



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, March 15, 2023

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 (Zoom)
Larry Smith (Zoom)
Teri Anderson

Administration Present

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

Others Present

Dave Horning, Legal Counsel
Richard Cisneros, Gillette College Advisory Board Chair
Cassia Catterall, Reporter, Gillette News Record
Barry Lambson, Ferrilli (Zoom)
Renee Collins, Staff
Mary Stroka, County17
Rachelle Gingerich, Faculty
Cassie Allen, former faculty
Lisa Scheetz, nursing student
Kendra Anderson, Office of Transformation
Rusty Bell, Office of Transformation
Avery Maxwell, Student Senate President
Samantha Rankin, Staff
Joe Gingerich, Faculty

Recorder

Elly Henning, Executive Assistant

Call to Order

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.

- Additions/Deletions to Agenda for Wednesday, March 15, 2023
- Approval of the Agenda for Wednesday, March 15, 2023
 - Trustee Wasserburger moved to approve the agenda, seconded by Trustee Anderson. Motion carried.
- Approval of Consent Agenda

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

For the Good of the District

Student Success Story

Nursing Faculty Rachelle Gingerich introduced Lisa Scheetz, a nursing student. Lisa shared with the board that 8 years ago she was diagnosed with OCD and severe anxiety and 5 years ago she became a CNA. She was accepted into the Gillette College nursing program in 2021. The first year was a breeze but some of the requirements the second year were difficult with her symptoms showing again. The faculty worked with her and came up with a learning plan that included resources and counseling. Lisa's fear of failure was actually causing her to perform poorly but she has been implementing the tools she's learned to manage her stress and anxiety and perfectionism. She knows now that she is intelligent and resilient and is looking forward to her new RN position in Sidney, Montana after she graduates. She feels prepared to take on anything now that she has overcome so much to succeed in the nursing program. The trustees praised her accomplishments, commended her for sharing her story and wished her well on her next adventure.

Energy Capital Economic Development Update – CEO Phil Christopherson

Phil shared a power point with information about what is going on with regional economic development. Diversifying our economy is the main priority and it all ties into the community embracing growth. Having Gillette College is integral in the community and diversifying our economy.

Board Celebrations

Trustee Wasserburger officially went back to work on Monday. Trustee McGrath shared that Trustee Williams' grandson was named All-State basketball. Chair Palmer's eldest son in-law will graduate from the FBI academy soon. Chair Cisneros shared that Area 59 is sending 4 teams to the World Robotics Tournament this year.

Organizational Reports

1. President's Report – Dr. Oberlander

- a. We are currently in the March blur to commencement. Strategic plan work continues. The comment period for input ends next Friday. Dr. Oberlander suggested a workshop prior to the next board meeting to further look through the draft strategic plan.
- b. Accreditation documents will be shared with the Trustees once IT has found a way to securely share all of the gathered documents.
- c. Kickstart Wyoming's Tomorrow was not fully funded, however \$1.25 million was allocated to Kickstart the scholarship. Financial Aid and Marketing departments from all the colleges are meeting to plan how to roll it out consistently. Wyoming's Tomorrow is a program for adult learners.

- d. Legal Counsel Horning and Dr. Oberlander have started gathering documents for the WCCC for land and building acquisition to prepare the buildings to be available for major maintenance funds once accredited.
- e. An Emergency Tabletop scenario was executed and a lot was learned and gaps were found that will be remedied going forward.
- f. Title IX investigator training was attended by several staff members.

Trustee Gee inquired about the status of the building leases. Mr. Horning said the format of the lease assignments is complete and NWCCD is currently working through insurance allocation specifications. Trustee Gee asked about the nursing building lease. Dr. Oberlander stated that she is in the process of working with the City and hospital and is in discussions with them to move that forward.

2. Gillette College Advisory Board Update – Chair Richard Cisneros

- a. The Advisory Board met last week and had the Pronghorn Town Hall. At the Advisory Board meeting Richard gave a construction industry report. He shared a high level overview of that report: there is a skilled trade shortage, material availability and construction costs continue to climb, 32% price increases over the last year, and housing is still an issue for recruiting a workforce.
- b. There is still an opening for the Oil & Gas industry position.
- c. At the Pronghorn Town Hall there was a request to have a way to easily find the contact information for the Advisory Board members and going forward we will have that added to the new website.

3. Financial Update/February 2023 Financials – Vice President Larsen

- a. Vice President Larsen introduced Samantha Rankin, the new accounting manager, who has 17 years of accounting experience. The reports going forward look differently because Samantha has re-structured a few things to better show the financial picture. There are no significant changes to the balance sheet. Fresh Ideas will be our new food service vendor. The contract with Ellucian has been signed and is moving forward. IT is close to rolling out a HelpDesk ticket program for IT and facilities.
- b. Vice President Larsen went over the financials.

Trustee Gee moved and Trustee Anderson seconded to approve the February 2023 financials. Motion carried.

Vice President Larsen presented the second invoice to the County.

Chair Palmer requested a motion to approve the second invoice to Campbell County in an amount not to exceed \$3,576,115.

Trustee Wasserburger moved and Trustee Smith seconded to approve a motion to approve the second invoice to Campbell County in an amount not to exceed \$3,576,115. Motion carried.

