AGENDA
Northern Wyoming Community College District
Board of Trustees Meeting
Sheridan College Board Room W 145C
Thursday, May 21, 2009
7:00 p.m.

1. Call to Order and Roll Call

2. Public Hearing: One-Half Mil BOCHES Levy

3. Agenda Additions/Deletions

4. Consent Agenda
   a. Minutes – April 16, 2009
   b. Financial Reports

5. President's Report
   a. Foundation Report – Susan Bigelow

6. Gillette College Advisory Board Report – Robert Palmer, Chairman
   Johnson County Advisory Board Report - Jack Tarter, Chairman

7. Organization Reports: Administrative Staff – Micah Olsen, President

8. Public Comments

9. Unfinished Business
   a. Proposed Revision to NWCCD Mission Statement – Third and Final Reading – Kevin Drumm

10. New Business
    a. Academic Calendar: 2010-2011 – Norleen Healy
    b. District Holiday Schedule: 2010-2011 – Cheryl Heath
    c. Election to SEEDA Joint Powers Board – Trustee Walt Wragge
    d. Proposed NWCCD Board Meeting Schedule for 2009-2010 – Kevin Drumm
    e. Faculty Tenure Recommendation – Norleen Healy
    f. WACCT Meeting Report – Trustees Hoffman, Sherwood and Wragge
    g. Report on Employee Survey – Cheryl Heath
    h. Budget Work Session: June 18, 2009 – Cheryl Heath

11. Adjourn

2. PUBLIC HEARING: ONE-HALF MIL BOCHES LEVY

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 reconvene the regular Board meeting.

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Northern Wyoming Community College District, State of Wyoming, operating as Sheridan College, will hold a public hearing at 7:00 p.m., MDT, on Thursday, May 21, 2009, in the Board Room, Whitney Building, Sheridan College, 3059 Coffeen Avenue, Sheridan, Wyoming, regarding the intent of the District to continue to levy one-half (1/2) mil levy for two (2) years for maintaining programs offered by the Board of Cooperative Higher Educational Services, of which the district is a participant, under provisions of Section 21-20-103, Wyoming Statutes Annotated, as amended, at which time any and all persons may appear and be heard.

Dated this 7th day of May, 2009

Signed:/s/ Bruce Hoffman, Chairperson
Northern Wyoming Community College District
Board of Trustees
State of Wyoming

Publication Date: Wednesday, May 13, 2009

One-Half Mil BOCHES Levy

The Board of Trustees may levy up to ½ mil for the purposes of maintaining programs offered by the Board of cooperative Higher Education Services for a period of two years. This levy is a critical part of our budget.

Administration recommends the Board continue the ½ mil BOCHES levy, effective July 1, 2009 and ending June 30, 2011.

9a. Proposed Revision to NWCCD Mission Statement – Third and Final 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."

10a. <u>Academic Calendar for 2010-2011</u>

Administration recommends the following Academic Calendar for 2010 – 2011.

FALL 2010 ACADEMIC CALENDAR

August 2010

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 days Aug. 24-27

First day of classes- Aug. 30

September 2010

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-Sept. 6 No school

October 2010

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						

Fall Break-Oct. 15 No classes

November 2010

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. 24-26

December 2010

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-Dec. 17

Faculty grading day-Dec. 20

SPRING/SUMMER 2011 ACADEMIC CALENDAR

January 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-Jan 11-14

Equality Day-Jan 17 School Closed

First day of classes-Jan 18

February 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					

March 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		

Spring Break-Mar 14-18 No classes

April 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

Easter Break-Apr 22 No classes

May 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-May 6

Gillette Graduation-May 6

Sheridan Graduation-May 7

Faculty grading day-May 9

Spring Interim begins-May 16

Memorial Day-May 30-no classes

June 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		

Spring Interim ends-June 3

Summer session begins-June 6

July 2011

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

Independence Day-July 4 – no classes

Summer sessions ends-July 29

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 sessions grades due – August 8

10b. District Holiday Schedule: 2010-2011

Administration is recommending the following district holiday schedule for 2010-2011:

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

10c. Election to SEEDA Joint Powers Board

Sheridan College has two representatives on the SEEDA Joint Powers Board; Mark Englert and Walt Wragge. Mr. Wragge drew a two year term and Dr. Englert drew a three year term. Mr. Wragge's term is up on June 30, 2009, and he has indicated that he does not wish to serve on the Joint Powers Board for another three year term so an election will need to take place to replace him on the Board July 1, 2009.

This Joint Powers Board is responsible for the building of the Hand-In-Hand Early Childhood Center and at the present time is meeting once a month on the last Tuesday at 5:30 p.m. with the location rotating between Sheridan College, City Hall, and District Two offices. This position will be a three year term.

