



#### 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 December 20, 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. Oberlander, President  
Maggie Longo, Executive Director of Marketing & Strategic Communications  
Dr. Spriggs, Vice President of Academic and Student Affairs  
VP Larsen, Vice President of Administrative Services & Chief Financial Officer  
Heidi Gross, Executive Director of the Gillette College Foundation

#### **Attendees Present**

Eric Barlow, Senator  
Kelly Barlow, outgoing Foundation Board member  
Peg Smith, outgoing Foundation Board member  
Scott Cargill, outgoing Foundation Board member  
Shantel Moore, Senior Human Resources Director  
Ryan Gemar, Bennett Weber Hermstad, LLP  
Brittany Wilson, MHP, LLP  
Martin Fashbaugh, Dean of Arts & Sciences  
Cassia Catterall, Gillette News Record  
Renee Collins, IT Director  
Chrisondra Kern, staff  
Matt Craig, Faculty Senate President  
Sky Stitt, faculty  
Richard Cisneros, Advisory Board Chair  
Dave Horning, legal counsel  
Lindsay Wakefield, Dean of Nursing

**Recorder**

Elly Henning, Executive Assistant

**Call to Order – 11:30 am – 11:40 am**

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, December 20, 2023  
Trustee Smith moved and Trustee Wasserburger seconded to add New Business #3, approval of IT equipment purchase. Motion carried. Trustee McGrath moved and Trustee Anderson seconded, to add to Old business #4c, presentation. Motion carried.
  
- Approval of the Agenda for Wednesday, December 20, 2023  
Chair Palmer requested a motion to approve the Agenda for the Regular GCCD BOT Meeting held today, Wednesday, December 20, 2023. Trustee Gee moved and Trustee McGrath seconded to approve the Agenda for the Regular GCCD BOT Meeting held on Wednesday, December 20, 2023. Motion carried.

- Approval of Consent Agenda
  - Minutes of GCCD Regular BOT Meeting held on November 15, 2023
  - Minutes from GCCD Executive Session held on November 15, 2023
  - Staffing Report
  - November 2023 Financials
  - Policy 1000.0, 4000.0 Update

Chair Palmer requested a motion to approve the Consent Agenda for the Regular GCCD BOT Meeting held today, Wednesday, December 20, 2023. Trustee Gee moved and Trustee Smith seconded to approve the Consent Agenda for the Regular GCCD BOT Meeting held on Wednesday, December 20, 2023.

**For the Good of the District – 11:40 am – 11:55 am**

Arts and Sciences Student, Jeremy Mitchell – Dean Fashbaugh

Dean Fashbaugh shared remarks from Dana Cochran, the student’s math instructor. He is an excellent student with impeccable handwriting which makes grading his papers a joy. He’s taking many math classes at the college and has received As in all of the math classes. He is an engineering major. The trustees praised the college math faculty for teaching high level math courses with such proficiency.

**Recognition of Out Going Foundation and GC Advisory Board Members**

The trustees recognized Scott Cargill, Peg Smith and Kelly Barlow for their service on the Foundation Board. Their volunteering equates to nearly 40 years combined for the Foundation. Director Gross added that they have been on the board since she started and she’s learned so much from them. Dr. Oberlander presented them with scarves and a tie with the college bridge logo as a thank you for their service.

**Good news from the Trustees**

Trustee Anderson wished Trustee Williams a belated happy birthday and congratulations to Trustee Smith for his award from the State Weed and Pest. Trustee McGrath’s daughter graduated from the University of Wyoming this weekend as did Trustee Williams’ son Jack. Trustee Smith’s son Kellen Smith is working with Boot Barn and is in their latest magazine. Chair Palmer shared some wonderful words of wisdom from Maya Angelou.