4. Student Senate President Update – President Avery Maxwell

- a. This is Avery's last meeting with the board because she is graduating in May.
- b. Nursing Club is hosting a hygiene products drive for the high schools. The Welding Club and Post 307 are partnering on a flag burner to properly dispose of American flags. The Machine Tool Club is hosting a community event with food and tours on March 31 and April 1. The Student Senate is holding a Puppy Love animal supply drive to benefit the shelter. The Kindness Cards event was a success to share words of kindness with residents at the Legacy. The executive team went to a leadership conference in Boston and learned a lot during their time there.

- c. Avery's plans after graduation are to attend the University of Montana and major in Political Science.
5. Industry Sector Report – Director of the Office of Transformation, Rusty Bell
- a. Community outreach is ongoing with multiple community information sessions, including one with Governor Gordon and the Chamber of Commerce. They are helping companies navigate infrastructure re-use. The housing shortage is a very big deal in his work trying to bring in companies or expand companies without having a place for workers to live. Rusty has been accepted to a state-wide Leadership Academy of economic diversity and is a finalist for a federal board position on carbon capture.

Old Business

1. Policy Series 3000.21-3000.32 Second and Final Reading - Dr. Oberlander and Interim CIO Barry Lambson

Trustee Gee inquired about a data breach policy and when the best practice would be to inform the board of a data breach at some point in the future.

Chair Palmer requested a motion to approve the Second and Final reading of Policy Series 3000.21 – 3000.32, the Data Governance Policy.

Trustee Gee moved and Trustee Anderson seconded to approve the Second and Final reading of Policy Series 3000.21 – 3000.32, the Data Governance Policy. Motion carries.

2. Second and Final Reading of Policy 5000.8 – Dr. Oberlander

Chair Palmer requested a motion to approve the Second and Final reading of Policy 5000.8, the CARE Team.

Trustee Anderson moved and Trustee Smith seconded to approve the Second and Final reading of Policy 5000.8, the CARE Team. Motion carries.

3. Second and Final Reading of Policy Review/Updates – 1000.0, 1000.3, 4000.0 – Dr. Oberlander

Chair Palmer requested a motion to approve the Second and Final Reading of the policy updates 1000.0, 1000.3, 4000.0 as presented.

Trustee Wasserburger moved and Trustee McGrath seconded to approve the Second and Final Reading of the policy updates 1000.0, 1000.3, 4000.0 as presented. Motion carries.

New Business

1. Establishment of Board Governance Committee – Chair Palmer

Chair Palmer requested a motion to approve Trustee Anderson, Trustee Gee and Trustee Smith as Board Governance Committee members.

Trustee McGrath moved and Trustee Wasserburger seconded to approve Trustee Anderson, Trustee Gee and Trustee Smith as Board Governance Committee members.

2. BOCHES Board Member Appointments – Chair Palmer

Chair Palmer requested a motion to approve Trustee McGrath and Trustee Anderson as a BOCHES Board Members.

Trustee Smith moved and Chair Palmer seconded to approve Trustee McGrath and Trustee Anderson as a BOCHES Board Member. Trustee Wasserburger and Trustee Gee recused themselves. Motion carries.

3. Ratification of Tom Dillon, (CFO from L&H) Foundation Board Member – Director Heidi Gross
Chair Palmer requested a motion to ratify the new Foundation Board member, Tom Dillon.

Trustee Anderson moved and Trustee McGrath seconded to ratify the new Foundation Board member, Tom Dillon. Motion carries.

4. Approval of second invoice to Campbell County – Vice President Larsen
Action taken during Vice President Larsen’s report.

Committee Reports

1. Board Education – Chair Palmer
 - a. Chair Palmer went over Chapter 1 of the Trusteeship In Community College book that all trustees are reading and studying.
2. Negotiations – Chair Palmer
 - a. Some good headway has been made on the leases. The supplemental leave issue has been resolved. The committee has not met with our counterparts from NWCCD lately but more work is being done on the Vice President and Presidential level which is a plus.
3. Wyoming Community College Commission – Dr. Oberlander
 - a. The next meeting coming up will focus on budget and capital construction.
4. Wyoming Association of Community College Trustees – Trustee Smith and Trustee Williams
 - a. Dr. Oberlander filled in on this report. The legislative session wrapped up and there were positive things that happened for community colleges including Wyoming’s Tomorrow and capital construction.

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.)

Upcoming Events/Activities

- March 16, 2023 – College Hosted March Chamber Mixer, 5-7 p.m., Main Building Commons
- March 23 – 24, 2023 – College Closed for Spring Break
- April 20, 21, 2023 – WACCT/WCCC Meetings, Eastern Wyoming College
- April 15, 2023 – Casino Night, 6 p.m. Cam-Plex
- May 6, 2023 – Booster Club Golf Tournament
- May 12, 2023 - Commencement
- June 7-8, 2023 - WACCT/WCCC Meetings, Northwest College
- August 24-25, 2023 – WACCT/WCCC Meetings (budgetary approval), Casper College
- October 4-5, 2023 - WACCT/WCCC Meetings, Northern Wyoming Community College District

Chair Palmer adjourned the meeting at 1:49 p.m.

Submitted by:



Tracy Wasserburger
GCCD Board of Trustees, Secretary




Robert Palmer
GCCD Board of Trustees, Chair