

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

**An EXECUTIVE SESSION may be called at the end of the meeting for Item 9I**

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
  - a. Minutes – November 17, 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  
Classified Staff – Jess Johnson, President
7. Public Comments
8. Unfinished Business
  - a. Board Officer Elections – Trustee Rolf Distad
  - b. Two Policy Additions and One Policy Revision – Second Reading:  
Series 2010/2010.1, 8105, and 4065 – Trustee Walt Wragge and Kevin Drumm
9. New Business
  - a. New Café and Store Name Proposal: First Reading – Adam Bunker, Student Senate President
  - b. Presentation of Audit Report – Joni Kumor, CPA
  - c. SEEDA/Forward Sheridan Partnership Proposal – Mark Englert
  - d. Sabbatical Leave Report: Recent Trends in Johnson County – Roger Davidson, Ph.D.
  - e. WACCT and WCCC Meetings Report – Robert Palmer and Jack Tarter
  - f. Big West Academic Center Report – Cheryl Heath
  - g. Summer Hours of Operation – Cheryl Heath
  - h. Whitney Center Signage – Cheryl Heath
  - i. Deferred Compensation Retirement Request – Kevin Drumm
  - j. Review and Progress Report on NWCCD Board Retreat Goals – Chair Bruce Hoffman and Trustee Walt Wragge
  - k. President's Letter of Resignation – Kevin Drumm
  - l. NWCCD Interim President Appointment – Chair Bruce Hoffman
10. Adjourn

8a. Board Officer Elections

Trustee Rolf Distad, Nomination Committee Chair, presented the slate of nominations for Board officers including President, Vice-President, Treasurer, and Secretary at the November 17, 2009, Board meeting along with recommendations for the BOCHES representatives, WACCT delegates and attendees to the ACCT National Legislative Summit in February 2010. Those nominated were:

*2010 Board Officers:*

President – Bruce Hoffman  
Vice President – Kati Sherwood  
Secretary – Rolf Distad  
Treasurer – Charlene Foster

*Recommendations for the two Board representatives to BOCHES:*

Bruce Hoffman  
Whitey Wells

*Recommendations for the two WACCT representatives from the Board:*

Kati Sherwood  
Walt Wragge

*Recommendations for the trustees attending the 2010 ACCT National Legislative Summit:*

Brian King  
Rolf Distad  
Kati Sherwood

Elections will take place at the December 2009 meeting.

**8b. Two Policy Additions and One Policy Revision – Second Reading**

Trustee Walt Wragge presents the new proposed policy, Series 2010/2010.1, *Executive Succession Plan*, for second reading which outlines an executive succession plan. Revisions have been made following discussions after first reading at the November 2009 Board meeting.

Trustee Wragge will also present for second reading the 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, **if necessary**, 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. Chief Academic Officer
    - B. Chief Administrative and Financial Officer
    - C. Chief Student Services Officer
    - D. Chief Development Officer
    - E. Campus Executive Gillette College
    - F. Or other person from outside the district with appropriate qualifications
  - 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 (who shall be a non-candidate for the permanent President position) 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.

9a. New Café and Store Name Proposal: First Reading

Adam Bunker, Student Senate President, will report on the new title supported by Student Senate, "Mountain View Café and Market," for the new café and store name in the Hayes Villa.

9b. Presentation of Audit Report

Joni Kumor, CPA and partner, with Lenhart, Mason and Associates, LLC, will present the final audit report for the Northern Wyoming Community College District for the fiscal year ended June 30, 2009.

9c. SEEDA/Forward Sheridan Partnership Proposal

The Sheridan Economic and Education Development Authority (SEEDA) and Forward Sheridan have held a series of meetings to discuss a possible partnership between the two entities. Tonight Dr. Mark Englert will introduce the concept and representatives from Forward Sheridan will provide additional information to the Board. The SEEDA members representing the College are seeking authority from the NWCCD Board of Trustees to enter into a Memorandum of Understanding with Forward Sheridan to formalize the partnership.

9d. Sabbatical Leave Report: Recent Trends in Johnson County

Roger Davidson has submitted a written Sabbatical Report summarizing his study of recent trends in Johnson County. He will highlight the report and answer questions at the December 17, 2009 Board Meeting.

