



Gillette Community College District

Regular Meeting Minutes

Wednesday, November 17, 2021, 11:30 a.m.
Gillette College Pronghorn Center, Flex Space

Trustees Present

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

Trustees Absent

None

Others Present

Claire Barnes, Public Relations Specialist
Derrick Kimble, Student Senate President
Tanner Tetrault, Hub Insurance Representative
Scott Nelson, Hub Insurance Representative
Jake Goodrick, Reporter, Gillette News Record
Will LaDuke, Rodeo/Ag Complex Coordinator
Brooke Worman, Student
Ellie Bard, Student
Talli Pokorny, Student
Erin McGinley, Student
Ashley Mallett

Administration Present

Janell Oberlander, Interim President
Louise Posten, Associate Vice President of Academic Affairs
Mark Andersen, Director of Facilities
Travis Grubb, Dean of Career and Technical Education

Recorder

Jenna Waldner

Call to Order

Chair Palmer called the meeting to order at 11:35 a.m. There was a quorum. Vice Chair Oedekoven led the pledge.

a. **Additions/Deletions to Agenda**

Interim President Oberlander proposed the addition of the First National Bank Credit Card Application under New Business as item number five. Chair Palmer requested a motion to approve the addition of the First National Bank Credit Card Application. Trustee McGrath moved and Trustee Gee seconded. The motion carried.

b. **Approval of Consent Agenda**

Chair Palmer requested a motion to approve the Consent Agenda. Trustee Williams moved, and Trustee Stevens seconded. The motion carried.

For the Good of the District – Gillette College Rodeo Team – Coach LaDuke

Coach Will LaDuke introduced Brooke Worman, Ellie Bard, Talli Pokorny, and Erin McGinley. He praised them for their excellence on the rodeo team, as well as their academic achievements. At present, they are currently #1 in the Central Rocky Mountain Region and ranked #4 in the country. In addition, Ellie Bard and Coach LaDuke have been selected to represent Gillette College at the National Finals Rodeo in Las Vegas, NV.

Coach LaDuke thanked his team for their efforts and thanked the GCCD Board of Trustees for the work they've done for our new community college. The board discussed future plans with each student and commended them for their teamwork.

Interim President Oberlander asked Coach LaDuke to illustrate the difference between the rodeo team and other sports. Coach LaDuke explained that their team competes against other schools in the area, as well as at the national level. The team members must transfer to another college after completing their associates degree. Due to this, Coach LaDuke expressed his excitement for a four-year program to enable his rodeo team more time together and a better advantage when competing. Coach LaDuke shared that their next Rodeo Banquet will be on February 19th, 2022, at the Cam-Plex.

Chair Palmer and Interim President Oberlander thanked Coach LaDuke and his team for their time.

Organizational Reports

1. **Interim President's Report – Janell Oberlander**

Interim President Oberlander shared the following updates:

- a. The Gillette College Advisory Board has an upcoming workshop meeting to review the bylaws this Friday and will work on setting a meeting schedule and filling vacancies.
- b. Accreditation is underway, with great work being done with Vice Chair Oedekoven.

- c. They are headed into legislative work with the Governor's budget being released this week. There will be a lot of work to be done by college presidents; and this information will be shared when available. Interim President Oberlander suggested a potential workshop session on the state budget with the GCCD Board, Commission staff, and Erin Taylor, who works with the WCCC. The Governor's budget hearing will occur on December 14th in Cheyenne, WY, and Interim President Oberlander plans to attend and invited any board members who would like to attend as well.
- d. The Wyoming Tomorrow Bill passed, which is focused on adult learners (25-years-old and up) and Interim President Oberlander also suggests a workshop for this topic.
- e. GCCD is now in progress with Wyoming Health Insurance, and she has been trained in the process of enrolling. The retirement process is not quite ready but is being worked with Larry Bucholtz.
- f. The first payroll is anticipated to run next week. Interim President Oberlander, Trustee Gee, and Toni Bell with A.B.C. CPA are working closely to get the budget ready and approved. Once this is done, she hopes to have the CFO and Executive Admin Assistant positions posted by late November or Early December. They are also continuing to work on the job description for the Vice President of Academic and Student Affairs.
- g. Interim President Oberlander has a standing meeting every Tuesday with WCCC staff to discuss various topics, with the next one being technology infrastructure. This will include aspects such as what technology we need, cybersecurity, phone systems, cell phones, etc. Typically, the individual in the CFO position will attend these meetings.

