



Gillette Community College District

**Regular Meeting Minutes**

Wednesday, October 20, 2021, 11:30 am

Gillette College Tech Center, Pronghorn Board Room

**Trustees Present**

Robert Palmer, Chair  
Olin Oedekoven, Vice Chair, attending via Zoom  
Alison Gee, Treasurer  
Tracy Wasserburger, Secretary  
Josh McGrath  
Frank Stevens  
Nello Williams

**Trustees Absent – None**

**Others Present**

Wendy Smith, Vice President of Community Engagement, Strategic Communications & PIO  
Senator Jeff Wasserburger  
Kristen Young, Phi Theta Kappa Advisor and GEAR Up Director  
Olivia DiLulo, Student

**Administration Present**

Janell Oberlander, Interim President  
Heidi Gross, Gillette College Foundation Executive Director

**Recorder**

Darlene Ganje

**1. Call to Order.**

Chair Palmer called the meeting to order at 11:30 am. There was a quorum.  
Trustee Wasserberger led the pledge.

**a. Approval of the Agenda**

Interim President Oberlander proposed the deletion of Organizational Reports from the agenda, specifically remove Richard Kimball, Student Senate President, as it is not appropriate at this time.

Chair Palmer requested a motion to approve the deletion of the Organizational Reports. Trustee McGrath moved and Trustee Williams seconded. The motion carried.

b. **Approval of Consent Agenda.**

There were no additions or deletions from the Consent Agenda, October 1<sup>st</sup> meeting.

Chair Palmer requested a motion to approve the Consent Agenda. Trustee Gee moved and Secretary Wasserburger seconded. The motion carried.

**2. For the Good of the District Presentation of Olivia DiLulo.**

Kristen Young, Phi Theta Kappa Advisor and GEAR Up Director, introduced Olivia DiLulo the Coca Cola Leaders of Promise Scholar. The Coca Cola Leaders of Promise program offers up to 200 scholarships throughout the nation. This Program provides scholarships to new Phi Theta Kappa members pursuing Associates Degrees. Olivia is working towards two majors: general studies and health sciences and is undecided whether to pursue a career of Nursing or a Surgeon. Chair Palmer congratulated Olivia.

**3. Executive Session – W.S. 16-4-405 (a)(ii) Employment/Appointment Contracts.**

Chairman Palmer requested a motion to move into Executive Session, pursuant to W.S. 16-4-405 (a). Trustee Stevens moved and Trustee McGrath seconded. The motion carried. Interim President Oberlander and Legal Counsel.

Began: 11:50PM

End: 12:09PM

Trustee McGrath moved for a motion to amend agenda to add second Executive Session for the purpose of legal matters. Trustee Williams seconded. The motion carried.

Trustee Gee moved for a motion to approve and adopt the Contract for Services with Dr. Walter Nolte to include modifications allowing for review of materials, preparation for meetings, and additional time at the rate of \$200/hr. Secretary Wasserburger seconded. The motion carried.

Trustee McGrath moved to approve the letter of engagement with A.B.C. CPA, PC Accounting. Trustee Williams seconded. The motion carried.

Trustee Gee moved for a motion to approve the contract for Interim President Janell Oberlander. Trustee Stevens seconded. The motion carried.

**4. Gillette College Interim President's Report – Interim President Janell Oberlander.**

Interim President Oberlander greeted the Board and guests sharing the following updates:

- a. **Financial Update** – Interim President Oberlander worked towards the approval of the engagement letter for A.B.C. CPA, PC Accounting and will be working

