

AGENDA
Northern Wyoming Community College District
Board of Trustees Meeting
Sheridan College Board Room W 145C
Tuesday, November 17, 2009
7:00 p.m.

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
 - a. Minutes – October 15, 2009
 - b. Financial Reports
4. President's Report
 - a. Foundation Report – Susan Bigelow, Dean of Development
5. Gillette College Advisory Board Report – Robert Palmer, Chair
Johnson County Advisory Board Report – Jack Tarter, Chair
6. Organization Reports: Student Senate – Adam Bunker, President
Administrative Staff – Micah Olsen, President
7. Public Comments
8. Unfinished Business
 - a. Nomination Committee Report – Trustee Rolf Distad
9. New Business
 - a. Center for a Vital Community Update – Jennifer Craft, Director, CVC
 - b. Sabbatical Leave Report: Ethnographical Journey – Diane Redman
 - c. Sabbatical Leave Request: Valerie Collins – Kevin Drumm
 - d. Appoint Johnson County Advisory Board Member – Mark Englert
 - e. Two Policy Additions and One Policy Revision – First Reading: Series 2010/2010.1, 8105, and 4065 – Trustee Walt Wragge and Kevin Drumm
 - f. Joint Board Meeting with SCSD #2: Proposed Date Change – Kevin Drumm
 - g. President's Contract – Chair Bruce Hoffman
10. Adjourn

8a. Nomination Committee: Officer Nominations

Trustee Rolf Distad will present the slate of nominations for Board officers including President, Vice-President, Treasurer, and Secretary. He will also submit recommendations for the BOCHES representatives and WACCT delegates. Elections will take place at the December 17, 2009, meeting.

9a. Center for a Vital Community (CVC)

Jenny Craft, Director of the Center for a Vital Community, will provide a program update.

9b. Sabbatical Leave Report: Ethnographical Journey

Diane Redman's journey to Mexico and the ecovillage of Huehucoyotl to study indigenous healing practices and participate in ancient ceremonies, along with collecting stories from elders provided a rich tapestry for the completion of undergraduate work and future possibilities for study abroad for Sheridan College students.

9c. Sabbatical Leave Request

All full time faculty and staff are eligible to apply for sabbatical leave. The procedure is attached.

Valerie Collins, Arts & Science Division, Faculty

Valerie Collins has requested a sabbatical from Fall 2010 through Spring of 2011. VP of Academic Affairs, Dean of Arts and Sciences, and the Faculty Senate have recommended approval of this sabbatical request.

The above request was approved in consideration of the benefits to students, the college, and the applicant.

SERIES 4065.1

SABBATICAL LEAVE PROCEDURES

- I. An application, on approved form and accompanied by a detailed plan of activities to be conducted during the leave, shall be submitted by November 1 of the year prior to the desired beginning date of such leave. The proposal accompanying the application form should include a clear, well-organized plan for the use of the leave period for which support is requested, a statement as to what the benefit for the District, the individual, and the student will be if leave is granted. The application should be accompanied by a letter of support from the appropriate supervisor. This letter should include a statement of how the individual will be replaced, the cost of replacement, contributions the individual has made in the past which are beyond the required responsibility for their position, and how the sabbatical will be of benefit to the work area.

The President will notify each applicant of the approval or denial of his/her sabbatical leave request by January 31 of the year prior to the desired beginning date of leave.

- II. Sabbatical leaves are granted with the understanding that the recipient 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/she shall be required to reimburse the District an amount equal to the cost of the sabbatical, unless prevented by death and/or disability.
- III. Within sixty (60) days after a sabbatical leave recipient returns to duty, he/she is required to submit to the President a detailed written report of relevant activities carried on during the leave period.
- IV. Sabbatical leave recipients who receive remuneration from another agency, institution or organization while on sabbatical leave will still receive the total amount of sabbatical leave pay authorized by the District if they complete the approved sabbatical program.
- V. Sabbatical leave requests are submitted to the supervisor who will evaluate and forward to the appropriate employee organization and vice president for review. The employee group recommendation and vice president recommendations will be sent to the President. Sabbatical leave is recommended by the President and shall be granted or not granted at the discretion of the Board of Trustees.

Effective Date: July 1, 1982
Revised: November 12, 1985
March 5, 2003

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9d. Appoint Johnson County Advisory Board Member

The Sheridan College in Johnson County Advisory Board has recommended that the Board of Trustees appoint Mr. Chad Bougeois to fill the unexpired term of Mr. Kelly Hornby on the Johnson County Advisory Board for a period ending December 31, 2010. Mr. Bougeois is the new principal at Buffalo High School.

9e. Two Policy Additions and One Policy Revision – First Reading

Trustee Walt Wragge presents the new proposed policy, Series 2010/2010.1, *Executive Succession Plan*, which outlines an executive succession plan.

Trustee Wragge will also present the second 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.

President Kevin Drumm will present 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 changes as follows:

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.

- II. 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 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.

- III. 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

- I. For 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 5 business days appoint an interim President from the following:
 - A. Vice President for Academic Affairs,
 - B. Vice President for Administration and Chief Financial Officer,
 - C. Vice President for Enrollment Services and Dean of Students,
 - D. Vice President for Institutional Effectiveness and Executive Dean of Gillette College,
 - E. Dean of Development and Executive Director of the Sheridan College Foundation
 2. Within 15 business days 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 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 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 stakeholders who must 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.

9f. **Joint Board Meeting with SCSD #2: Proposed Date Change**

Sheridan County School District #2 Board has proposed the date be moved for the Joint Board meeting from Monday, February 22, 2010, to Monday, January 25. Trustees will examine calendars and discuss the proposal.

9g. **President's Contract**