



Mission:

Gillette College is dedicated to student and learner success by offering opportunities for academic, technical, and career excellence in a diverse and innovative environment that focuses on community partnerships to ensure access to lifelong quality education and training.

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, November 16, 2022

11:30 am

Gillette College Tech Center, Pronghorn Board Room

Trustees Present

Robert Palmer, Chair
Josh McGrath, Vice Chair
Tracy Wasserburger, Secretary
Alison Gee, Treasurer
Nello Williams
Larry Smith
Teri Anderson

Administration Present

Dr. Janell Oberlander, President
Anne Larsen, Vice President of Administration, Chief Financial Officer
Heidi Gross, Executive Director of the Gillette College Foundation
Dr. Barry Spriggs, Vice President of Academic and Student Affairs

Others Present

Dave Horning, Legal Counsel
Cassia Catterall, Reporter, Gillette News Record
Kelly Derryberry, Faculty
Matthew Craig, Faculty
Avery Maxwell, Student Senate President
Barry Lambson, Ferrilli (zoom)

Recorder

Elly Henning

Call to Order Regular Meeting of the Gillette Community College District Board of Trustees

Chair Palmer called the Regular Meeting to order at 11:30 a.m. Trustee Smith led the pledge. There was a quorum.

- a. Additions/Deletions to Agenda for Wednesday, November 16, 2022

Chair Palmer requested an executive session be held to discuss personnel following public comment.

b. Approval of the Agenda for Wednesday, November 16, 2022

Trustee McGrath moved to approve the agenda, Trustee Williams seconded. Motion carried.

c. Approval of Consent Agenda

Trustee Wasserburger would like to amend the minutes from Oct. 19, 2022 to add a clarification that her question under Dr. Oberlander's organizational report about a cost breakdown was specific to a Ferrilli cost breakdown. Trustee Gee moved to approve the consent agreement with the additional comments per Secretary Wasserburger under Organizational Reports. Seconded by Trustee McGrath. Motion carried.

For the Good of the District

Student Recognition - Student of the Year, Olivia Wasinger

Dr. Oberlander shared that this is the first Gillette College student of the year. Olivia brings joy to all events and she started a bit shy and timid when she arrived from Buffalo when she was 17-years-old. She has grown so much and has experienced a lot of professional development through being an RA and she is so pleased to be part of Gillette College. She will join Dr. Oberlander in Cheyenne for the WACCT awards ceremony in January.

Board Celebrations

Chair Palmer shared his excitement that the 1% tax was approved. Trustee Wasserburger shared that her son's ranch won a national award. Trustee Anderson's granddaughter had her tonsils out this morning and is doing well.

Organizational Reports

1. President's Report – Dr. Oberlander

- a. The retreat was a very successful day and we are working on incorporating ideas and especially continuing to think about the biases handout and discussing it within cabinet and other councils throughout the college. Approving the board priorities publicly is a good statement to the community and college. Trustee Gee would like to see minutes from the retreat and the board assessment results to get more background on the discussion of the day since she wasn't able to be there. Trustee Gee's comments to Scott Wyatt about having board training on statutes is in motion and Attorney Horning will hold a workshop with the trustees early next year. Trustees were also invited to the board training next month being put on by the county.
- b. The ACCT conference in New York was helpful and many sessions covered board duty, fiduciary responsibility, board assessment and evaluation, and policy review. The training also encouraged work sessions. The Leadership Council is focusing on growing talent from within and it lined up with a training on building up the next leaders. Right now the Leadership Council is embarking on reading Extreme Ownership and then can begin to apply some of the points of the book into their every day practice. The NJCAA President had a panel and discussed how student athletes thrive in a structured environment with academics propelling them to success. Trustee Wasserburger would like to share this information with our community. Chair Palmer suggested sharing this and the good things the college is doing at the Pronghorn Town Halls or guest editorials to get the word out. President Oberlander suggested that when the NJCAA President is on campus we can do some things for community engagement to get the word out.

- c. Dr. Spriggs and Dr. Oberlander had a phone call with the State Board of nursing to start the conversation about standing up our own nursing program.
 - d. The Phi Theta Kappa chapter is working on the Community College Smart campaign and the faculty advisor will be at the board meeting in January to report on that campaign.
 - e. In December we will have a pre-meeting workshop to review the audit.
 - f. Trustees are all invited to the Mingle and Jingle event on Dec. 9.
2. Gillette College Advisory Board Update – Chair Brian Worthen
 - a. Chair Worthen wasn't able to attend so President Oberlander shared that the Gillette College Advisory Board has their annual meeting in Dec. and are requesting a joint meeting with the Trustees. Chair Palmer suggested meeting at 7 a.m. on Dec. 14 with the Advisory Board.
 3. Gillette College Vice-President of Administration/CFO – Vice President Larsen
 - a. VP Larsen shared that Human Resources is currently recruiting for 17 positions. IT continues working on infrastructure and you will see some policies to review in the January meeting. Risk management is a priority focus right now and a large group of employees are having trainings on emergency planning with tabletop exercises for preparation. VP Larsen shared that IT and facilities are incorporating raspberry shakes to monitor the movement of the ground and any tremors or shakes for data compilation and safety.
 - b. The Vision 2040 community event was held last week to go over the top topics gathered from the past year. VP Larsen and Director Gross led the education group and it was enlightening and productive and the findings will be submitted and the group will move forward with the strategy. The information gathered will be used for the strategic plan for the City and County.
 4. Student Senate Update – President Avery Maxwell
 - a. Students were introduced to the process of accreditation and are looking forward to being an integral part of the process going forward. The food drive is currently up and running and the council who brings the most food gets to pick a cabinet member to pie in the face. All the food will go to stock the Hope Cupboard. Miracle on Sinclair Street is a program they are planning to provide some financial funding for students in need around the holidays. The funding for the program will come from excess funds from activities that don't happen every month.

