

GILLETTE COMMUNITY COLLEGE DISTRICT – BOARD OF TRUSTEES

Meeting Minutes

Tuesday, September 7, 2021, 8:00 am

Gillette College – Tech 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

Others Present

Administration Present

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

Recorder

Allyssa Molenda

1. Call to Order and Roll Call

Chair Palmer called the meeting to order at 8:05 am. There was a quorum.

Approval of the Agenda

There were no additions or deletions from the Agenda.

Chair Palmer requested a motion to accept the Agenda. Treasurer Gee moved and Trustee McGrath seconded. The motion carried.

Approval of Consent Agenda

There were no additions or deletions from the Consent Agenda.

Chair Palmer requested a motion to accept the Consent Agenda. Secretary Wasserburger moved and Vice Chair Oedekoven seconded. The motion carried.

2. Executive Session – W.S. 16-4-405 (a) (ii) Appointment

Chair Palmer requested a motion to into Executive Session. Vice chair Oedekoven moved and Trustee McGrath seconded. The motion carried.

Began at 8:07 am

Ended at 8:42 am

No action from Executive Session.

3. Old Business

No old business to review.

4. Gillette College Vice President's Report

Vice President Janell Oberlander thanked Mark Andersen for making the sound work appropriately and the Facilities Staff for setting the room. A thank you was also given to the Trustees for the opportunity to give an update.

- Enrollment update: one week in with classes beginning on August 30, 2021 and looking forward to numbers continue to increase with C Block, MSHA, and Dual/Concurrent Enrollment.
 - Numbers: 966 head count and 550 FTE; Fall of 2019 1263 head count and 964 FTE
 - 83% from service area; 791 from Campbell County
- Diesel and welding programs are full, including opening a 3rd section for welding. There are 9 machine tool students. Nursing is full at 32 spots. Arts/Sciences are doing great as well.
- MSHA team is headed to a Mining Expo in Vegas to receive recognition on the VR room and its opportunities.
- Traveled with GCCD Chair Palmer and Treasurer Gee traveled to Casper to meet with the WCCC and the CFO at Casper College. The meeting was great and there was a lot of information received.
- The Board Insurance packet is complete and will need Chair Palmer's signature as well as the banking RFP update.
- At the City of Gillette Council Meeting Gillette College shares a quarterly update. At the upcoming update 3 of the Student Senate members will attend and lead the pledge of allegiance.
- There is also an upcoming Campbell County Commissioners Meeting update on 9/8/2021 at 9 am.
- Carbon Valley Community of Excellence has continued to meet and work on bringing people together to respond to the transforming economy. Current focus is on an EDA Grant opportunity that would hire a company that could compile all the community reports and give a combined report on where all these reports are at. This grant is due at the end of September and a grant writer is secured and in place.
- Gillette College has exciting opportunities and partnerships coming up. There will be conversation with Provost from Montana Tech to see what partnerships can be built not only on campus but in the community. We will also reach out to BHSU, SDSM, and UW.
- COVID reporting is ongoing and continued to be worked on. Currently there is no face coverings required on campus and efforts are in place to remind students of sanitation.
 - Secretary Wasserburger asked regarding the COVID policy if a student is sick, do they have the ability to attend by ZOOM?

- The answer depends on the program as it is more difficult for the CTE and Nursing Programs. Currently it is the student's responsibility to reach out to the professor about participating or what can be done to catch up. Many rooms have been transformed to ZOOM rooms.

5. Gillette College Foundation Report

Foundation Director Heidi Gross began by sharing the Summer has been busy with Foundation Events. Including the Foamy 5k with 100 participants. The Golf Tournament was also successful. This Spring event raises operating funds for the Foundation.

- Director Gross invited the Trustees to attend the Donor Reception on September 16th at 5:30 pm in the Technical Education Center Flex Space. This reception is to thank the Foundation supporters.
- The Foundation hopes to wrap up the Annual audit soon.
- Working with Vice President Oberlander on the EDA Grant to be a Co Applicant with the County. This would give the ability to hire someone to take all the studies and pull them together to give us an outlook on how to move forward with all the information.
 - Chair Palmer congratulated Director Gross on the Summer events and wished luck on the grant application.

6. Committee Reports

- a. Budget/Finance
 - i. Treasurer Gee visited Casper College and met with the CFO and the WCCC. Both provided some information on completing budget forms, software and systems that they use, bridging a system for operating budget, and salaries at administrative level.
 - ii. Compiling bids on insurance. Sheridan College shared what insurance on their property looks like and Gillette College can use this for numbers on cost for soon to be GCCD properties.
 - iii. Continuing to compile information and building a budget for the interim from now until mil money can be accessed.
- b. Governances and Policies
 - i. Treasurer Gee reported receiving requests from the committee but are also gathering information from Casper College and other local colleges. Currently has a copy of NWCCD policies and will be reviewing to determine what is a best fit to start from.
- c. MOU
 - i. Chair Palmer has begun to reach out and will meet with NWCCD Board of Trustees.
- d. GCCD Branding
 - i. Trustee McGrath began by explaining that the committee has had some preliminary discussion and has received a lot of feedback on not changing the Pronghorn logo. The committee feels the direction needed is more on what the Gillette College Logo and Seal look like.
- e. Accreditation
 - i. Vice Chair Oedekoven gave a hand out for all the trustees. (Attachment A) While amassing the HLC document the HLC policy book must satisfy the listed 19 areas before

receiving accreditation from HLC. (Attachment A-Page 1) The second page is a summary list of criteria for accreditation as the manual is much longer. (Attachment A-Page 2) Vice Chair Oedekoven will continue to catch up to on manuals and new updates.

