



**Gillette Community College District
Regular Meeting Minutes**

Wednesday, December 15, 2021, 11:30 a.m.
Gillette College Tech Center, Pronghorn Board Room

Trustees Present

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

Trustees Absent

Olin Oedekoven, Vice Chair

Administration Present

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

Others Present

Dave Horning, Legal Counsel
Toni Bell, A.B.C. C.P.A.
Scott Cargill, President, Gillette College Booster Club
Jake Goodrick, Reporter, Gillette News Record
Brian Worthen, Gillette College Advisory Board Chair
Grace Henderson, Assistant Director of Campus Life and Housing
Matthew Craig, Faculty
Hannah Smithson, Student
Olivia Wasinger, Student

Recorder

Jenna Waldner

Call to Order

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

a. Additions/Deletions to Agenda

Trustee McGrath moved to relocate the financials from the Consent Agenda to the Organizational Reports. Trustee Gee seconded. The motion carried.

b. **Approval of Consent Agenda**

Chair Palmer requested a motion to approve the Consent Agenda as modified. Trustee Gee moved and Trustee McGrath seconded. The motion carried.

For the Good of the District – Gillette College Residence Assistants – Grace Henderson

Interim President Oberlander introduced Grace Henderson, Assistant Director of Campus Life and Housing. Grace introduced two Gillette College Student Resident Assistants: Hannah Smithson and Olivia Wasinger. Hannah and Olivia shared their duties and responsibilities as Resident Assistants (RA's). As RA's, they are required to complete two weeks of training, be available for any housing incidents, and be on-call once or twice during the week and weekend. Grace added that the main priority is the safety of the residents on campus.

Trustee Gee asked how many students are currently in our housing. Grace said we have around 40, with a capacity of 89 (130 with Inspiration Hall). Grace shared that the upcoming move-in date is on January 24, which is the beginning of Spring classes. Grace added that she is very proud of her Resident Assistants, and gave a mention to her third RA, Justice Newborn, who could not make it to the meeting today.

Organizational Reports

1. Financials – Toni Bell

Trustee Gee shared that she is grateful for the work Toni Bell is doing for Gillette Community College District and the Board of Trustees. Toni thanked the board for having her. She went over the financials document shared with each trustee. Toni opened for any questions. Trustee Wasserburger asked about the liaison fee and if this fee is split with NWCCD. Toni confirmed and stated the fee is split evenly between both districts.

Chair Palmer asked the board members if they would like to continue to see every invoice at their board meetings. Trustee Gee suggested the board receive a list of each invoice and expense, with details or invoices provided when requested. Chair Palmer clarified that he would like to continue the Treasurer's involvement, however the entire Board does not need all invoices at every meeting with the caveat that they may see invoices by request. Chair Palmer opened for discussion. Interim President Oberlander stated that we want to make sure there is a clear process in place for audit purposes. She suggested that invoices above \$5,000.00 should come to the Board for approval before being paid. Chair Palmer requested that Interim President Oberlander and Trustee Gee work on this and provide a proposal on what the internal controls and amounts should be. Trustee Wasserburger and Trustee Stevens agreed that there should be a process in place, but that they do not need to see every single invoice. Chair Palmer asked Interim President Oberlander and Trustee Gee to have this proposal at the January board meeting.

Chair Palmer asked if there was any questions or further discussion. There was none. Chair Palmer requested a motion to approve the Financials. Trustee McGrath moved and Trustee Stevens seconded. The motion carried.

2. Interim President's Report – Janell Oberlander

Interim President Oberlander shared the following updates:

- a. The Cheyenne Joint Appropriations Committee met to discuss the budget in relation to Wyoming community colleges. It was pointed out that it is now known that post-secondary education is the number one indicator of economic stability. Interim President Oberlander added that given this information, it's vital to stand up a strong workforce and programs at GCCD. There were additional conversations had with the WCCC and one topic was compensation. It is important to support faculty and staff and meet market value. This is an issue all community colleges are currently facing.
- b. GCCD did not receive any of the EDA grants that had been submitted up to this point. Interim President Oberlander stated she will forward a letter from the Governor that is in strong support of Wyoming's community colleges. There is one more EDA grant that GCCD will be submitting.
- c. The CFO and Executive Administrative Assistant positions are ready to be posted. Interim President Oberlander had a meeting with a potential CFO candidate yesterday and will meet with another candidate tomorrow.