Old Business

New Business

1. First Reading of Financial Policy Series 3000 – Dr. Oberlander
 - a. Chair Palmer requested a motion to approve the First Reading of Financial Policy Series 3000. Trustee Gee moved and Trustee Wasserburger seconded to approve the First Reading of Financial Policy Series 3000. In Policy Series 3000.12 Trustee Gee would like to delete on the 4th line "such as the Uniform Commercial Code (UCC)." Trustee Gee asked about the justification for \$60,000 spending threshold and VP Larsen replied that the other colleges she spoke to ranged from \$60,000-100,000 and she felt most comfortable with \$60,000 for now. Chair Palmer would like to add federal requirements to Policy Series 3000.16 and VP Larsen will look into that. In Policy Series 3000.20 Trustee Anderson would like to strike "his/her" and replace it with "their" in all possible

instances. Chair Palmer inquired about whether or not we have a plan for inventory tracking. Motion carried.

2. Lease Assignments – Dr. Oberlander/Legal Counsel Horning
 - a. Over the last 3 weeks Legal Counsel Horning has been working with NWCCD counsel. Counsel Horning stated that the essence of the agreements is that GCCD will be swapped out with NWCCD in lease agreements for buildings. The current status is that NWCCD is concerned about their insurance liability exposure and at this point they are not able to approve the agreements. Trustee Gee and Vice Chair McGrath suggested the Negotiation Committee reach out to get this resolved.
3. Acceptance and Approval of GCCD Board Priorities for 2023 – Chair Palmer
 - a. Chair Palmer suggested pausing this item until December until there has been time to discuss the retreat with Trustee Gee.
4. IT Policy and Procedure Overview – Barry Lambson, Ferrilli
 - a. The primary scope is making sure Gillette College sets up policies and procedures to keep data secure and that plans are in place if there is any kind of breach. Building up the IT staff in professional development is also a component of the work. Things are moving forward and the groundwork is being laid. The depth of the policies and procedures is thorough and policies should be brought before the board in January.
5. Tri-Board Meeting Date – Dr. Oberlander
 - a. Trustees suggested a March/early April meeting following the legislative session.
6. Vision Meeting – Chair Palmer/Dr. Oberlander
 - a. The Town of Wright, City of Gillette, County, hospital and college have historically met annually to share reports and continue their partnerships. The Vision Meetings took a break for 2 years due to COVID. It is back starting on January 25, 2023 at 5:30 p.m. and the college will host.

Committee Reports

1. Negotiation Committee report – Chair Palmer
 - a. Chair Palmer shared that they are hoping to wrap up the lease agreements. A write up from the in person negotiation meeting notes is close to being agreed upon. A summary of the exhibits completed and the ones that remain outstanding will be put together so all trustees know where things stand.
2. Accreditation – Dr. Oberlander
 - a. Work continues to get the filing into the accrediting commission by the end of the fiscal year. Committees are working diligently. A visual aid is being worked on to show where the milestones will be and where we are along the timeline.
3. Wyoming Community College Commission – Dr. Oberlander
 - a. The Joint Education Interim Committee met yesterday and moved 4 bills forward.
4. Wyoming Association of Community College Trustees – Chair Palmer
 - a. The WACCT sent out an election recap for the entire state and there are a lot of new legislators. Chair Palmer is waiting on the latest update on the college trustees elections before he sends the updates to the group.

Public Comments

(Public comments should be limited to three (3) minutes duration for each agenda items. Please state your name, affiliation, and agenda items to address.)

Chair Palmer requested a motion to go into executive session to discuss personnel. Trustee Williams moved, Trustee McGrath seconded. Motion carried.

Trustee Anderson moved to adjourn from executive session and the board meeting. Seconded by Trustee Williams. Motion carried. 1:48 p.m.

Upcoming Events/Activities

Nov. 22, Thanksgiving Celebration, 12:30 – 2:30 p.m., Main Building Commons

Nov. 23-25 – College Closed

Dec. 6 – Christmas at the College, 4:30-6 p.m., Tech Center

Dec. 19, Holiday Party, 12 – 3 p.m., Main Building Commons

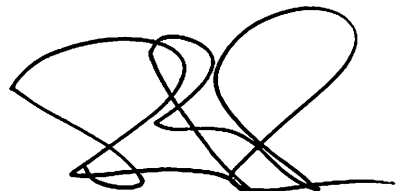
Dec. 22-Jan. 2, 2023 – College Closed

Adjourn

Submitted by:



Josh McGrath
GCCD Board of Trustees, Vice Chair



Robert Palmer
GCCD Board of Trustees, Chair