Interim President Oberlander added that she will provide all this information and documentation to the board. Chair Palmer thanked her for her report.

2. Gillette College Foundation Executive Director Written Report – Heidi Gross

Interim President Oberlander shared the Gillette College Foundation Executive Director Written Report provided by Heidi Gross.

3. Gillette College Student Senate Report – Richard Kimble, Student Senate President

Richard Kimble shared the following updates from the Gillette College Student Senate:

- a. Student Senate is comprised of eight active clubs and five DAO's. Their current goals are safety, communication, post-secondary engagement, and student retention.
- b. The standing committees they have student representatives on include the Hope Cupboard, Career Closet, Student Appeals Committee, Safety on Campus, and Library Resource Committee.
- c. The events Student Senate participated in include the Club/Organization Fair on September 29th, and the Pumpkin Walk/Trunk or Treat Event on October 27th.
- d. Current events include the Food Drive (November 1st through November 18th) and the Coat Drive (November 16th through December 17th).
- e. Upcoming events include the Pronghorn Preview (November 19th), Christmas at the Council (December 16th), Christmas at Gillette College (November 30th), and Miracle on Sinclair Street.

- f. Topics Student Senate have discussed include communication between buildings on campus, student morale and how to improve it, what course offerings would students like to have on campus, and community education courses.
- g. The Student Emergency Fund was activated on 11/8/2021 and \$300.00 was dispersed.
- h. The Student Senate Representative for NWCCD District Council is President Richard Kimble, and the Student Senate Representative for GCCD Mission, Vision, and Values Workshop is Secretary Avery Maxwell.

Richard added that he will provide a list of courses students would like to see on campus to Interim President Oberlander to present to the GCCD Board of Trustees.

Old Business

1. **Association of Community College Trustee Membership – Chair Palmer**
Chair Palmer shared that he has received an invoice from the ACCT and the board should be members by the end of the week.
2. **Wyoming Association of Community College Trustee Membership – Chair Palmer**
Chair Palmer shared that he got an invoice from the WACCT as well, and this has been paid. GCCD Board is officially WACCT members.

New Business

1. **First Reading of Policy Series 2000, 3000, and 4000**

Interim President Oberlander shared the first reading of policy series 2000, 3000, and 4000. After the first reading, the policies will be brought back for a second, and final reading. Interim President Oberlander shared the importance of getting faculty and staff input on policies.

The board determined to go over each series and approve separately.

Interim President Oberlander went over policy series 2000. Chair Palmer asked if there were any questions. Chair Palmer inquired about the board's ability to speak on procedure's not following a policy, and Trustee Gee explained that the board does have the right to speak on this if they'd like. Interim President Oberlander added that as accreditation is worked through, appropriate staff members will report out on this information.

Vice Chair Oedekoven added that these are not brand-new policies and have been vetted out. Interim President Oberlander agreed and shared that she and Jenna Waldner have gone through various policies from NWCCD and other community colleges to collect and adjust. Chair Palmer asked if the board was approving policies and procedures. Interim President Oberlander clarified they are just to approve the policies at this stage.

Chair Palmer requested a motion to approve the first reading of policy series 2000. Trustee McGrath moved, and Vice Chair Oedekoven seconded. The motion carried.

