

**AGENDA**  
**Northern Wyoming Community College District**  
**Board of Trustees Meeting**  
**Sheridan College Board Room W 145C**  
**Thursday, March 19, 2009**  
**7:00 p.m.**

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
  - a. Minutes – February 26, 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 Kaufman, President  
Classified Staff – Linda Simmons, President
7. Public Comments
8. Unfinished Business
  - a. Series 3018: Smoke-Free Campus Policy – Second Reading – Mark Englert
9. New Business
  - a. Faculty Tenure Recommendations – Kevin Drumm
  - b. Extension of Current Foundation Board Member Terms – Susan Bigelow
  - c. Bank Depositories – Cheryl Heath
  - d. State Endowment Match – Cheryl Heath
  - e. Change to District Summer Hours of Operation – Kevin Drumm
  - f. Change to District Holiday Schedule – 2009-2010 – Kevin Drumm
  - g. Proposed Revision to NWCCD Mission Statement – First Reading – Kevin Drumm
  - h. Reorganization Plan – Norleen Healy
10. Adjourn

8a. **Series 3018: Smoke-Free Campus Policy – Second Reading**

Based on the discussion at last month's board meeting, Vice-President Mark Englert combined some of the current policy with the proposed policy for a smoke-free campus. The revised policy follows and is in its second reading.

**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:**

- I. 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.
  - A. 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. Attempts to eradicate exposure to secondhand smoke through limiting smoking to specified spaces is ineffective because smoke can easily travel outside the established boundaries.

### **Smoking Regulations**

- I. Smoking is prohibited in/on all college properties, including residence halls and college vehicles.
  - A. Specifically, smoking is prohibited in all campus buildings and in/on all College property, including college vehicles. 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.
- II. 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.
- III. For the purposes of this policy, smoking is defined as burning any type of tobacco product.

### **Violations**

- I. Employees or students violating this policy are subject to disciplinary actions in accordance with College procedures (see SERIES 4000.8 for employees and SERIES 5075.2 and 5075.5 for students).
- II. Campus visitors will be asked to abide by the policy. Repeat offenders will be expelled from College property.

**9a. Faculty Tenure Recommendations**

Evaluations have been completed for all current NWCCD contracted faculty. Based on satisfactory evaluations and thorough review, the following faculty members will be offered their fifth (or greater) consecutive full-time teaching contracts, and are thus eligible for tenured status. President Kevin Drumm recommends that the following faculty be granted tenure status as of the 2009-10 contract year, and respectfully requests approval for such by the NWCCD Board of Trustees:

John Araas  
Lisa Arhart  
Rod Dugal  
Kevin Fox  
Bryant Haag  
Rick Landeis  
Josh Michelena  
Roland Miller  
Lillian Sager  
Carl Schiner  
Scott Thompson

**9b. Extension of Current Foundation Board Member Terms**

The Sheridan College Foundation approved at its February 26, 2009 meeting restated bylaws to implement the restated articles of incorporation and to document how the organization is managed and governed. The Foundation agreed to change its board year to match its fiscal year, July 1 to June 30. The current board year will be 18 months long, from January 2009 through June 2010. In order to make this change, the Foundation board is requesting that the Board of Trustees approve extending all current foundation board member terms by six months.

<b>Board Member</b>	<b>Current Term Expires</b>	<b>Requested Term Expiration</b>
Karen Ferguson	Fall 2009	*June 2010
Dennis Kirven	Fall 2010	*June 2011
Steve Rucki	Fall 2009	*June 2010
Dave Ferries	Fall 2012	*June 2013
Justin Coon	Fall 2009	*June 2010
Scott Davis	Fall 2012	*June 2013
Anthony Spiegelberg	Fall 2012	*June 2013
Cindy Shoop	Fall 2012	*June 2013
Beth Bailey	Fall 2009	*June 2010
John Beasley	Fall 2009	*June 2010
Don Groneberg	Fall 2010	*June 2011
Kandi Davis	Fall 2010	*June 2011
Grace Gibbs	Fall 2010	*June 2011

9c. Bank Depositories

We have received applications and the documentation required by State Statute to be an official depository of public funds for the College from our current depositories: First Federal Bank, First Interstate Bank, and Wells Fargo Bank.

Recommend approval of the listed banks as depositories of College funds.

9d. State Endowment Match

The State Statute for the Endowment Challenge requires the Sheridan College Foundation to manage the College's endowment funds received from the State "***in the same manner as other permanent endowment funds are managed.***" Currently, the State Match Endowment funds are segregated with two investment managers while the Foundation's Endowment funds are invested with three other investment managers. These have been treated as two investment pools with earnings blended and allocated within each of the two investment pools. Thus, technically the two pools are invested differently.

The Sheridan College Foundation Finance and Investment Committee recommended to the Sheridan College Foundation Board that the State Match Endowment funds be combined with all other Sheridan College Foundation Permanent Endowment funds for investment and earnings allocation purposes. At its February board meeting, the Sheridan College Foundation Board approved forwarding this recommendation to the Board of Trustees for their approval.

Administration recommends that the State Match Endowment funds be combined with all other Sheridan College Foundation Permanent Endowment funds for investment and earnings allocation purposes to ensure that these funds are managed in the same manner as the Sheridan College Foundation's other Permanent Endowment funds.

9e. Change to District Summer Hours of Operation

Administration is recommending a change to the District operating hours during the summer. The recommendation is to close our owned campus buildings Friday – Sunday each week from the week following graduation to the week prior to the start of the fall semester.

Estimated annual energy savings is approximately \$20,000. Hourly staff would be paid for hours actually worked or taken a paid time off each pay period.

9f. Change to District Holiday Schedule – 2009-2010

Administration is recommending a change to the district holiday schedule for 2009-2010 to facilitate closing the campus the week between Christmas and New Year's. The change in the holiday schedule will allow to district to maximize energy savings. Estimated annual energy savings is approximately \$8,000.

Additional holidays	December 28, 29, 30, 2009	+ 3 days
Remove holidays	July 3, 2009 (Friday during summer hours)	- 1 day
	October 16, 2009	- 1 day

Net increase in paid holiday time 1 day or 8 hours\*\*

\*\*Net increase in paid holiday time will be made up with banked overtime hours or comp time.

2009-2010 Holiday Schedule

September 7, 2009	Labor Day	1
November 25 – 27, 2009	Thanksgiving	3
December 24 – 25, 2009	Christmas	2
December 28 - January 1, 2010	New Year's	5
January 18, 2010	Equality Day	1
March 15 – 17, 2010	Spring Break	3
April 2, 2010	Easter Break	1
May 25, 2010	Memorial Day	1
Total holidays		17**

\*\*Total of 16 are paid holidays; staff must make up 8 hours of holiday pay using banked overtime or comp time.

9g. Proposed Revision to NWCCD Mission Statement – First Reading

The proposed revision to the District's mission statement is intended to reflect our commitment to serving our communities.

Current Mission Statement:

"The mission of the College District is to create student success through educational leadership."

Proposed Mission Statement:

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

9h. Reorganization Plan

The Reorganization Plan affects primarily the Arts and Science area and reflects an effort to make the overall organizational structure more parallel and involve more faculty in leadership positions.