

AGENDA
Northern Wyoming Community College District
Board of Trustees Meeting
Sheridan College Board Room W 145C
Wednesday, September 14, 2011
7:00 p.m.

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
 - a. Minutes – August 17, 2011
 - b. Financial Reports
4. President's Report
 - a. Foundation Report – Susan Bigelow, Vice President of Development
 - b. Capital Construction Progress – Cheryl Heath, Vice President for Administration and Chief Financial Officer
 - c. Academic Affairs Quarterly Report – Jon Connolly, Vice President of Academic Affairs
5. Gillette College Advisory Board Report – Nathan McLeland, Vice Chair
Sheridan College in Johnson County Advisory Board Report – Cynthia Twing, Vice Chair
6. Organization Reports: Student Senate – Boyd Deuel, President
Classified Staff Council – Doris Liesinger, Vice President
7. Public Comments
8. Unfinished Business
 - a. Strategic Planning Update – President Paul Young
 - b. Proposed New Policy Series 4003: Background Screening – Second Reading – Kevin Price, Human Resources Director
9. New Business
 - a. New and Re-Appointed Members to SC Foundation Board – Susan Bigelow, Vice President of Development
 - b. Deferred Compensation Retirement Request: Dave Knutson – President Paul Young
 - c. Signatories – Cheryl Heath, Vice President for Administration and CFO
 - d. Date Change for Joint Board Meeting with SCSD #1 – President Paul Young
 - e. WACCT and WCCC Meeting Reports – Vice Chair Bruce Hoffman and President Paul Young
10. Adjourn

8a. Strategic Planning Update

President Paul Young will provide an update on the Strategic Planning Process to date. An update will be provided at each Board meeting.

8b. Proposed New Policy Series 4003: Background Screening – Second Reading

The Personnel Committee developed the new proposed policy for Series 4003 to begin background screening for new employees at NWCCD. This policy is the overarching statement delineating our desire to maintain the type of environment at the District that is most conducive to learning, teaching and working.

Series 4003

DRAFT

BACKGROUND SCREENING

Northern Wyoming Community College District (NWCCD) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of NWCCD. Background checks serve as an important part of the selection process at NWCCD. Background information is collected as a means of promoting a safe environment for current and future NWCCD employees and students. Background checks also help NWCCD obtain additional applicant related information that helps determine the applicant's overall employability, to protect the people, property, and information of the organization.

9a. New and Re-Appointed Members to SC Foundation Board

The NWCCD Administration and Sheridan College Foundation recommend the following candidates to the Board of Trustees for appointment to the Sheridan College Foundation Board for terms expiring June 30, 2014:

Robert Brotherton
Susie Cannon
John Pearson

The NWCCD Administration and Sheridan College Foundation recommend the following candidates to the Board of Trustees for re-appointment to the Sheridan College Foundation Board for terms expiring June 30, 2014:

Kandi Davis
Grace Gibbs

9b. Deferred Compensation Retirement Request: Dave Knutson

Administration recommends that the Board approve the Deferred Compensation Retirement Request for Dave Knutson, Music Instructor, effective on July 31, 2012. Mr. Knutson will complete 26 years of full-time service as of August 2012. He meets the years of service and age requirements for Deferred Compensation Retirement benefit.

9c. Signatories

Currently, banking institutions where the district has accounts have letters on file that outline the transactions that certain district employees are allowed to complete. For example, the letter with First Interstate Bank allows the CFO and the Controller to make wire transfers, pick up cashier's checks, and transfer funds.

Due to changes in banking regulations, our banking institution recommends that appropriate college employees be authorized signers on the district's bank accounts in order to process these transactions.

Administration recommends that Cheryl Heath, VP and CFO, and Karen Burtis, Controller, be added as signatories on all district accounts. This does not replace the board members' signatures on district checks, but allows these employees to transact business.

9d. Date Change for Joint Board Meeting with SCSD #1

Sheridan County School District #1 has notified the college that the original date for the Joint Board Meeting scheduled on September 27 will no longer work for several of their Board members. They request that a date from November 1-16 be identified for this joint dinner meeting, preferably between Monday and Thursday, for the two Boards to meet. The 6:00 p.m. start time remains unchanged.

9e. WACCT and WCCC Meeting Reports

Vice Chair Bruce Hoffman will provide a report regarding the WACCT meeting held on August 18 and President Paul Young will report on the WCCC meeting of August 19, which NWCCD hosted on the Sheridan Campus.