- with them to set up payroll, EIN, benefits, set up business to be prepared for auditing. Interim President Oberlander submitted documentation to open a bank account. She also has approached the City of Gillette for bridge loan. Policy changes would be required for that to happen, and funds would not be projected until the City's next first quarter. Therefore, Interim President Oberlander recommends going a different road given the time constraints and has submitted documents to bank to establish a short-term loan.
- b. Insurance Update - Interim President Oberlander received the Certificate for Treasury Bond and submitted documentation for Legal and Officer insurance to cover crime, cybersecurity, and protect educators and staff from liability during the process. The certificate is being written.
  - c. Retirement & Health Insurance - Larry Bucholtz, CFO for the WCCC made contact with Wyoming Retirement. Interim President Oberlander will follow up.
  - d. Staffing - The job description has been completed for the CFO position. Interim President Oberlander will work with Larry Bucholtz in finalizing the description. Advertising for that position should begin in 3-4 weeks. Trustee McGrath has worked with MHP, LLP to provide potential names of consultants.
  - e. Technology - Interim President Oberlander has been using her personal laptop and equipment at home to work. She is working with 30 Gig Technologies to get her computer, printer, and scanner set up. At that time, she will begin working in the office. Interim President Oberlander made note: No WCCC resources were used in this meeting. Interim President Oberlander's cell phone will be established by end of week. She emphasized the need to develop a web presence to store documents & let the public know of meetings.
  - f. At the October 7<sup>th</sup> Wyoming Community College Commission meeting, tuition was decided to remain flat for the next semester. Interim President Oberlander's recommended they will have to consider fees next year.
  - g. Interim President Oberlander shared information regarding upcoming events, including the Joint Board meeting tonight, October 20<sup>th</sup>. The agenda including a discussion on what direction the board should go.

Interim President Oberlander stated that the insurance loan application listed herself and the following officers as authorized signers of checks: Chair Palmer, Trustee Gee, and Secretary Wasserburger.

Trustee Gee moved for a motion to approve the actions taken by Interim President Oberlander in applying for insurance. Trustee McGrath seconded. The motion carried.

## 5. Gillette College Foundation Executive Director's Report – Heidi Gross.

Heidi Gross heard from Kirk Kaiser regarding the EDA application needing Articles and Bylaws. She hopes to have answers in the next few weeks. On November 12-13, 2021, a Strategic Planning session is planned as a 2-day workshop. The Lyon Team from Casper has been coordinating a Survey and is expected to send out in the next few days. The Survey will be sent to board members and county commissioners, as well.

Heidi is working hard to wrap up the audit. She hopes to have a draft by end of October, to present to the Board in November. At that November meeting, Heidi hopes the Board will approve changes to Bylaws, Articles and approving spending capitalization. She will make sure those are changed to accommodate new district. She is working on a digital report by December 1<sup>st</sup>, Annual Appeal. She is planning a Fundraiser in early December at a member's home. Trustee Gee asked, what is EDA? Heidi Gross responded, Economic Development Agency. Heidi further elaborated she was excited for this grant opportunity and that [we] thought was a good fit for us. Communities of Excellence assists to develop a framework to get Campbell County ready for the future by providing a Carbon Valley study, Higher Education study, and Healthcare study to develop an implementation plan and be in contact with the State and neighboring counties to diversify Campbell County. A grant writer will look for future funding. It would be a two- or three-year grant opportunity to be able to meet the workforce needs.

Palmer thanked Heidi for the support of the district and the role of the Foundation to this board and all you will continue to do and congrats on getting enrolled in EDA.

## 6. Old Business.

- a. Association of Community College Trustees Congress in San Diego.  
Vice Chair Oedekoven attended ACCT congress in San Diego, as well as Trustee Williams. The conference was well attended, over 1,000 participants: 80% Trustees, 20% Presidents. He focused on seminars Board operations. Vice Chair Oedekoven expressed the benefits of becoming a member including forms and resources, largely at no cost, templates and policies for future activities. Also, consultants can assist to look ahead. Vice Chair Oedekoven thinks one person should attend the annual conference in October, 2022. The Spring Conference is in Washington DC to promote strategic names.
- b. Wyoming Community College Commission.  
Chair Palmer, Trustee Williams, and Interim President Oberlander attended Wyoming Community College Commission on October 6 & 7, 2021. Met Erin Taylor, current trustee President Clark from Western Wyoming Community College. Trustee Williams stated everyone they met offered their help. Chair Palmer stated they committed as full-fledged members for this fiscal year since July 1<sup>st</sup>. Interim President Oberlander expressed concern regarding payment of their invoice. She

stated this year we do not have taxpayer dollars in our bridge loan, it's a question we need to address before paying invoice. Chair Palmer: Heidi Gross set up that meeting