## Organizational Reports – 11:55 am – 12:25 pm

1. President's Report - Dr. Oberlander
  - a. Chrisondra Kern was chosen for the November staff spotlight and Amanda Malyurek for the December faculty spotlight.
  - b. Ellen Peterson was featured in a picture in the National Association of Community College Entrepreneurship magazine following the conference she attended in Nashville.
  - c. Year in review highlights. In December of last year we finished our staffing transition with the exception of faculty. We signed the Ellucian contracts which took an act of the Governor. The federal emergency response plans took action in 2023, Title IX training began and we stood up the Vector Solutions training programs. The Gillette College neon signs on the road were updated. The Strategic Plan was created and several accreditation milestones were met. All faculty were issued a contract to come to the new district. The participatory governance structure continues to be used. 26 academic programs were approved by the Wyoming Community College Commission. Phase I of the Enzi building was completed. The Employee handbook was completed. Policy and procedure work continues. We received nearly \$2 million in WIP funding. Information Technology infrastructure has continued to be built with wireless access being added to several buildings with more to come. We held 2 legislative breakfasts to stay communicating with our legislative delegation. The third budget was approved as well as the second audit. The campus hosted 141 events on campus with about 23,000 individuals on campus, not including athletic events. The trustees thanked the staff and faculty for all their hard work.
2. Gillette College Advisory Board Report – Chair Cisneros
  - a. The December meeting was last week. Ashilynn, the Student Senate President spoke to them and shared that the Miracle on Sinclair fund was able to give out \$3,000 in funds to students in need. They put holiday baskets together for 500 families with the Council of Community Services. They are processing a large donation for the Career Closet. The industry sector report was from Cameron Smith who shared the agricultural industry report. Cattle prices are very high but they are struggling with finding workers to fill ranch manager programs. He is excited about the University of Wyoming ranch management program and the possibilities of partnering with that program here at Gillette College.
  - b. The first terms on the Advisory Board have ended this month and 4 members have signed on for an additional term. Brian Worthen is the only one getting off the board. They are looking to fill the Telecommunications sector position. They will have officer elections next month as well.
3. Faculty Senate Update – President Matt Craig
  - a. The Faculty Senate has been extremely busy, they meet 2 times a month on the second and fourth Tuesdays of the month. Several other meetings were held with Administration and Cabinet.
  - b. Faculty have put forward a constitution and bylaws to the Cabinet with the hope of finalizing those in January. A proposal on the testing center has been submitted. Working on addressing student attendance procedures going forward. A Faculty evaluation and tenure proposal have been submitted as well as a proposal on Faculty load. Submitted recommendations for faculty duty days for the next year. Compensation issue proposals have also been submitted and discussions continue.
  - c. Faculty continue to have concerns and they believe they are being addressed and there is a spirit of collaboration and cooperation. They request faculty compensation be addressed.

- d. Trustee Anderson thanked the faculty for working through the difficult balance between NWCCD syllabi and expectations and the new district. Trustee Gee said this year has been a year of growing pains and she was pleased to hear words of healing and working together.
4. Vice President of Academic and Student Affairs Update – Dr. Spriggs
- a. They're moving through the operationalism of the Strategic Plan and working on an enrollment management plan.
  - b. There are faculty this semester and there will be some next semester that are not making their 30 credit per semester teaching load. They will work in the teaching center and with recruiters to fill their time.
  - c. They have gone through the process of program reviews and they are building the foundation of who we are and who we are going to be.
  - d. The fall 2024 schedule is being discussed and it will be completed in January.
  - e. The student affairs team is working on acknowledging athletes and students in the residence halls with spotlights of the month.

**Old Business – 12:25 pm – 12: 45 pm**

**1. Approval of President's Contract – Chair Palmer**

Chair Palmer requested a motion to approve the contract of the President. Trustee McGrath moved and Trustee Smith seconded to approve the contract of the President as presented. Motion carried.

**2. Final Audit Report – VP Larsen/Brittney Wilson, MHP**

This audit includes Foundation numbers and the qualification has been removed and we have a clean audit. 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 as presented. Motion carried.

**3. Board meeting recording options – President Oberlander**

We would like to utilize the in house recording opportunity and then share with Gillette Public Access to share the recordings as well.

**4. Nomination Committee – Chair Palmer**

**a. Election of Officers**

Chair Palmer requested a motion to approve Trustee McGrath as the 2024 Board of Trustees Chairman. Trustee Smith moved and Trustee Anderson seconded to approve Trustee McGrath as the 2024 Board of Trustees Chairman. Motion carried.

Chair Palmer requested a motion to approve Trustee Wasserburger as the 2024 Board of Trustees Vice Chairman. Trustee McGrath moved and Trustee Gee seconded to approve Trustee Wasserburger as the 2024 Board of Trustees Vice Chairman. Motion carried.

Chair Palmer requested a motion to approve Trustee Smith as the 2024 Board of Trustees Secretary. Trustee Wasserburger moved and Trustee Gee seconded to approve Trustee Smith as the 2024 Board of Trustees Secretary. Motion carried.

