



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 2022 AUDIT REPORT WORKSHOP MINUTES

Wednesday, December 21, 2022

11:00 am

Gillette College Tech Center, Pronghorn Board Room

Presentation of Gillette Community College District and Gillette College Foundation Audit

Trustees Present

Robert Palmer, Chair
Josh McGrath, Vice Chair
Tracy Wasserburger, Secretary (zoom)
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

Others Present

Dave Horning, Legal Counsel
Brittany Wilson, MHP Partner CPA (zoom)
Ryan Gemar, Bennett, Weber and Hermstad CPA (zoom)
Barry Lambson, Ferrilli (zoom)

Recorder

Elly Henning, Executive Assistant

Chair Palmer called the workshop to order at 11 a.m.

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, December 21, 2022

11:30 am

Gillette College Tech Center, Pronghorn Board Room

Trustees Present

Robert Palmer, Chair
Josh McGrath, Vice Chair
Tracy Wasserburger, Secretary (zoom)
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

Others Present

Dave Horning, Legal Counsel
Brian Worthen, Chair Gillette College Advisory Board
Jake Goodrick, Editor, Gillette News Record
Michael Carver, Faculty Senate President
Barry Lambson, Ferrilli (zoom)
John Bear, State Representative
Troy McKeown, State Senator
Chris Knapp, State Representative
Travis Grubb, Dean of Career and Technical Education
Sky Stitt, faculty

Recorder

Elly Henning, Executive Assistant

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 McGrath led the pledge. There was a quorum.

- a. Additions/Deletions to Agenda for Wednesday, December 21, 2022
 - o Dr. Oberlander suggested that the meeting calendar schedule approval as item #7 and the CISCO hardware system under new business item #4. Chair Williams motioned to approve the amended agenda, seconded by Trustee McGrath. Motion carried.
- b. Approval of the Agenda for Wednesday, December 21, 2022
- c. Approval of Consent Agenda
Trustee McGrath moved to approve the consent agreement. Seconded by Trustee McGee.

Motion carried.

For the Good of the District

Board Celebrations – Tracy is here with everyone on zoom!!! Chair Palmer mentioned the lights around campus and the bridge and all around town bring out the cheer of the season. Dr. Oberlander shared that the semester for Fall 2022 has wrapped up and she celebrated the faculty and staff who worked so hard. Trustee McGrath shared that ERA is celebrating their 35th year in Gillette this year. Trustee Williams informed everyone that at 2:48 p.m. today is the start of the Winter Solstice. Chair Palmer acknowledged the presence of Rep. Bear, Senator McKeown, and Rep. Knapp and thanked them for their attendance. He invited them to sit at the table and take part in public comment early so they

don't have to stay for the entire meeting. An extensive conversation was held between Rep. Bear, Senator McKeown, and Rep. Knapp regarding funding, partnerships and future relationships.

Organizational Reports

1. **President's Report – Dr. Oberlander**
 - a. Dr. Oberlander gave a brief overview of the scope of work that has been completed so far this year for GCCD. Including but not limited to living out the Mission, Vision and Values, approving Policy Series 1000-5000, approving the first budget, hiring the cabinet, finalizing Exhibit A, B, C, and D and continuing negotiations of lease assignments, the transition of all classified and administrative staff with faculty to follow in August, MSHA transferring, IT infrastructure being built from the ground up, accreditation on track, strategic planning and legislative work.
2. **Gillette College Advisory Board Update – Chair Brian Worthen**
 - a. The committee is working on nominating a new member from the agricultural community who they will put forward for the next meeting.
 - b. They are re-scheduling the joint meeting that was supposed to happen last week to be in January.
3. **Gillette College Foundation Executive Director Report – Heidi Gross**
 - a. The Foundation met all fundraising goals for the year. The Foundation had \$1.5 million in contributions this year. \$168,000 was raised through Casino Night, the golf scramble and WyoGives. \$600,338 was awarded in scholarships this year. There are currently 2 board openings. They are currently interviewing candidates for the Office of Transformation. The Alumni Association is working on a local discount card as well.
4. **Faculty Senate Update – President Carver**
 - a. The main items the Faculty Senate have been working on are the Constitution and Bylaws and a tenure process. They are clarifying language and making sure it is consistent. This year the faculty have been empowered and are confident that they can attend Faculty Senate and bring their concerns forward which hasn't always been the case. Faculty Senate is also bringing forward a Curriculum Committee and a Standards Committee.