Interim President Oberlander went over policy series 3000. Chair Palmer asked if there were any questions. Trustee Williams asked about the smoking policy, and what would occur if someone had gotten caught smoking on campus. Interim President Oberlander stated that at present students fall under NWCCD, and would likely have a conversation with Grace Henderson, Assistant Director of Campus Life and Housing, or Susan Serge, Director of Student Affairs. Trustee Gee requested Interim President Oberlander work with an attorney on the public record aspect of the policies. Interim President Oberlander will work on this and have more information at the next meeting.

Chair Palmer requested a motion to approve the first reading of policy series 3000. Trustee Wasserburger moved, and Trustee Williams seconded. The motion carried.

Interim President Oberlander went over policy series 4000. She added that within each policy it will be important to bring faculty, student senate, and vice presidents/deans on board as appropriate. She illustrated that they would want to move those over with tenure in-tact, and Trustee Gee added that when moving employees over it may be better to have a procedure in place that can later be dropped after first group is finalized (for keeping their time accrued, etc.). Chair Palmer inquired about various benefits such as a Health Savings Account and Flex benefits, and Interim President Oberlander stated these are included in the policies, and she will make sure everything is updated as needed. Trustee Wasserburger inquired about any policy that refers to a physician and if this means physician assistants or nurse practitioners. Interim President Oberlander will discuss this with HR to get clarity.

Chair Palmer requested a motion to approve the first reading of policy series 4000. Trustee Williams moved, and Trustee Wasserburger seconded. The motion carried.

2. Educators, Directors, and Officers Insurance – Tanner Tetrault and Scott Nelson

Tanner Tetrault and Scott Nelson went over the Educators, Directors, and Officers Insurance information with the board. Tanner clarified that the main focus of the insurance is to protect the board regarding any decisions made moving forward. Trustee Gee added that the board did get bond funding for this as well. Trustee Gee asked if it would be possible to bring on more executive staff members with this insurance. Tanner confirmed and stated that we may also change the term to match the fiscal year if preferred. Tanner added that the insurance protects the board from errors or financial losses with a million dollars in coverage. This would include protection with hire and fire lawsuits as well.

Scott discussed that Hub International works as a team on various areas. He specializes in HR and would work with us on these components. Chair Palmer asked if GCCD did not get state funding, would we be able to become self-funded/insured. Scott stated this would depend and need to be looked into further.

Trustee Gee moved to approve the Educators, Directors, and Officers Insurance as proposed and presented, subject to approval in budget review and availability of funds to be allocated for fees. Trustee McGrath seconded. The motion carried.

3. EDA Grant Update – Ashley Mallett

Ashley Mallett gave the following updates and information regarding the EDA Good Jobs Challenge Grant:

- a. EDA Grant is focused on coal-impacted communities looking to recover economically and establish long-term resiliency in the workforce
- b. This is a five-year grant, ending in September 2027 or earlier depending on grant award date. Grant applications are due no later than January 26th, 2022.
- c. The program is a 3-prong system that focuses on heavy equipment operator training for mining or construction, an introduction and readiness program for a variety of trades in mining and construction, and CDL Certification program.
- d. The outline of the program meets the three requirements of the grant to be considered for funding – Systems Development, Program Design, and Program Implementation.
- e. There are currently 25 interested strategic or industry partners who are willing to sign letters of intent to meet the partnership requirements of the grant.
- f. We would like for the new GCCD district to be a co-applicant, alongside the Gillette College Foundation, who has already agreed to be the grant applicant.
- g. The budget for this project, from equipment to personnel is \$15.2 million dollars. This is the amount we would be asking the EDA to award. Approximately 80% of that money is for equipment. The budget also includes a second virtual reality room, technology (hardware/software/support), and marketing.
- h. With the development of the program, we would also like to include establishing an Industry Safety Training Department at GCCD. This can be established at the same time the training system is coming to life, at no cost to the district, meet multiple deliverables of the grant, and become self-reliant through the program income.
- i. It is more likely that a grant of this magnitude will be awarded if there is department support, co-applicants, and a need within the community.
- j. It is purposed that the application partnership is between the Gillette Community College District and the Gillette College Foundation.
- k. It is recommended that the GC Foundation Executive Director, Heidi Gross, and the GCCD Interim President Janell Oberlander be the critical representatives of the “System Lead Entities and/or Backbone Organization” requirements of the grant.
- l. The GC Foundation is already EDA eligible, GCCD can be EDA eligible before the grant application is submitted. The grant writer for the grant application can provide support to GCCD to ensure they are EDA eligible.

