



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 15, 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
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
Heidi Gross, Executive Director of the Gillette College Foundation

Attendees Present

Renee Collins, staff
Ashilynn Keetley, Student Senate President
Lindsay Wakefield, Dean of Health Sciences
Sky Stitt, faculty
Cassia Catterall, Gillette News Record
Ryan Lewallen, County 17
Joe Gingerich, faculty
Martin Fashbaugh, Dean of Arts and Sciences
Jeff Wasserburger, BOCHES
Jeremy Harder, Gillette Public Access
Felicity Mader, student

Recorder

Elly Henning, Executive Assistant

Call to Order – 11:30 a.m. – 11:40 a.m.

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

- Additions/Deletions to Agenda for Wednesday, November 15, 2023



Trustee Smith proposed a motion to amend the executive session to include 'pursuant to W.S. 16-4-405 (a) (ix) to consider information classified by law'. Trustee McGrath seconded. Motion carried.

- Approval of the Agenda for Wednesday, November 15, 2023
Trustee Williams moved, seconded by Trustee Wasserburger, to approve the agenda for Wednesday, November 15, 2023 as amended. Motion carried.

- Approval of Consent Agenda
 - Minutes of GCCD Regular BOT Meeting held on October 18, 2023
 - Minutes from GCCD Executive Session held on October 18, 2023
 - Staffing Report
 - October 2023 Financials

Trustee Anderson moved and Trustee Smith seconded, to approve the Consent Agenda for the November 15, 2023 regular board meeting as presented. Motion carried.

For the Good of the District – 11:40 a.m. – 11:55 a.m.

Health Sciences Success Story – Dean Wakefield introduced Felicity Mader. Felicity applied to the nursing program 3 times but wasn't able to pass the entrance exam but that didn't stop her from trying again and again. Her setbacks from the beginning were never anything that held her back. Once she was accepted into the program she didn't make it through the first semester but came back and tried again. Her real world skills far surpass her test taking skills but in the end she still studies so hard for the tests and has even gotten an A on a test in the hardest semester of nursing school. Felicity's advice to other people who may be struggling is to be stubborn and don't give up. Dean Wakefield shared updated NCLEX numbers: all of the 24 graduates tested, 21/24 passed on the first attempt – 87.5%, of the 3 that failed, all 3 have retested and passed.

Good news from the Trustees – Trustee McGrath shared that Thunder Basin Volleyball took second in the state. The Energy City Voices were outstanding at the Pronghorn Mixer last week. Trustee Smith shared that we need to fill the Pronghorn Center on Friday night for the first games back. Trustee Palmer enjoyed the Student Senate dinner last night and the opportunity to meet the students. Following the recommendation by Trustee Gee at the retreat, there are times added to the agenda.

Organizational Reports – 11:55 a.m. – 12:25 p.m.

1. President's Report - Dr. Oberlander
 - a. Repairs are completed following the water leak on the loading dock a few weeks ago. The Facilities team responded quickly to isolate the leak and work with contractors to get it fixed. The County has been contact as far as the bill for maintenance.
 - b. The true up has been received and we are now in the cycle for getting regular monthly payments.
 - c. VP Larsen is working with the actuary to get those figures finalized for the audit.
 - d. Faculty Spotlights are being posted on the website and this first spotlight is about Jill Maschio. Next months spotlight will be on a staff person.
2. Gillette College Advisory Board Report – Chair Cisneros
 - a. Last week was busy with a meeting on Wednesday. Ashilynn gave a report from the Student Senate and Felicity Mader came as well. Cameron Smith couldn't do the



- industry report as planned due to being sick. Dr. Spriggs gave them an update – 3 candidates for the CDL position with June as the target date for starting that program.
- b. The Mixer on Thursday night was well attended and the highlights of the night were Energy City Voices and Fresh Ideas, they hit it out of the park. The next one will be in the spring. They'll do a gathering or input session 2x a year.
 - c. Brian Worthen won't extend into his next term. The officer positions will be elected next month.
3. Student Senate Update – Ashilynn Keetley
- a. The Student Senate was part of the Pronghorn Mixer with a table of student activities.
 - b. They're working on a communication plan for all students, they're rotating buildings for student hours.
 - c. 2 members are working on revamping the Career Closet.
 - d. A winter clothing drive is currently going on with carts for donations at every building entrance.
 - e. Since her time on the Student Senate she has seen growth in her social skills and is becoming more confident in approaching people and having conversations. Dr. Oberlander shared that Ashilynn shared early on as she was taking on this role that she was scared of public speaking and since that time she's spoken in front of groups of hundreds as well as the Advisory Board and Trustees.
4. Gillette College Foundation Update – Executive Director Gross
- a. Heidi passed around the annual report. She gave kudos to Maggie for her hard work on the report. A flyer was sent to corporate donors and an individualized one for individual donors as well.
 - b. The EDA grant is going well. Dana Miller has agreed to come on board as the Entrepreneurial Ecosystem Coordinator, previously that role was a Coordinator Role. This change was due to the research and report from Frederick Mountain Group that pinpointed this focus. Dana will start tomorrow.
 - c. The audit is almost complete and the final audit will be presented at the December board meeting.
 - d. Amanda and Heidi have been doing a lot of online training for a new accounting software.
 - e. Heidi has talked to several different companies as a campaign consultant for the proposed Enzi Building.
 - f. Alumni engagement continues and they're designing new discount cards and planning more events.
 - g. Casino Night work is underway, Casino Night in the Cosmos, out of this world theme. April 6.