Interim President Oberlander opened for any questions. Trustee Wasserburger asked if the denied EDA grants included the Good Jobs Challenge Grant that had been presented at the November Board Meeting. Interim President Oberlander clarified that that grant was not denied, it has yet to be submitted. One of the denied grants included the IACMI Manufacturing and Decarbonization grant that was discussed in the October 1st Special Board Meeting. There were no additional questions.

3. Gillette College Foundation Executive Director Report – Heidi Gross

Heidi Gross gave the following updates:

- a. The Office of Transformation EDA grant will be re-submitted to add measurable outcomes. She will work on this with Ashley Mallett and Brandi Harlow. Heidi added that she is working on letters of support from the Governor and hopes to hear back soon.
- b. The Foundation Board completed their Strategic Planning session in November. This is the first one done in a few years and they are excited to move forward. The Foundation has identified four priorities: revenue stream diversification, community engagement, targeted and diversified fundraising, and alumni development. In addition, each priority has goals that will be tracked and developed into an action plan. The Foundation board will meet quarterly to discuss their Strategic Planning.
- c. The annual report has been sent out and there is a digital version on the Foundation website. The Foundation recovered well from the lost last year due to Covid. In addition, the Foundation grew almost 2 million dollars in assets in a year.

d. The Foundation has partnered with Peregrine Services to provide a Global Speaker Series at Gillette College. This will be done on a quarterly basis and have speakers from all over the world to discuss their culture and the history of their country. These events are free and open to the public. The first series is on January 13th at 5:30 p.m. in Gillette College Presentation Hall.

4. Gillette College Advisory Board Update – Brian Worthen

Brian Worthen shared the Advisory Board updated By-Laws. The changes included removing NWCCD from the document and adding a focus on supporting GCCD and providing community input. Another change is the meeting time, which will now be on the 2nd Wednesday of every month at 7:30 a.m. in the Gillette College Main Building BN Room.

Interim President Oberlander added that once the Board of Trustees approve these By-Laws, each Advisory Board member term starts over.

5. Gillette College Booster Club Update – Scott Cargill

Scott Cargill updated the board on changes within the Booster Club. He is now the President, Ryan Allen is the Vice President, and Cassidy Westbrook is the Treasurer. The Booster Club is taking over what was previously called the Loren Larsen Basketball Tournament and renaming it the Gillette College Booster Club Tournament. This event will be on January 21st and 22nd in the Gillette College Pronghorn Center. The Booster Club will also assist with the Rodeo Banquet on February 19th. They are working on a date for the Booster Club Golf Tournament.

Scott stated that Gillette College currently has one sport, Rodeo, that is not funded. The Booster Club helps with these funds and they hope in the future this cost will be included in the 2022/2023 budget, alongside getting athletics back.

Scott added that he has met with Interim President Oberlander to clean up and update the Booster Club By-Laws. Scott opened for any questions. Trustee Gee asked if the Booster Club was housed under the Gillette College Foundation. Scott confirmed it is. Chair Palmer asked if the Booster Club has a website domain. Scott explained that they used to have one under Sheridan and have not been able to re-gain access to this page. Chair Palmer requested Interim President Oberlander to follow up on this item.

Old Business

1. Notice of Public Hearing for Gillette Community College District FY 21/22 Budget on 1/19/2022 – Interim President Oberlander

Interim President Oberlander went over the Notice of Public Hearing document that Chair Palmer created with Trustee Gee. This document will be published in the paper early in the year. Chair Palmer went over the document with the board and stated their input is welcome. The budget will hopefully get them through the end of June 30th, with plans to continue the formal process for Fiscal Year 2022/2023. Chair Palmer opened for any questions. Trustee Stevens

asked if the July budget adoption date is required, and Chair Palmer explained this date may be flexible. There were no additional questions.