- c. Final Meeting and Adoption of Policy Series 1000.  
Interim President Oberlander suggested changes within the Non-Discrimination Statements, page 1, to direct complaints to her directly, change to HR/CFO in future, Mission and Guiding Principal, change "Meeting of the Board" 1008. Chair Palmer recommended "Chairman" and "President" be added. Order of business: Change Organizational Report to include Faculty Senate Update and Staffing Update to be include in Consent Agenda.

Trustee Gee moved to approve Series 1000, as amended. Secretary Wasserburger seconded. The motion carried. Chair Palmer thanked Trustee Gee for her the review.

- d. Preliminary Budget.  
Interim President Oberlander recommended the following changes: Add Academic Student Affairs Officer and Human Resource Officer, average wage \$90,000/year without benefits. That will need a public hearing. Trustee Gee requests the addition and to bring back at next special meeting to go to the public hearing process. Chair Palmer asked to include with budget and insurance.

## 7. New Business.

- a. Board Meeting Time & Location.  
Trustee Stevens suggested a new time after business hours to be more accessible for public and staff to attend. Trustee Williams agreed, acknowledging that the current time limits people from attending. Trustee Gee stated she cannot agree to evening meetings for personal reasons. Trustee McGrath stated he prefers the noon hour meeting, Secretary Wasserburger stated she prefers the noon hour meeting time. Vice Chair Oedekoven states he was comfortable in any direction. Chair Palmer stated he probably started the discussion, out of concern about individuals working overtime, made staff time easier for them to come in during the day than night, also understands importance of public involved. Asks for board approval for public meeting in evening. Palmer prefers day meetings. Trustee stated that after this conversation and the views expressed, there was no point in making a motion as there would not be a successful consensus.
- b. Wyoming Association of Community College Trustees.  
Chair Palmer moved for a motion to appoint Trustee Williams as the primary member of the Wyoming Association of Community College Trustees. Chair Palmer would serve as a secondary member. Trustee Williams seconded. The motion carried.

**8. Committee Reports.**

MOU meeting: Saturday, October 23, 2021, Buffalo, WY  
Accreditation: None  
CCC: None.

**9. Public Comments.**

Chair Palmer opened for public comment

There were no public comments.

**10. Upcoming Events/Activities.**

October 20 - Joint Work Session with GC Advisory Board, 5:30PM, Tech Center Flex Space

October 27 - Pumpkin Walk/Trunk or Treat Event – 5:30 pm – Tech Center

October 28 - MSHA Fall Freeze – 8:00 am – 4:00 pm – Tech Center

October 28<sup>th</sup> - GCC Pumpkin Judging, Appointed Judges: Wasserburger, Williams.

**11. Adjourn.**

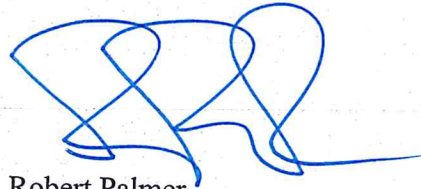
Trustee Gee moved for a motion to adjourn the meeting. Trustee Williams seconded. The motion carried.

Trustee Gee moved for a motion to move into Executive Session. Vice Chair Oedekoven seconded. The motion carried.

Submitted by:



Tracy Wasserburger  
GCCD Board of Trustees, Secretary



Robert Palmer  
GCCD Board of Trustees, Chair