Old Business

1. **Second and Final Reading of Policy Series 3000.12 – 3000.20 – Dr. Oberlander**

Chair Palmer requested a motion to approve the Second and Final Reading of Policy Series 3000.12 – 3000.20 with a correction to policy series 3000.12 to include federal requirements. Trustee Gee moved and Trustee McGrath seconded to approve the Second and Final Reading of Policy Series 3000.12 – 3000.20, with a correction to policy series 3000.12 to include federal requirements. Motion carried.
2. **Approval of Board Priorities – Chair Palmer**

Chair Palmer requested a motion to approve the 2023 Gillette Community College District Board Priorities with adjustments.

Trustee Gee moved and Trustee Anderson seconded, to approve the 2023 Gillette Community College District Board Priorities with adjustments. Motion carried.
3. **Approval of BOCHES Agreement – Dr. Oberlander/Legal Counsel Horning**

Chair Palmer requested a motion to approve the BOCHES Agreement.

Trustee McGrath moved and Trustee Williams seconded to approve the BOCHES Agreement. Trustee Wasserburger and Trustee Gee abstained. Motion carried.

4. Lease Assignments - Legal Counsel Horning
NWCCD wants to confirm GCCD would have acceptable indemnity insurance before things move forward but Mr. Horning is confident we can move forward soon once those items are figured out.

Trustee Wasserburger logged out of the meeting at 1:30 p.m.

New Business

1. Campbell County/Gillette College Funding MOU – Dr. Oberlander
Chair Palmer requested a motion to approve the Campbell County/Gillette College funding MOU.
Trustee Gee moved and Trustee Anderson seconded to approve the Campbell County/Gillette College funding MOU. Motion carried.
2. 2023 Board of Trustee Officer Elections – Trustee Williams
Trustee Williams, Chair of the Nominating Committee recommended carrying over the current board. Chair Palmer asked if there are any other nominations for the board officer positions. None were offered.
Trustee Gee requested a motion to approve the recommendation of the nominating committee to seat the officers as presented to approve Robert Palmer as Chair, Josh McGrath as Vice Chair, Alison Gee as Treasurer and Tracy Wasserburger as Secretary.. Seconded by Trustee Smith. Motion carried.
3. WACCT Appointments – Chair Palmer
Trustee Gee moved to appoint Trustee Williams and Trustee Smith to represent GCCD to the WACCT board. Trustee McGrath seconded. Motion carried.

Chair Palmer requested a motion for Trustee Anderson to represent the GCCD on the Association of Community College Trustees.
Trustee Gee moved to appoint Trustee Anderson to serve on the ACCT. Trustee McGrath seconded. Motion carried.
4. Approval of Invoice to Campbell County – Dr. Oberlander (this agenda item was moved up prior to Trustee Gee’s departure)
Chair Palmer requested a motion to approve the invoice to Campbell County in the amount up to \$5,948,343.30, based upon the ad valorem collections due to the GCCD
Trustee Anderson moved and Trustee Williams seconded to approve the invoice to Campbell County in the amount of \$5,948,343.30. Motion carried.
5. Approval of Fiscal Year 2023 Audit – Dr. Oberlander (this agenda item was moved up prior to Trustee Gee’s departure)
Chair Palmer requested a motion to approve the Fiscal Year 2023 Audit.