2. Second reading and adoption of Policy Series 2000, 3000, and 4000

Interim President Oberlander went over Policy Series 2000. There were suggestions to change the language from “shared governance” to “participatory governance” to indicate that faculty and staff may participate in governance of GCCD. Chair Palmer asked if the current language is required for any accreditation rules with the Higher Learning Commission. He added that he wants to include and respect faculty and staff, but also make sure we are taking proper steps with accreditation guidelines. Interim President Oberlander stated she will check into this.

Trustee Wasserburger asked for clarity regarding the sentence “Board policy does not dictate how any policy should be implemented”. Interim President Oberlander stated that policy dictates how procedures are set. Trustee Wasserburger suggested the second “policy” should be changed to say “procedure” for this to read correctly. Chair Palmer suggested phrasing it to state that the Board is responsible for policy, while the college is responsible for procedure. Interim President Oberlander will update this. Chair Palmer suggested tabling approving Policy Series 2000 for these changes. Chair Palmer requested a motion to table Policy Series 2000 for the January 2022 board meeting. Trustee Stevens moved, and Trustee Gee seconded. The motion carried.

Interim President Oberlander went over Policy Series 3000. This series ties into federal compliance, therefore additional policies will be added in the future such as Title IX. Interim President Oberlander opened for any changes or comments to Policy Series 3000. Trustee Wasserburger suggested a font change within Board Policy 3019. Interim President Oberlander stated all policies will be cleaned up and re-typed or any font or formatting issues.

Interim President Oberlander went over Policy Series 4000. She explained that within the Equal Opportunity Section on the first page, her name and information is listed. This will change as new staff is onboarded. Once GCCD has faculty positions moved over from NWCCD, policy regarding tenure will be added as well. Interim President Oberlander explained that GCCD is mandated to take Wyoming State Insurance if receiving any state funding. There are different avenues to move forward with, but it may be better to stay with the Employers Group Insurance. Trustee Wasserburger asked about the Sickness During Vacation section on page 5. The term “health care providers” may need to be further defined. Trustee Wasserburger was wondering who this term includes such as an Advanced Practice Provider, a Physician, a Pharmacist, etc. She suggested changing this term to “Advanced Practice Provider”, as this could include Physician Assistants, Nurse Practitioners, MD’s and DO’s. Chair Palmer and Trustee McGrath agreed that this would be a good idea. Interim President Oberlander stated she will update this. Interim President Oberlander suggested adding language to state that employees may pick their healthcare provider. She asked Chair Palmer if he would like to table Series 4000 as well until these updates are made for the January board meeting. Chair Palmer agreed.

Chair Palmer requested a motion to approve Policy Series 3000. Trustee Gee moved and Trustee Wasserburger seconded. The motion carried.

New Business

1. Gillette College Advisory Board By-Laws – Brian Worthen

Brian Worthen presented the Gillette College Advisory Board By-Laws and requested the Board move to accept the updates. Chair Palmer asked if all current Advisory Board members need to be re-appointed and if so, when. Interim President Oberlander stated the approved By-Laws would be brought to the January Advisory Board meeting, with then bringing 3 to 4 members to the GCCD Board of Trustees for approval in February. Trustee Stevens moved to approve the Advisory Board By-Laws, and Trustee McGrath seconded. Chair Palmer opened for discussion.

Trustee Stevens recommended adding language to state that GCCD Board of Trustees may renew and/or remove any Advisory Board members with or without cause. Trustee Gee suggested adding language to state the Advisory Board is a creation from the GCCD Board and that they may remove/add members within their own policies instead. Chair Palmer agreed that the GCCD Board should have the opportunity to remove members if necessary but thinks this may already be covered within the By-Laws. Brian Worthen stated that the document as is encompasses what Trustee Stevens is suggesting but thinks it could be updated to further clarify such. He stated the Advisory Board may self-govern. He added that if the Advisory Board believes any member to be acting unethically, they have the ability to deal with such. Trustee Gee stated that she agrees with Mr. Worthen, and perhaps they should have both the Advisory Board self-govern but give GCCD Board of Trustees ultimate power if need be. Chair Palmer asked Mr. Worthen how the board would like to proceed – either table the motion to allow the Advisory Board to revise these By-Laws or adopt them as is. Trustee Gee requested Interim President Oberlander, Mr. Worthen, and legal counsel to revise the By-Laws. Trustee Stevens agreed. Chair Palmer requested a motion to table the Advisory Board By-Laws to be revised and brought back to the Board at the January meeting. Trustee Stevens moved, and Trustee McGrath seconded. The motion carried.