9e. WACCT and WCCC Meetings Report

Robert Palmer and Jack Tarter attended the WACCT and WCCC meetings in Casper as Board representatives on Monday, December 7, 2009. They will provide their reports on the two meetings.

9f. Big West Academic Center Report

Cheryl Heath will provide an update on the status of the Best West Academic Center.

9g. Summer Hours of Operation

Survey results with feedback from employees regarding the summer work schedule is presented below. Over the past year we saved approximately \$30,000 in utility costs! Additionally, we saved overtime dollars in part because employees were less likely to work overtime when working an extended day. Other reasons for saving overtime dollars include employees being more efficient with the summer schedule and closer management of overtime hours.

Administration is recommending continuing 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 two weeks prior to the start of the fall semester:

- *4-day week, Monday through Thursday*
- *Beginning May 10<sup>th</sup> and ending August 15<sup>rd</sup>* (the end date is one week earlier this year to provide a better transition between the 4-day week hours and rush week hours)
- *Core hours 7:30 am to 5:30 pm* (these core hours serve our students and provide flexibility for employees to work before or after these core hours to reach 40 weekly hours, take paid time off to reach 40 weekly hours, or work a reduced work schedule during the summer and be paid for the reduced hours worked)

### **Four-Day Work Week - Survey of Employee Insights**

In October 2009 employees were invited to participate in an online survey to gather insights about the success and effectiveness of the College's four-day work week, implemented during the summer of 2009. A majority of employees were happy with the four-day week and would like to see it continued.

A total of 139 responses were received – 128 from employees that worked the summer schedule and 11 from employees that did not work the summer schedule:

Sheridan employees	92
Gilletteemployees	<u>36</u>
	128

From your experience, did you perceive any difference in customer service during the four-day week?

Positive differences	27
No differences	79
Negative differences	<u>22</u>
	128

Positive differences

- convenience for the public who could receive services outside of the traditional hours of 8 to 5

- benefit to employees who enjoyed the three-day weekends to spend with family and friends as well as attend to errands and appointments
- perception that the longer day allowed for greater productivity

#### Negative differences:

- inconvenience to students, companies, and the public who preferred access to services on Fridays
- difficulty for employees who found it hard to work ten-hour days, were too hot and uncomfortable, or found it to be less productive
- need for more communication with the public about changes in hours.

#### From respondents who did not participate in the four-day work week:

- support for the alternate hours
- concerns about confusion for community members coming to campus on Fridays
- difficulties for off-campus offices when assistance from the main campus was needed on a Friday

#### Suggestions and feedback from employees

- keep summer hours
- minor adjustments in hours and dates
- 4 ½-day work week
- close the campus to all events and activities
- option of selected areas staying open on Fridays
- cool the offices more adequately
- improve communication of summer hours to the public
- lack of access for prospective students and families wishing to visit the campus
- additional stress on employees working longer days in a warmer environment

9h. Whitney Center Signage

This item is to request approval of the signage for the Whitney Center. Whitney Benefits has reviewed the proposed signage and likes it, and thanked the College for letting them see it. Administration recommends the following name:

Sheridan College  
Broadway Center  
Workforce and Economic Development

9i. Deferred Compensation Retirement Request

Administration recommends that the Board approve the Deferred Compensation Retirement Request for Mary Ann Hall, HR Specialist II and Administrative Assistant IV, effective September 1, 2010. Ms. Hall will complete 23 years of full-time service as of August 2010. She meets the years of service and age requirements for Deferred Compensation Retirement benefit.

9j. Review and Progress Report on NWCCD Board Retreat Goals

Chair Bruce Hoffman and Trustee Walt Wragge will provide an update on the progress made on the four Board Retreat goals identified on March 29, 2009. They were:

- Strive for better attendance at college functions (Kevin)
  - Dr. Drumm will try to indicate the events coming up and a designation of importance
- Succession Policy (Walt)
  - Walt will provide the board with a sample policy on succession for their consideration
- Discussion Process (Kevin)
  - Dr. Drumm will bring to us a recommendation on the discussion issue
- New Trustee Orientation (Rolf, Brian, Walt)
  - suggestions for an orientation policy will be brought to the board for consideration

9k. President's Letter of Resignation

President Kevin Drumm has submitted an official letter of resignation as NWCCD President as he has accepted another position.

9l. NWCCD Interim President Appointment