Policy Series 8000
Board Policy 8250

Board Self-Evaluation

Reference: Accreditation Standard IV.b.1.e & g

As an organization committed to continuous quality improvement, the Board of Trustees is committed to assessing its own performance as a Board to identify its strengths and areas for improvement. It monitors its progress and sets its priorities for the coming year ~~at an annual retreat~~ in conjunction with the President's annual evaluation.

The steps for this process are:

1. The Board will conduct a formal self-evaluation annually.

2. The evaluation instrument will incorporate criteria contained in Board Policy Series 8000-8200 (Board Operations) and board effectiveness criteria considered "Best Practice" by recognized leaders in the field.

   The evaluation instrument also will evaluate progress on the priorities the Board set for itself the prior year.

3. Each Board member will complete the evaluation instrument and submit it to the president's office.~~to the Board Secretary no later than two weeks before the annual retreat.~~

4. A summary and analysis of the completed evaluations will be presented at a Board Meeting. The discussion will focus on the results of the survey, identified strengths and areas for improvement, and strategies for improving those areas, if needed.

5. The outcome of the evaluation process and subsequent discussion will be the setting of board priorities for the coming year with respect to the Board's own performance and the development of direction to the President.

Adoption Date: 09-20-2017
Review Dates
Revision Dates

Policy Series 8000
Board Policy 8150

Meetings of the Board

Reference: WY Stat § 21-18-303, 21-18-305, 16-4-401 through 16-4-408

The Board of Trustees (Board) shall meet regularly. The Board meeting schedule will be made available annually, typically by the end of June for the fiscal year July 1 to June 30. The time and place of the meetings of the Board may be changed with proper public notice. Board, College Staff, or Consultant participation in the Board meeting may be in-person or via electronic means or telephone, when approved. All meetings of the Board of Trustees are open to the public except where allowed by statute.

The Board may hold Executive Session in accordance with WY Stat §16-4-405. All decisions of the Board shall be made in public session. The Board shall maintain minutes of Executive Sessions.

The Board may hold Special Meetings, including retreats, in accordance with WY Stat §16-4-404. A Special or Emergency Meeting shall consider only the business for which the meeting was called.

A quorum must be present for the transaction of business at meetings of the Board. A quorum comprises any four Trustees.

All meetings of the Board require an agenda. An agenda shall be prepared by the Board Chair in consultation with the President for review and approval by the Board during the meeting of the Board.

Items often included on the agenda generally include, but are not limited to, the following:

1. Call to order and roll call
2. Approval of Agenda – with provision made for additions (in Regular Meetings) and/or deletions
3. Consent Agenda – any item may be removed for discussion by any Trustee
4. Minutes – included in the consent agenda
5. Financial Reports – included in the consent agenda
6. President's Report
7. Advisory Committee Report
8. Faculty Senate Report

Adoption Date: 11-17-2016
Review Dates:
Revision Dates: 7-14-2020; 11-18-2025

9. Student Government Association Report
10. Sheridan College Foundation Report (typically every other month)
11. Public Comments
12. Unfinished business
13. New business
14. Adjourn

Minutes shall be taken at each meeting of the Board. The minutes of all Board meetings will typically be reviewed and approved at the next Regular Meeting. The minutes, once approved, shall be legally authenticated by the signatures of the Chair and Secretary of the Board. Once authenticated, the minutes shall be placed on permanent file in the President's office where they may be reviewed by any citizen.

The Board shall hold a public hearing to adopt the District Budget not later than the third Wednesday in July.

The Board shall hold a public hearing to levy an optional one mill for two fiscal years every even year in April.

The Board shall hold a public hearing to levy a BOCHES half-mill for two fiscal years every odd year in April.

Adoption Date: 11-17-2016
Review Dates:
Revision Dates: 7-14-2020; 11-18-2025

Policy Series 8000
Board Policy 8200

Conflict of Interest

References: WY Stat § 6-5-118, WY Stat § 9-13-106, WY Stat § 16-6-118

Members of the Board of Trustees shall have the interests of the College as their sole priority as they perform their duties.

Conflicts of interest arise when financial or other personal or professional considerations compromise a Trustee's professional judg~~e~~ment, objectivity, and/or ability to perform his or her responsibilities as a Trustee. A situation may also be identified as a being a perceived or potential conflict of interest, which could ~~. This could~~ occur in situations where a close relationship with a Trustee ~~could~~ causes the appearance of being influential in that Trustee's actions.

