



#### 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 October 18, 2023

11:30 a.m.

Gillette College Tech Center, Pronghorn Board Room

#### **Trustees Present**

Robert Palmer, Chair  
Josh McGrath, Vice Chair  
Alison Ochs-Gee, Treasurer  
Tracy Wasserburger, Secretary (zoom)  
Nello Williams  
Larry Smith  
Teri Anderson

#### **Administration Present**

Dr. Janell Oberlander, President  
Anne Larsen, Vice President of Administrative Services and Chief Financial Officer  
Dr. Barry Spriggs, Vice President of Academic and Student Affairs  
Maggie Longo, Executive Director of Marketing and Strategic Communications

#### **Attendees Present**

Ryan McGrath, Legal Counsel  
Brittany Wilson, CPA (Zoom)  
Susan Serge, Dean of Students  
Hallie Angelos, student  
Barry Lambson, CIO  
Martin Fashbaugh, Dean of Arts & Sciences  
Travis Grubb, Dean of Career and Technical Education  
Ryan Lewallen, County 17  
Shawn Neary, Men's Basketball Coach  
Ben Opfar, Risk Manager  
Matt Craig, Faculty Senate President  
Samantha Rankin, staff  
Abby Angelos, HD3 Representative  
Richard Cisneros, Advisory Board Chair  
Sky Stitt, Faculty Senate Vice President  
Lindsay Wakefield, Dean of Nursing and Health Sciences  
Joe Gingerich, faculty

#### **Recorder**

Elly Henning, Executive Assistant



### Call to Order

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

- Additions/Deletions to Agenda for Wednesday, October 18, 2023
- Approval of the Agenda for Wednesday, October 18, 2023  
Trustee McGrath moved, seconded by Trustee Gee, to approve the agenda for Wednesday, October 18, 2023 as presented. Motion carried.
- Approval of Consent Agenda
  - Minutes of GCCD Regular BOT Meeting held on September 20, 2023
  - Minutes from GCCD Executive Session held on September 20, 2023
  - Minutes from GCCD BOT Special Meeting held on September 22, 2023
  - Staffing Report
  - September 2023 Financials
  - 3000.7 Policy Update

Trustee Gee moved and Trustee Anderson seconded, to approve the Consent Agenda for the October 18, 2023 regular board meeting as presented. Motion carried.

### For the Good of the District

Career and Technical Education Student Success Story

Dean Grubb introduced Hallie Angelos, a Machine Tool Technology student who is from Gillette. Hallie shared her excitement and enthusiasm for what she's learning at the college. She hopes to get a machinist job and stay in Gillette when she graduates. Chair Palmer shared that one of the highlights is having the students and faculty come to these meetings and share.

Good news from the Trustees

Trustee Anderson's grandson Wade, a senior at CCHS, was the News Record student of the week for October. Trustee Wasserburger and Chair Palmer shared their appreciation for the beautiful fall weather. Chair Palmer congratulated Cassia on her accomplishment and the article about her run at Crazy Horse. Dr. Oberlander shared a thank you card from the Western Governors Association to the college for hosting their conference a few weeks ago.

### Organizational Reports

1. President's Report - Dr. Oberlander
  - a. NCLEX is the licensing exam for our nursing graduates and as of September 20, 2023 we had 24 graduates in our 2023 class. 23 tested, we did not receive data on one student and 20 of 23 passed on their first attempt. Of the 3 that failed on their first attempt, 2 have retested and passed and one has yet to retest.
  - b. There is an internship fair happening in the Tech Center today with 11 employers.
  - c. Dean Serge shared enrollment numbers Currently for fall 2023 1,410 students. Fall 2022 1,748. Of the 1,410, 559 are first time and 851 are returning. FTE 726 degree seeking students for fall 2022 we had 777. 669 dual and concurrent and that number will continue to go up. MSHA trained 4,430 people this fiscal year. Historically MSHA students received a .5 but when we transitioned from NWCCD we stopped that .5 credit because the students weren't seeking it and it made registering very cumbersome for them when they just needed their training hours. That change of how we count the MSHA students is what makes it look like enrollment is down when really it is holding steady.



Dean Grubb added that the registration process was cumbersome and most MSHA students weren't interested in the .5 credit and it didn't really benefit GC. Area 59 is working on data to be shared later.