There are no action items.

- (1) Treasurer Gee mentioned to clarify for the audience that HLC is the Higher Learning Commission. Treasurer Gee also asked if going with the HLC is the best route?
 - (a) Vice Chair Oedekoven answered with a quick answer is yes but up until a couple years ago the US was divided geographically and we just happen to fall within the HLC out of Chicago. A couple years ago they moved the geographical locations, we now could fall under WAUS.
- (2) Trustee Williams asked what would be the shortest period that accreditation could be?
 - (a) Vice Chair Oedekoven answered with so much depends on the HLC itself and on how they review the GCCD. There is not much we can do today before we can have a conversation with HLC and there must be more items in place. Conversations wouldn't begin possibly until next Spring depending on what path we go down. Chair Palmer added that some were able to attend HLC presentations earlier this year and will share those recordings.
- f. Wyoming Community College Commission (WCCC)
 - i. Chair Palmer spoke about meeting the WCCC & staff Friday and being warmly received. The website is being updated to include a timeline to see how items are progressing and all the work that is coming Trustee Williams added that the meeting was very informing and a lot of information.
- g. Association of Community College Trustees (ACCT)
 - i. Chair Palmer is reaching out to them for assistance and Vice Chair Oedekoven and Trustee Williams will hopefully attend the annual meeting in October in San Diego. Vice Chair Oedekoven mentioned signing up to attend as a nonmember and the cost is a little pricey. Chair Palmer realizes it is an investment but also mentioned these trips are worth it to build from where the board is right now.
- h. Meeting Committee
 - i. Secretary Wasserburger mentioned working on a format of the agenda that will be introduced. It is just a template for now and something that could be adjusted. Timing of board meetings was also talked about and proposed looking at the second Wednesday in the morning at 8:30 am versus evening. Chair Palmer mentioned possibly holding the board meetings at 11:30 am so that more faculty/staff/students could come present or attend. Trustee Stevens added the 11:30 am is a little more difficult to commit over the lunch hour. Treasurer Gee suggested the 3rd Wednesday at 11:30 am.

Chair Palmer requested a motion for the GCCD BOT Meetings to be the 3rd Wednesday at 11:30 am of every month with October 20th being the first.

Trustee McGrath moved and Trustee Williams seconded. Chair Palmer asked for discussion and Vice Chair Oedekoven asked there to be ZOOM option available. Vice President Oberlander agreed and mentioned the 3rd Wednesday of every month is also the GC Advisory Board Meeting day. The motion carried.

7. New Business

Chair Palmer spoke about working with the Department of Revenue and County Assessor's Office to make sure our district is formed correctly to access the mil. Ms. Seeger put together a packet that included the certification of election and results. Tony Kneivel with Public Works is putting together the boundary map and the legal description of the properties. Vice President Oberlander confirmed the GCCD address is 300 W Sinclair Street and could begin to receive correspondence.

a. Public Comment

Chair Palmer opened the meeting for Public Comment.

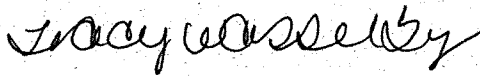
8. Upcoming Events/Activities

- a. Vice Chair Oedekoven suggested having representation at the Advisory Board Workshop to help define the boards role. Chair Palmer reminded all the trustees that the Advisory Board is appointed by NWCCD and the current role looks different but would need to discuss how that role could change.
- b. Secretary Wasserburger asked for clarification on what the Town Hall & Welcome Back Events were. Vice President Oberlander answered with these being events to kick off the semester including students.
- c. Chair Palmer requested another special meeting on October 1st at 8:30 am. Treasurer Gee moved and Vice chair Oedekoven seconded. Chair Palmer asked for discussion and Trustee Stevens suggested a 5 pm meeting but retracted. Secretary Wasserburger added being on call and may need to leave. The motion carried.

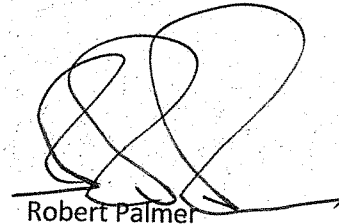
9. Adjourn

Chair Palmer requested a motion to adjourn the meeting. Treasurer Gee moved and Trustee Williams seconded. The motion carried. Meeting was adjourned at 9:32 am

Submitted by:



Tracy Wasserburger
GCCD Board of Trustees, Secretary



Robert Palmer
GCCD Board of Trustees, Chair