Old Business – 12:25 p.m. – 12:35 p.m.

1. Second and Final Reading Policy Update 4000.6 – Dr. Oberlander
Trustee McGrath moved and Trustee Gee seconded to approve the Second and Final Reading of Updates to Policy 4000.6. Dr. Oberlander shared that this would take effect in the next semester. Motion carried.
2. Approval of Purchase of Board devices – Dr. Oberlander
Trustee Gee moved and Trustee Williams seconded to approve the purchase of board devices. Trustee Gee shared that she doesn't need a device. Chair Palmer suggest we can spend "up to"



the \$8,016.26. Trustee Gee amended the motion not to exceed \$8,500 to purchase devices and carrying cases. Renee would prefer to order 7 at one time that are all uniform. Motion carried.

3. Meeting filming and archival – Dr. Oberlander

- a. There is a lot happening today regarding in house filming on Zoom and GPA filming. There is no cost for Jeremy to post a recording we make ourselves and play it on the Educational Channel with GPA. Trustee Gee would like to have a policy about how long the videos stay up. Chair Palmer shared it is important to have it available to see the history of things.

New Business – 12:35 p.m. – 12:40 p.m.

1. Nominations Committee – Chair Palmer

Trustee Smith and Trustee Anderson will join Chair Palmer on the Nominating Committee.

2. Ratification of Foundation Board Members – Executive Director Gross

Chair Palmer requested a motion to ratify the new Gillette College Foundation board members, Steve Laakso and Laurel Vicklund. Trustee Williams moved and Trustee Wasserburger seconded to ratify the new Gillette College Foundation board members, Steve Laakso and Laurel Vicklund. Motion carried.

Committee Reports – 12:40 p.m. – 1:00 p.m.

1. Family Educational Rights and Privacy Act (FERPA) – Dr. Oberlander

- a. FERPA is a federal law that protects the privacy of students. Any violations will impact federal financial aid. This law has been around since 1974. A handout was given that outlines the law.
- b. Chair Palmer asked to hear how the financial disclosure training went. Trustee Anderson shared that it didn't have much that was particularly helpful for our institution. Dr. Oberlander will follow up on options for the rest of the trustees to get the required training.

2. Wyoming Association of Community College Trustees– Trustee Smith and Trustee Williams

- a. Trustee Williams encourages the trustees and everyone to keep a watch on the upcoming legislative session and touch base with our legislators. The WACCT website has all the legislative priorities. Dr. Oberlander shared that Eggs and Issues is a good opportunity to express our support to the legislators for any upcoming legislation regarding the Enzi building.

Public Comments – 1:00 p.m. – 1:05 p.m.

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

Executive Session - Pursuant to W.S. 16-4-405 (a)(ii), Personnel, Pursuant to W.S. 16-4-405 (a) (ix), to consider or receive information classified as confidential by law.

Trustee Wasserburger moved and seconded by Trustee Anderson to move into Executive Session to discuss personnel pursuant to Wyoming Statute 16-4-405 (a)(ii) and Pursuant to W.S. 16-4-405 (a) (ix), to consider or receive information classified as confidential by law.



Chair Palmer adjourned the Executive Session.

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

Upcoming Events/Activities

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

November 22-24 – College Closed

December 5, 2023 – Christmas at the College, 4:30-6 p.m., Tech Center

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

December 22-29 – College Closed

March 21, 2024 – Chamber Mixer hosted by Gillette College 5-7 p.m., Main Building Commons

Adjourn

Submitted by:

Tracy Wasserburger
GCCD Board of Trustees, Secretary

Robert Palmer
GCCD Board of Trustees, Chair