Also, at present, Michelle Sullivan has been serving as the Member-At-Large on the Joint Powers Board. That position is a one year term and must be approved annually by all three entities: Sheridan College, City of Sheridan, and District Two. It is not known at this time if she is planning on running again but if she is it is recommended that she be re-elected as the Member-At-Large for a one year term.

10d. **Proposed NWCCD Board Meeting Schedule for 2009-2010**

Administration recommends the following dates for NWCCD Board Meetings in 2009-2010:

PROPOSED NWCCD BOARD MEETING DATES FOR 2009-10

(Scheduled Third Thursday of Each Month with November 2009, March 2010 & July 2010 Proposed Exceptions)

- August 20, 2009 — Sheridan College — 6:00 p.m. Dinner; 7:00 p.m. Formal Meeting
- September 17, 2009 — Sheridan College — 6:00 p.m. Dinner; 7:00 p.m. Formal Meeting
- October 15, 2009 — Gillette College — 5:00 p.m. Formal Meeting; 6:30 p.m. Dinner

  (**NOTE**: mid-October – Present Draft Strategic Plan to HB114 Panel)
- November 17, 2009 — Sheridan College — 6:00 p.m. Dinner; 7:00 p.m. Formal Meeting

  (**NOTE**: WWDC scheduled November 19-20 – propose Tuesday, November 17, as scheduling conflict exists the week prior and Thanksgiving holiday falls during the following week.)
- December 17, 2009 — Sheridan College — 6:00 p.m. Dinner; 7:00 p.m. Formal Meeting

  (**NOTE**: mid-December – Present Final Strategic Plan to JEC and JAC)
- January 21, 2010 — SC in Johnson County Campus — 5:00 p.m. Formal Meeting; 6:30 p.m. Dinner
- February 18, 2010 — Sheridan College — 6:00 p.m. Dinner; 7:00 p.m. Formal Meeting

  (**NOTE**: WACCT Conference on 2/15; WCCC Meeting on 2/16 in Cheyenne; NLS is 2/8-10)
- Monday, February 22, 2010 — Sheridan C.S.D. # 2 — 6:00 p.m. Location TBD
- March 25, 2010 — Sheridan College — 6:00 p.m. Dinner; 7:00 p.m. Formal Meeting

  (**NOTE**: This is the 4th Thursday of the month. Spring Break is March 15-17 so a March 18 meeting—3rd Thursday—would fall on day of return from spring break; also, teleconference meeting to confirm budget allocation on March 18)

- April 15, 2010 Sheridan College 6:00 p.m. Dinner
  7:00 p.m. Formal Meeting

- May 20, 2010 Sheridan College 5:30 p.m. Working Dinner
  7:00 p.m. Formal Meeting

- June 17, 2010 Sheridan College 6:00 p.m. Dinner
  7:00 p.m. Formal Meeting

- July 21, 2010 Sheridan College 6:00 p.m. Dinner
  7:00 p.m. Formal Meeting

  (**NOTE**: State Statute 16-4-109 dictates the budget hearing be held the third Wednesday of the month)

- August 19, 2010 Sheridan College 6:00 p.m. Dinner
  7:00 p.m. Formal Meeting

10e. Faculty Tenure Recommendation

Based on her outstanding evaluations and service to the college and thorough review, President Kevin Drumm and Interim VP of Academic Affairs Norleen Healy recommend that Norine Kasperik be granted tenure as of the 2009-10 contract year.

Norine Kasperik

Norine has been employed at Gillette College as a full time nursing instructor since 2005.

- Because of her professional competence and outstanding leadership, Ms. Kasperik has been appointed Director of the Gillette College Nursing Program beginning in Summer, 2008.
- Since returning to Gillette College in 2005, she has taken on a myriad of extra duties including presenting and facilitating WIDS at all faculty in-services, assisting in assessment development, participating in new employee mentoring, and presenting nurse education programs to community organizations.
- She has been active in community and state professional organizations including the Wyoming Nurses Association, American Nurses Association, Nursing Workforce Project of Wyoming, Campbell County Healthcare Foundation, and the Wyoming State Board of Education.

10f. WACCT Meeting Report

Trustees Bruce Hoffman, Kati Sherwood, and Walt Wragge attended the WACCT meeting held in Gillette on April 21, in conjunction with the WCCC meeting. They will report on the meeting and copies of the minutes will be distributed. No action to be taken.

10g. Report on Employee Survey

Vice President for Administrative and Chief Financial Officer Cheryl Heath will provide a report on the most recent employee survey. Trustees were provided a synopsis of the employee survey at the April Board meeting for perusal.

10h. Budget Work Session – June 18, 2009

Administration is recommending a budget work session to review the FY 10 budget. Suggested time is at 5:30 p.m. prior to the June 18 Board meeting.

The work session will be held in the Board Room and dinner will be served during the work session.