- d. Dean Serge said they have really focused on recruiting, Dave Hamlett, Assistant Dean of Recruitment and Retention, went to 23 schools and made 685 contacts. We've started a new initiative of Pronghorn Open Houses – 3 Saturdays in the fall to allow prospective students to apply, meet faculty and get to know the college. We've worked with marketing on collateral for distinct needs: high school students, working adults, veteran students and international students. There are 2 additional positions for enrollment specialists that are currently open. Retention is also a major focus and efforts have really ramped up. Study halls are campus wide with partnerships with the library and teams have their own as well. The tutoring center has a new director and she's offering 9 workshops. The first international student orientation was also very successful. Convocation was a new component this year for the first step in their academic journey. Student employment, student athletes and residence life attendance also helps with retention. As far as attendance for GCCD compared to the other community colleges we are in the middle. Chair Palmer asked about the learning center and if there are trends in what students are struggling with. Dean Serge answered that Math and English are the biggest challenges students are coming in to seek assistance with. There is always a faculty member or professional tutor available.
  - e. The Wyoming Veterans Commission was on campus this week.
  - f. At the end of this month Dr. Oberlander is going to the National Association for Community College Entrepreneurship conference in Nashville, Tennessee. Ellen Peterson (Area 59), Dean Grubb and Dr. Spriggs will also be attending. Entrepreneurship, innovation and transformation are some of the sessions they will attend.
  - g. Men's and Women's soccer season has concluded. Men and Women's rodeo Teams are wrapped up for the fall and they are both first in the region. Volleyball wraps up this weekend.
2. Gillette College Advisory Board Report – Chair Cisneros
- a. The Vice President of the Student Senate, Gino Buironi, spoke to the group. Their elections for student senate wrap up today and they are setting goals and looking into concerns from students. They are planning a pumpkin walk.
  - b. Hallie Angelos also spoke to their group.
  - c. They have set a date for the Community Pronghorn Mixer, Nov. 9 at 5:30-7:30 p.m. They are doing a mixer style with 6 tables to discuss specific topics: accreditation/strategic plan, Booster Club/Athletics, Enzi Building/Facilities, Post 307/Veterans, Energy City Voices, Gillette College Foundation. They're working on marketing the event to get a good turn out. A cash bar as well as light appetizers will be provided.
  - d. The industry report was from Sam Barkey from the hospitality industry. They've bounced back from COVID and the market has changed a bit with more takeout and DoorDash orders. They've had to be very flexible with hours to accommodate workers that are students, parents and others with different schedules. A culinary program at GC really wouldn't benefit his restaurant in particular because his industry is really more about service.
  - e. Dr. Spriggs gave an update on the Strategic Plan and accreditation.
3. Faculty Senate Update – President Matt Craig



- a. They are meeting twice a month now.
  - b. The Curriculum Committee is meeting and looking at possibilities of what it can do as they go forward. The Assessment Committee is meeting to see what assessments need to do with NWCCD and the new district.
  - c. Faculty Senate formed an ad hoc committee to look at faculty load and how it is assessed regarding labs and clinicals.
  - d. An Evaluation and Tenure Committee has also been formed.
  - e. Constitution and bylaw changes have been sent between the Senate and Dr. Spriggs with the hope of finalizing and sending forward to Cabinet next week.
  - f. The Senate is in full support of the changes in Policy 4000.6 being moved forward.
  - g. The Senate sent a Questions and Comments document to the Cabinet and a meeting was held on Monday with the Cabinet, Executive Committee and Deans.
  - h. Trustee Gee commented about her excitement to see the governing aspects take shape.
  - i. Matt shared that there are 31 faculty with 5 being on the executive committee.
  - j. Trustee Anderson expressed her thanks to Matt and the entire Faculty group for their work making this college their own and also doing what NWCCD is requiring them to do during this transition.
  - k. Chair Palmer asked Matt to define student success. He answered that students should be measured by how they do at the next level.
4. Vice President Administrative Services/CFO Update – Vice President Larsen
- a. Mark Andersen is moving on to Idaho State University to be their Chief Facilities Officer and we will miss him but are also so excited for him. The HR Coordinator position has been filled and interviews will be happening soon for HR Director.
  - b. The cash scenarios for this first quarter are not necessary anymore because we got an update from the County Treasurer about the next payment which will be around \$3 million.
5. Clery Report – Dr. Oberlander
- a. This is the Annual Safety and Fire Report that is a federal reporting requirement for accredited institutions. This isn't required since we aren't accredited but we hired a risk manager to get these reports started and to be a good partner with NWCCD and their accreditation requirements. Ben Opfar, Risk Manager, shared 7 pages of the full report.
6. Fiscal Year 2024 Audit Update – Brittany Wilson, CPA
- a. Brittany joined via zoom to go over the audit. The audit report kicked off in August and a lot of work by Anne and her team and communication with Sheridan has gone into this report. They are through all internal reviews and all testing is completed, they are just waiting on the final Gillette College Foundation report. A draft was reviewed. They are issuing a qualified finding for June ending 2023 because of a GASB report, but it was out of VP Larsen's hands so there should be no alarm. The State did not use roll forward data so it did not account for Gillette College. The good news is that this won't happen moving forward because the State next year will have new census data that includes Gillette College. Page 32/33 identified a deficiency in internal control relating to the significant audit adjustments that were made during the course of the audit. These are due to the complex transactions between GCCD and NWCCD and a lot of it is not coming timely to the Gillette team and making it quite difficult for the accounting team. The modified opinion is less of a big deal since we don't get federal funding and we're not doing a single audit. If it was modified because of something internally it would mean something