2. Mission Documents – Interim President Oberlander

Interim President Oberlander went over the Mission Documents. These have been reviewed by senior council, student senate, and some faculty and staff. The feedback she has received is to remove the strategic columns at this point in time and bring them back at this strategic planning process. It was also suggested to remove the word “Entrepreneurship”. The Mission statement was updated as well to remove “and technical” to instead state “academic and career excellence”.

Within the Vision, three words were suggested to be included: quality, dedication, and integrity.

Within the Values, groups suggested to change “growing students” to “mentoring students, staff and faculty”. Interim President Oberlander stated at this point they are wordsmithing and working on the details. Any feedback is welcomed. Trustee McGrath asked why the word “Entrepreneurship” was received negatively. Interim President Oberlander stated that the feedback was that it seemed more business related than college related. Chair Palmer and Trustee Gee suggested the Mission documents be available for public input as well. This could

be done in an open meeting at the college. Interim President Oberlander stated that these documents are important to get faculty, staff, student, and public input, but are also key to finalize soon for accreditation purposes.

EXHIBIT C – Interim President Oberlander

Interim President Oberlander shared Exhibit C. This document is not yet finalized and will be worked on with the mediation team on how positions will be brought over from NWCCD to GCCD and the funding process. They will also work on how this will be accomplished – in a staggered process, by department type, or all at once. This document will be worked on over the next month or so. Trustee Gee added that both sides on the negotiation team is working hard to provide a smooth transition for employees. Chair Palmer agreed.

3. Employers Council Contract – Interim President Oberlander

Interim President Oberlander recommended the Board move forward with the Employers Council Contract membership. This will provide excellent services to GCCD and help with the gaps before GCCD obtains a Human Resources Department. This cost will be \$3,300.00 annually. Chair Palmer requested a motion to approve the Employers Council Contract membership. Trustee Gee moved, and Trustee McGrath seconded. The motion carried.

Committee Reports

1. Budget/Finance – Trustee Gee

Trustee Gee stated they are working on an interim policy and will hopefully bring this forth at the January meeting.

2. GCCD Branding – Trustee McGrath

Trustee McGrath went over the GCCD Branding package shared with each board member. The plan is to develop another logo to replace the Gillette College wave and re-do the seal. This plan would not begin until January. Chair Palmer asked if there were any comments or concerns. Chair Palmer suggested no action today, and to invite this company to attend the January meeting and present the proposal. Trustee McGrath added that there is room for public collaboration as well.

3. Accreditation – Interim President Oberlander

Interim President Oberlander shared accreditation updates. They are working on the various steps. GCCD is now incorporated within jurisdiction of an accrediting body, has document of its legal status within the State of Wyoming, has Articles of Incorporation, governing boards, and will soon have the Mission documents. Interim President Oberlander stated she will write up this information and will send it to the board.

Interim President Oberlander added the plan is to adopt the Preliminary Budget in January and the budget for Fiscal Year 2022/2023 sometime in July of 2022.

4. Wyoming Community College Commission

Interim President Oberlander went over the Wyoming Community College Commission documents that had been sent out to all board members. Chair Palmer stated her weekly updates are helpful and to please continue sending this information to them.

Public Comments

There were no public comments.

Upcoming Events/Activities

December 17 – Mingle and Jingle

December 23-31 – Campus Closed for Holiday Break

January 19, 2022 – BOT Regular Board Meeting – 11:30 a.m. – Tech Center Pronghorn Board Room

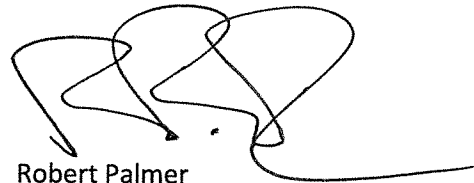
Adjourn

Chair Palmer adjourned the meeting at 1:53 p.m.

Submitted by:



Tracy Wasserburger
GCCD Board of Trustees, Secretary



Robert Palmer
GCCD Board of Trustees, Chair