smoke, is a Class A carcinogen. Its many detrimental effects on health are well established and include triggering asthma attacks, causing lung cancer, and causing cardiovascular and lung diseases.

Northern Wyoming Community College District therefore has set the following policy regarding smoking:

**Smoking is prohibited in/on all college properties, including residence halls.**

- Specifically, smoking is prohibited in all campus buildings and on all College property. At the discretion of a College in the District, designated smoking space can be provided; however, it must be placed in such a way to eliminate environmental smoke hazards to non-smokers. Smoking will be permitted in personal automobiles when parked on campus.
- For the purposes of this policy, smoking is defined as burning any type of tobacco product.
- Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using Northern Wyoming Community College District facilities will be required to abide by the College's Smoke Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

**9c. National Legislative Summit Report**

Trustees Rolf Distad, Whitey Wells and Walt Wragge will provide an oral and written report on the 2009 Community College National Legislative Summit they attended on February 9-11, 2009, in Washington, DC.

**9d. WACCT and WCCC Report**

Trustees Walt Wragge and Kati Sherwood will provide an oral and written report on the 2009 WACCT Conference held on February 19 in Cheyenne and the WCCC February 20 meeting.

**9e. Board Retreat Agenda**

An ad-hoc committee consisting of Bruce Hoffman, Walt Wragge, and Jack Tarter was appointed at the January 15, 2009, Board meeting to develop a draft agenda for the March 29, 2009, Board Retreat. The ad-hoc committee will request that the Board finalize the agenda and set timelines for each item.

**9f. ACCT Governance Leadership Institute, April 29, 2009**

A trustee has requested to attend the ACCT Governance Leadership Institute for Trustees and CEOs on April 26-28 in Biloxi, Mississippi. The Board will determine viability for participation at this conference.

**9g. Presentation of the New Student Assessment and Support Team Program**

Dr. Mark Englert will provide a brief report on the efforts of the SAST (Student Assessment and Support Team). This is an early alert and early intervention mechanism to support students.