different but since it is related to something we couldn't obtain it is less serious. In terms of impact it means frustration and misunderstanding but no impact in terms of financial impact or anything more serious.

7. Facilities Update – Mark Andersen
  - a. This campus has 375,000 square feet, 90 acres, 11 full time facilities crew to take care of it all. We're also looking to fill 5 more positions. The major maintenance projects list has about 59 projects on it and they're categorized from low priority up to critical. In the past 3 months we've completed 90% of the critical and health and safety projects. Mark will be sure to give the cabinet a dollar amount for annual major maintenance needs so we can make the specific request to the county to make sure the facilities are taken care of. Trustee Anderson shared her thanks for all of Mark's years of service and all the trustees echoed those sentiments.
8. Strategic Plan – Vice President Spriggs
  - a. Dr. Spriggs shared a power point outlining a section of the Strategic Operational Plan. The process started last summer with a Cabinet retreat and then went to the campus community with the plan and then input from the campus community.

Chair Palmer announced a 10 minute break. Trustee Gee began joining via zoom.

#### **Old Business**

1. Board of Trustee Retreat and Evaluation – Chair Palmer
  - a. Chair Palmer met with the facilitator yesterday to finalize the agenda and objectives for the November 3 retreat in the Pronghorn Board Room. Starting at 8:30 a.m. and hopefully adjourning by 4 p.m. The evaluation has been sent out and needs to be completed by this Friday, Oct. 20. The evaluation summary will be discussed at the retreat.
2. Devices and board software – Renee Collins
  - a. Due to the fact that we will be changing to the OnBoard software to manage board documents and meeting documents, Renee shared options for a board device. A smaller ipad, a medium sized Ipad and a 2 in one Windows device. Considerations were the weight of the device and the size of the screen. The smaller device was ruled out due to the small screen size. Privacy screens can be added to any of the devices. Cost, operability and functionality were also factored in. IT recommends the 2 in 1. Chair Palmer asked for a formal recommendation and a cost to be presented next month as well as a timeline.

#### **New Business**

1. First Reading Policy Update 4000.6 – Dr. Oberlander

Trustee Anderson moved and Trustee Williams seconded to approve the First Reading of Updates to Policy 4000.6. Motion carried.

2. Approval of Spending Authority for WIP Phase II Funding – Vice President Larsen



Chair Palmer requested a motion to approve delegating all purchase authority to the CFO for all budgeted CDL Program and WIP Phase II funded equipment that needs to be purchased to fulfill the grant obligations.

Trustee Anderson moved and Trustee McGrath seconded to approve delegating all purchase authority to the CFO for all budgeted CDL Program and WIP Phase II funded equipment that needs to be purchased to fulfill the grant obligations. Motion carried.

Any purchases will be reported to the board.

3. Ratification of Karen Clarke Gillette College Foundation Board Member

Chair Palmer will request a motion to ratify the new Gillette College Foundation board member, Karen Clarke.

Trustee Anderson moved and Trustee Smith seconded to ratify the new Gillette College Foundation board member, Karen Clarke. Motion carried.