Wyoming Statute requires all public servants who invest funds for a unit of government, or who has authority to decide how public funds are invested, to disclose any conflicts of interest. All conflicts of interest, real or perceived, must be identified and managed appropriately and in accordance with all applicable laws ~~(see Procedure 8200.1).~~

~~No member of the Board of Trustees shall receive any compensation or remuneration or derive any profit or gain by reason of Board membership or by reason of services to the District.~~

~~In addition, Wyoming Statute requires all public servants who invest funds for a unit of government, or who has authority to decide how public funds are invested, disclose any conflicts of interest. As such, all Board members must disclose any personal business, pecuniary benefit or financial interest he or she may have in any entity with which the District invests or deposits its funds and annually sign an affidavit disclosing such.~~
~~Details regarding any actual, or perceived conflicts of interest must be declared and handled according to NWCCD Procedure 8200.1.~~

Adoption Date: 11-17-2016
Review Dates
Revision Dates

Policy Series ~~1000~~ 8000
Board Policy ~~1200~~ 8010

W.S. 21-18-304(a)(i), HLC Criteria for Accreditation-Criterion 2 (2.A.)(2.B.)(2.C.)

Code of Ethics/Standards of Practice

~~As a Trustee I Will:~~

- ~~Have students as my priority;~~
- ~~Make informed decisions;~~
- ~~Be accountable to the people who elected me;~~
- ~~Vote my conscience;~~
- ~~Uphold Board decisions;~~
- ~~Treat all situations from a fair and neutral viewpoint;~~
- ~~Fulfill my elected responsibilities.~~

1. All members of the campus community are expected to treat the NWCCD Board of Trustees with respect and professionalism as representatives of the community and the College.
2. The NWCCD Board of Trustees will govern lawfully with an emphasis on:
   a. Student success
   b. Civility and respect
   c. Non-partisan service to all members of the community and the College
   d. Diversity in viewpoints
   e. Clear distinction of Board and President roles
   f. Its supervisory role focused solely on the President of the District.
   g. Collective rather than individual decisions
3. Board members will speak with one voice once a decision has been made. Expression of individual thoughts, ideas, and point of view is to be respected and encouraged as integral to the Board's ability to forge its understanding of issues and in making its decisions (actions). However, each Board member is to support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.
4. The Board will not use the expertise of individual members to substitute for the judgment of the Board; although, the expertise of individual members may be used to enhance the understanding of the Board as a body.

Adoption Date: 11-17-16
Review Dates:
Revision Dates:

5. The Board's major focus will be on governance and the strategic direction of the District not on the administrative or programmatic means of attaining those effects.
6. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
7. The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.
    a. Board members must demonstrate loyalty to the interests of the College, unconflicted by loyalties to staff, other organizations, or any personal interests as consumers of the College's services.
    b. Board members must declare and make clear their conflict(s) of interest. At the time of the disclosure, the Board may choose by majority vote to allow the member to participate. If individual board members fail to declare their conflict(s) of interest, it is the responsibility of all board members to bring their concern of potential conflict(s) of interest forward to the whole board.
    c. Board members will not attempt to exercise individual authority over the organization.
        i. Board members must not speak for the President or the Board except to repeat explicitly and publicly stated Board positions.
        ii. Individual Board members must not exercise authority over students, faculty, staff, and the President. Their authority comes from actions of the whole board and through their Board-approved policies.
        iii. Except for participation in Board deliberation about whether the President has achieved the requirements of the Board, the Board members will not publicly express individual judgment of performance of employees or the President.
        iv. A Board member aware of credible information that suggests that a Board policy has been violated, by either the Board or the President, has an affirmative obligation to bring the concern to the Board's agenda for monitoring.
8. Board members will maintain confidentiality with respect to issues of a sensitive nature. Board members will not divulge issues discussed in Executive Sessions of the Board.

Adoption Date: 11-17-16
Review Dates:
Revision Dates:

Policy Series 8000
Board Policy 8100

Officers of the Board

Reference: WY Stat § 21-18-302, WY Stat § 21-18-306

The Board shall, at its December meeting, elect from among its members a President/Chair, Vice President/Vice Chair, Treasurer and Secretary.

Duties of the Officers:

The President/Chair of the Board shall preside at all meetings of the Board as the Chair, and shall have the power to appoint committees, to call special meetings of the Board, and to perform such other duties that are usual and prescribed by law to this office.

In the absence of the President/Chair, the Vice President/Vice Chair shall preside at all meetings of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence.

The Secretary shall be responsible for keeping and certifying for the Board such reports and records as required by law. The Secretary is not required to be bonded. In the absence of the President and the Vice President, the Secretary may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the President/Chair during their absence.

The Treasurer shall receive all funds payable to the District and disperse them on order of the Board. The Treasurer completes this work by participating as a member of the Board. The Treasurer shall be bonded in an amount deemed necessary by the Board. In the absence of the President, the Vice President and the Secretary, the Treasurer may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the President during absence.