Trustee Gee moved and Trustee Anderson seconded to approve the Fiscal Year 2023 Audit. Trustee Gee commended VP Larsen for her work and accuracy. Chair Palmer gave kudos to President Oberlander and VP Larsen on their work. Motion carried.

Trustee Gee left the meeting at 1:44 p.m.

6. Ellucian Payment Approval – Dr. Oberlander

Chair Palmer requested a motion to approve the Ellucian Payment to the Wyoming Community College Commission for the Ellucian Enterprise Resource Planning Platform for up to \$166,545 for the first-year licenses.

Trustee McGrath moved and Trustee Anderson seconded to approve the Ellucian Payment to the Wyoming Community College Commission for the Ellucian Enterprise Resource Planning Platform for up to \$166,545 for the first-year licenses. Motion carried.

Chair Palmer requested a motion to approve the Ellucian Payment to Ellucian for the implementation and training for the ERP, as well as connection to the Learning Management System, for up to \$485,245 for the first year.

Trustee Smith moved and Trustee McGrath seconded to approve the Ellucian Payment to Ellucian for the implementation and training for the ERP, as well as connection to the Learning Management System, for up to \$485,245 for the first year. Motion carried.

Chair Palmer requested a motion to approve the sole source Cisco Payment to Cisco for the hardware that is necessary to provide GCCD with a network infrastructure and wireless services for up to \$323,841.

Trustee McGrath moved and Trustee Smith seconded to approve the sole source Cisco Payment to Cisco for the hardware that is necessary to provide GCCD with a network infrastructure and wireless services for up to \$323,841. Motion carried.

7. Calendar of Events

Chair Palmer requested a motion to approve the calendar of events as amended.

Trustee McGrath moved and Trustee Williams seconded to accept the calendar of events as amended. Motion carried.

Committee Reports

1. Negotiation Committee report – Chair Palmer

We are waiting upon approval of the memo from the negotiating committee meeting. President Oberlander added that there is only 1 original member of the NWCCD negotiating committee with 4 members moving on.

2. Accreditation – Dr. Oberlander

Packets included a map to the first step of accreditation. Dr. Spriggs and Dr. Oberlander met with the liaison with the Higher Learning Commission and he is impressed with the strides made

so far. GCCD is right on track. Delegates will attend the Higher Learning Commission meeting in March. GCCD will work toward program approval through the WCCC as well.

3. Wyoming Community College Commission – Dr. Oberlander
 4. Wyoming Association of Community College Trustees – Chair Palmer
- The Advocacy Platform is included in the packet. Eggs and Issues is coming up as well.

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.)

None provided; beyond the earlier discussion with State Legislators.

Upcoming Events/Activities

December 22 - January 2, 2023 – College Closed

January 16 - 20, 2023 – In-Service

January 23, 2023 – Classes Begin

February 16 -17, 2023 – WACT/WCCC Meetings, Laramie County Community College

March 9, 2023 – Pronghorn Town Hall, 5:15, Presentation Hall

March 23 – 24, 2023 – College Closed for Spring Break

April 12 – 13, 2023 – WACT/WCCC Meetings, Eastern Wyoming College

May 12, 2023 - Commencement

June 7-8, 2023 - WACT/WCCC Meetings, Northwest College

August 24-25, 2023 – WACT/WCCC Meetings (budgetary approval), Casper College

October 4-5, 2023 - WACT/WCCC Meetings, Northern Wyoming Community College District

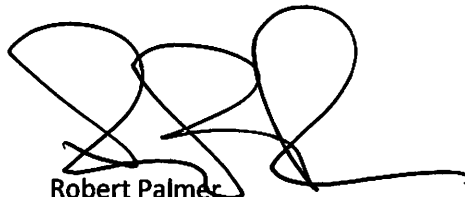
Adjourn

Chair Palmer adjourned the meeting at 1:58 p.m.

Submitted by:



Tracy Wasserburger
GCCD Board of Trustees, Secretary



Robert Palmer
GCCD Board of Trustees, Chair