**Committee Reports**

1. Board Education – Trustee Palmer
  - a. Chair Palmer was in charge of presenting Chapter 8 of the Trusteeship in Community Colleges book which was about the Board’s Role in Student Success. Chair Palmer shared that this meeting is such a great example of student success which is the topic of this chapter. All aspects were covered today in the reports. He is pleased that the things he’s hearing that we’re doing here align very well with what was talked about in this chapter.
2. Accreditation – Dr. Oberlander
  - a. The Road Map for accreditation image was shared outlining the March 2024 goal to submit the letter of intent to submit eligibility filing.
3. Wyoming Community College Commission – Dr. Oberlander
  - a. This was Sandra Caldwell’s last meeting with the commission before her retirement. The commission chose not to increase tuition for this year. Our student fees are the same as NWCCD. NWCCD sets those fees and we are maintaining them and get a portion of them.
4. Wyoming Association of Community College Trustees – Trustee Smith and Trustee Williams
  - a. Trustee Williams shared a handout about all Wyoming Community Colleges that compared head counts and other informational items.

**Public Comments**

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

A public comment was e-mailed to the [trustees@gillettecollege.org](mailto:trustees@gillettecollege.org) email:



**From:** Doug Gerard <douglas@jackalopetechnologies.com>

**Sent:** Tuesday, October 17, 2023 7:56 PM

**To:** Trustees <trustees@gillettecollege.org>

**Subject:** Oct 18 Board Meeting

Dear Members of the Board of Trustees at Gillette Community College District,

I am unable to attend the upcoming Board of Trustees meeting due to existing work commitments. While I place great importance on civic participation, my responsibilities as an employee make it challenging to be present for a lengthy meeting in the middle of a workday.

I understand the logistical constraints that come with organizing these meetings, but I would like to offer a suggestion. Holding at least one board meeting quarterly after typical working hours could foster increased public participation. As it stands, the current timing may unintentionally limit the voices that can be present to provide input, including those with work commitments like mine.

I am confident that we share a commitment to making Gillette Community College District the best it can be for our community. I also trust that the board highly values transparency as the cornerstone of effective governance. With that in mind, I request that my public records requests be fulfilled promptly and efficiently.

I would also appreciate this email being read into the record as part of the public comments for the meeting. Thank you for your understanding and attention to these matters.

Best regards,

Doug Gerard

Gillette Wyoming

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Chair Palmer said the schedule for the year has been set. We can certainly look at this again as we set the next year. The after hours town halls and the upcoming mixer by the Advisory Board is a great way to provide input outside of work hours. Chair Palmer has asked President Oberlander to work with Gillette Public Access and look into ways to film our meetings and have them posted. Chair Palmer will respond to Mr. Gerard.

**Executive Session - Pursuant to W.S. 16-4-405 (a)(ii), Personnel**

Trustee Williams moved and seconded by Trustee Anderson to move into Executive Session to discuss personnel pursuant to Wyoming Statute 16-4-405 (a)(ii).

Trustee McGrath moved and Trustee Smith seconded to move out of Executive Session.

Chair Palmer entertained a motion to update and extend Dr. Oberlander's contract.

Trustee McGrath moved to update and extend the current contract with Dr. Oberlander to June 2026, with a salary increase to \$202,000 annually, including a \$833 monthly stipend for housing or deferred compensation to be retroactive to July 2023 and to include that Dr. Oberlander will also update her goals for 2023/2024 and bring that updated contract to the board in November to be ratified. Seconded by Trustee Anderson. Motion carried.



Trustee Williams moved and Trustee Anderson seconded to adjourn the meeting. Motion carried.

**Upcoming Events/Activities**

October 21, 2023 - Last Home Volleyball Game, 2 p.m., Pronghorn Center

November 3, 2023 – Board Retreat, Pronghorn Tech Board Room, 8-5 p.m.

November 9, 2023 – Community Pronghorn Mixer put on by Advisory Board, 5:00 p.m., Main Building Commons

November 15, 2023 - Board of Trustees Meeting, 11:30 a.m., Tech Center Board Room

November 17, 2023 – First Home Women’s and Men’s Basketball Games, 5:30 p.m., Pronghorn Center

November 22-24 – College Closed

December 20, 2023 - Board of Trustees Meeting, 11:30 a.m., Tech Center Board Room

December 22-29 – College Closed

**Adjourn**

Submitted by:

Tracy Wasserburger  
GCCD Board of Trustees, Secretary

Robert Palmer  
GCCD Board of Trustees, Chair