Adoption Date: 11-17-2016
Review Dates: 4-28-2023
Revision Dates: 5-16-2023

Policy Series 8000
Board Policy 8050

Membership of the Board of Trustees

Reference: WY Stat § 21-18-308 and 22-22-101 through 22-22-304

The Board of Trustees is made up of seven members, elected at large. The Board of Trustees shall abide by the election laws of the State of Wyoming.

Board members will serve without compensation, except for reimbursement for actual and necessary expense incurred while functioning in an official capacity for the District.

~~The election shall be held at the regular polling places for each district on the Tuesday next following the first Monday in November in general election years.~~

Terms of office shall run for four (4) years beginning at 12~~:00~~ noon on the first day in December following the election.

Not more than a simple majority of members of the ~~b~~Board of ~~t~~Trustees shall be elected at any election unless the election is to fill an unexpired term.

Adoption Date: 11-17-2016
Review Dates
Revision Dates

Policy Series 8000

Board Policy 8000

Responsibility for ~~Operating~~ Governing the District

Reference: WY Stat § 21-18-303 through 21-18-305

~~The~~ Wyoming Statutes place responsibility for ~~operating and managing~~ governing the District ~~to~~ on an elected Board of Trustees, ~~of seven members~~ which shall be in accordance with Wyoming State Laws.

The Board of Trustees shall exercise general ~~supervision of~~ governance for the District. It shall retain full legislative and judicial authority in accordance with the Statutes of the State of Wyoming. The Board shall delegate ~~E~~executive authority to the President.

Members of the Board shall have authority only when acting as a Board ~~in session and~~during meetings conducted in accordance with Wyoming open meeting statutes.

The two primary functions of the Board of Trustees shall be policy-making and appraisal of the President of the District.

The Board of Trustees shall appoint all members of the Sheridan College Foundation Board, the Sheridan College in Johnson County Advisory Board, and the Center for a Vital Community (CVC) Advisory Board.

No individual member of the Board and no group comprised of less than the full membership of the Board shall be designated as a permanent committee to perform any of the Board's functions except those for which ~~S~~state law requires signatories.

The President of the Board may appoint temporary committees comprised of less than the full membership for special purposes. Each committee shall be discharged upon the completion of its assignment.

Members of the Board shall refuse to solve complaints individually or to deal independently with those who may have complaints. Individual ~~M~~members may not commit the Board as a whole to any course of action.

The President of the District is the executive officer of the District. The Board delegates the execution of Board Policy to the President. Instruction to employees as to the execution of their duties shall be implemented through the President.

Adoption Date: 11-17-2016
Review Dates: 8-27-21
Revision Dates: 10-26-21

Board Policy 8000 *(cont'd)*

The Board of Trustees and District President ~~of the District~~ are required to conduct at least one work session per year in order to help effectively operate the District.

The Board of Trustees shall conduct an annual ~~b~~Board assessment and evaluation of the District President prior to the regular November Board meeting.

The laws of the State of Wyoming shall take precedence over any action of the Board of Trustees.

Adoption Date: 11-17-2016
Review Dates: 8-27-21
Revision Dates: 10-26-21

Policy Series 8000
Board Policy 8300

Evaluation of the President

As an organization committed to continuous quality improvement, the Board of Trustees is committed to assessing the performance of the President to identify strengths and areas for improvement.

As part of the annual evaluation of the President, the Board of Trustees will evaluate progress toward goals set the prior year and set goals for the President for the following year.

This evaluation will occur in conjunction with the annual Board Self-Assessment.

The steps in the evaluation of the President are:

1. The President will submit to the Board of Trustees a self-evaluation portfolio. ~~organized around the main categories of the strategic plan and institutional scorecard, those personal and professional qualities expected of effective leaders, and the specific goals set for the President during the annual retreat the prior year.~~ The portfolio will include progress towards implementing the Sheridan College strategic plan, the goals agreed upon in the previous year, and other items as determined by the President or specifically requested by the Board of Trustees.

2. Trustees individually will review the portfolio and complete a presidential evaluation questionnaire that was previously mutually agreed upon. The individual results are submitted to a confidential third party (e.g. NWCCD Counsel) ~~the Board President (or designee)~~ for compilation and analysis.

~~3. To further assess the District President's performance, trustees will interview selected~~

   ~~a. employees regarding campus climate and organizational health;~~
   ~~b. community leaders regarding leadership, communication and partnerships;~~
   ~~c. students and graduates to assess the quality of their experience at the college.~~

~~4.~~3. The Board of Trustees will review the evaluation results and reach consensus on what message the Board will deliver to the President regarding his/her performance.

~~5.~~4. The Board of Trustees will discuss their consensus evaluation with the President, noting accomplishments and areas in need of improvement, if any. Together, the Board of Trustees and President will create a list of goals for the President in the coming year.

Adoption Date: 09-20-2017
Review Dates
Revision Dates