Ashley Mallett opened for any questions. Trustee Williams asked if using a scale from 1 to 10, where do you think we would be in terms of receiving this grant. Ashley Mallett stated we would be at a nine-and-a-half. Chair Palmer asked how many employees and students would be served with this grant. Ashley Mallett stated about 500 to 1,000 employees each year, and that while the grant is not student focused, it would assist them in potential employment opportunities.

Chair Palmer requested a motion to support the EDA Grant Good Jobs Challenge as the co-applicant with the Gillette College Foundation. Trustee Williams moved, and Vice Chair Oedekoven seconded. The motion carried.

4. MOU and Exhibit A – Interim President Oberlander

Interim President Oberlander illustrated the MOU and Shared Values agreed upon with GCCD and NWCCD at the October 23rd Workshop meeting and the details within Exhibit A.

Trustee McGrath asked if NWCCD can make payments on our behalf if we don't have money in August due to the mill levy, and Trustee Gee confirmed that they had made a verbal commitment to do so and may possibly do a pot of money for us. Trustee Gee stated this is step one of many, and that they are making sure to have processes in place and carry GCCD over until we are able to access mill levy dollars. Trustee Gee and Trustee McGrath wanted to publicly appreciate the work the NWCCD Board of Trustees has been doing.

Chair Palmer requested a motion to approve the MOU and Exhibit A as presented. Trustee Gee moved, and Trustee Wasserburger seconded. Chair Palmer opened for discussion. Chair Palmer requested the Shared Values be added on the back of the MOU for future reference. Trustee Gee stated they will work on this for the next Exhibit. All were in favor of the motion to approve the MOU and Exhibit A as presented. The motion carried.

5. First National Bank Credit Card Application – Interim President Oberlander

Interim President Oberlander requested board approval to apply for a credit card through the First National Bank and went over the documentation. This will be for \$10,000.00 of credit.

Chair Palmer requested a motion to approve the First National Bank Credit Card Application. Trustee Gee moved, and Trustee McGrath seconded. The motion carried.

Public Comments

There were no public comments.

Upcoming Events/Activities

November 19 – Pronghorn Preview – 8:00 a.m. – Tech Center Flex Space

November 23 – Gillette College Thanksgiving Lunch – 11:30 a.m. – Main Building Commons

November 24-26 – College Closed – Thanksgiving Break

November 30 – Christmas at the College – 4:30 p.m. – Tech Center Flex Space

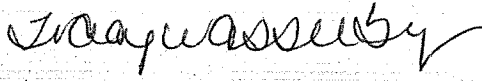
December 9 – Gillette College Retirement Celebration – 11:30 a.m. – Main Building Commons

December 15 – GCCD Regular Board of Trustees Meeting – 11:30 a.m. – Tech Center Pronghorn Board Room

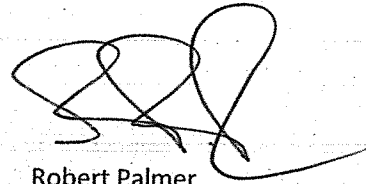
Adjourn

Chair Palmer requested a motion to adjourn the meeting. Trustee McGrath moved, and Trustee Gee Seconded. The meeting was adjourned at 1:48 p.m.

Submitted by:



Tracy Wasserburger
GCCD Board of Trustees, Secretary



Robert Palmer
GCCD Board of Trustees, Chair