Chair Palmer requested a motion to approve Trustee Gee as the 2024 Board of Trustees Treasurer. Trustee Smith moves and Trustee Wasserburger seconds to approve Trustee Gee as the 2024 Board of Trustees Treasurer. Motion carried.

b. Committee Appointments – BOCHES, WACCT, ACCT

**BOCHES** - Chair Palmer requested a motion to approve the appointment of Trustee Anderson and Trustee McGrath to the Board of Cooperative Higher Education Services. Trustee Wasserburger and Trustee Gee abstained. Motion carried.

**WACCT** - Chair Palmer requested a motion to approve the appointment of Trustee Williams and Trustee Smith to the Wyoming Association of Community College Trustees Board.

Trustee Anderson moved and Trustee Gee seconded to approve the appointment of Trustee Williams and Trustee Smith to the Wyoming Association of Community College Trustees Board. Motion carried.

**ACCT** - Chair Palmer requested a motion to approve the appointment of Trustee Anderson to the Association of Community College Trustees. Trustee Wasserburger and seconded by Trustee McGrath to approve the appointment of Trustee Anderson to the Association of Community College Trustees. Motion carried.

c. Presentation

Trustee McGrath presented Chair Palmer with a small replica chair that represents the real chair he will be receiving as a thank you and honor for serving as the Chairperson.

**New Business – 12:45 pm - 12:55 pm**

1. Security State Bank IntraFi Network Deposits – VP Larsen/Ryan Gross

Chair Palmer requested a motion to approve with the Security State Bank IntraFi Network Deposits agreement. Trustee McGrath moved and Trustee Gee seconded to approve the IntraFi Network Deposits agreement with Security State Bank. Motion carried.

2. Ratification of Foundation Board Member – Executive Director Gross

Trustee Smith abstained. He added that this is the third generation of his family who has served on the College Foundation board. Chair Palmer requested a motion to ratify the new Gillette College Foundation board member, Tad Daly. Trustee Gee moved and Tracy Wasserburger seconded to ratify the new Gillette College Foundation board member, Tad Daly. Motion carried.

3. Approval of purchase of IT equipment

Chair Palmer requested a motion to approve the purchase of equipment for network expansion phases 2 and 3 for \$200,233.52. Trustee Gee moved and Trustee Anderson seconded to approve the purchase of equipment for network expansion phases 2 and 3 for \$200,233.52. Motion carried.

**Committee Reports – 12:55 pm - 1:00 pm**

1. Wyoming Community College Commission Update – President Oberlander

a. Sandra Caldwell has officially retired and Ben Moritz has been appointed as the new Executive Director.

b. Dr. Oberlander appeared in front of the Joint Appropriations Committee last week and there is a lot to navigate in the upcoming legislative session.

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

- a. Trustee Smith sat in on the interviews for the WCCC Executive Director interviews and he is pleased with the selection of Ben Moritz.

**Public Comments – 1:00 pm - 1:05 pm**

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

Chair Palmer acknowledged that at the last meeting he didn't inform the group that there was a request for public comment at the last meeting. It is the incoming board chair's prerogative on how to handle those requests going forward. Chair Palmer wouldn't have read the email he received but he apologizes for not informing the trustees that he received one.

**Upcoming Events/Activities**

December 22-29 – College Closed

January 22, 2024 – Classes Start

January 23, 2024 –Trustee Presentation at 7:15 p.m. between Women's and Men's Basketball games, Pronghorn Center

Feb. 1, 2024 – Eggs & Issues, 6:30 a.m., Senior Center

February 8 – 9, 2024 – WCCC/WACCT Meetings, Laramie

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

March 25 - 29, 2024 – Spring Break, no classes

March 28 – 29, 2024 – College Closed

April 6, 2024 – Casino Night

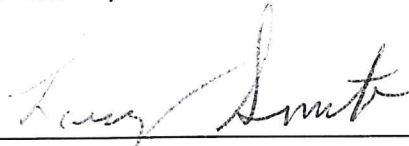
April 18 – 19, 2024, WCCC/WACCT Meetings, Casper


May 10, 2024 – Commencement Day

**Adjourn**

Chair Palmer adjourned the meeting at 1:26 p.m.

Submitted by:

  
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Trustee Smith  
GCCD Board of Trustees, Secretary

  
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Josh McGrath  
GCCD Board of Trustees, Chair