

1000.0

Non-Discrimination Statement

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Senior Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

Adopted: October 20, 2021, March 15, 2023

Reviewed:

Revised: February 15, 2023, March 15, 2023, September 20, 2023, December 20, 2023

1000.1

Mission, Vision and Values

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.

Vision:

Gillette College is a transformative learning institution that leads with excellence to inspire individuals and strengthen our community with integrity and innovation.

Values:

People

Recruiting, retaining, and mentoring students, staff, and faculty within an inclusive and safe environment

Integrity

Trust, accountability, respect, transparency, and honest communication

Inspiration

Promote creativity, courage, problem solving, and lifelong learning

Community

Creating, strengthening, and sustaining opportunities through partnerships and service

Commitment

Student and learner success, quality education, and community engagement

1000.2

Board Authority and Legal Description

Reference: WY Stat §21-18-305 – through 21-18-312

The legal name of the district is “Gillette Community College District” established under the State of Wyoming Statute, 21-18-301, on August 17, 2021, hereafter referred to as the District.

The Wyoming Statutes place responsibility for operating and managing the District to an elected Board of Trustees of seven members which shall be in accordance with Wyoming State Laws.

Gillette Community College District Board of Trustees shall be interchanged with the public name of Gillette College and hereafter be referred to as the Board.

The Board of Trustees shall exercise general supervision of the District. It shall retain full legislative and judicial authority in accordance with the Statutes of the State of Wyoming. The Board shall delegate Executive authority to the President.

Members of the Board shall have authority only when acting as a Board in session and conducted in accordance with Wyoming open meeting statutes.

The two primary functions of the Board shall be policymaking and appraisal of the President of the District.

The Board shall appoint all members of the Gillette College Foundation Board and any advisory board created by the Board.

No individual member of the Board and no group comprised of less than the full membership of the Board shall be designated as a permanent committee to perform any of the Board’s functions except those for which State law requires signatories.

The Board Chair may appoint temporary committees comprised of less than the full membership for special purposes. Each committee shall be discharged upon the completion of its assignment.

Members of the Board shall refuse to solve complaints individually or to deal independently with those who may have complaints. Members may not commit the Board as a whole to any course of action.

The President of the District is the executive officer of the District. The Board delegates the execution of the Board Policy to the President. Instruction to employees as to the execution of their duties shall be implemented through the President. The Board may appoint an Interim President to fulfill the role of President on a temporary basis.

Adopted: October 20, 2021

Reviewed:

Revised:

Gillette Community College District
Board Policy
Series 1000

The Board and President of the District are required to conduct at least one work session per year in order to help effectively operate the District.

The Board shall conduct an annual board assessment and evaluation of the District President prior to the Regular November Board meeting, beginning in 2022.

Adopted: October 20, 2021
Reviewed:
Revised:

1000.3

Membership of the Gillette Community College Board of Trustees

Reference: WY Stat §21-18-308 through 22-22-304

The Board is made up of seven members, elected at large. The Board shall abide by the election laws of the State of Wyoming.

The election shall be held at the regular polling places for each District on the Tuesday next following the first Monday in November in general election years.

Following the initial election, the first regular election of a community college district board shall not be held until the date of the second succeeding general election that follows the election establishing the community college district and its initial board. The terms of the members elected at the first regular election shall begin as provided by W.S. 22-22-102(a) with the four (4) candidates receiving the highest number of votes serving four (4) year terms and the candidates receiving the next three (3) highest number of votes serving two (2) year terms unless otherwise required by statute to fill an unexpired term.

Adopted: October 20, 2021, March 15, 2023

Reviewed:

Revised: February 15, 2023, March 15, 2023

1000.4
Board Vacancies

Reference: WY State § 22-18-101et seq.

A Board member's position may become vacant in the event of death, illness or disability, resignation, or resident relocation outside of the District. If a vacancy occurs, the Board has 30 days to temporarily appoint a qualified person to fill the vacancy.

1000.5

Board Oath of Office

Each newly elected member of the Board shall file with the Board Secretary the following Oath of Office:

“I _____, do solemnly swear that I will support the Constitution of the United States and the Laws and Constitution of the State of Wyoming, and that I will discharge the duties of Trustee of the Gillette Community College District to the best of my ability as prescribed by law.”

The Board Secretary will file the signed oath with the Campbell County Clerk’s Office.

Adopted: October 20, 2021

Reviewed:

Revised:

1000.6
Officers of the Board

Reference: WY Stat § 21-18-302, § 21-18-304

The initial Board shall, as soon as possible after the initial election, elect its officers. Thereafter, the Board shall, at its December meeting, elect from among its members a Chair, Vice-Chair, Treasurer and Secretary. The Chair shall serve as the President of the Board, but to prevent confusion with the District President, who is also referred to as the President, shall be referred to as the Chair of the Board.

The Chair of the Board shall preside at all meetings of the Board, and shall have the power to appoint committees, to call special meetings of the Board, and to perform such other duties that are usual and prescribed by law to this office.

In the absence of the Chair, the Vice-Chair shall preside at all meetings of the Board as the Chair and shall be authorized to perform the duties assigned to the Chair during their absence.

The Secretary shall be responsible for keeping and certifying for the Board such reports and records as required by law. The Secretary is not required to be bonded. In the absence of the Chair and Vice-Chair, the Secretary may preside at the meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the Chair during their absence.

The Treasurer shall be responsible for the safe keeping of the District's funding and for the preparation of all financial reports required by law. The Treasurer shall be bonded in an amount deemed necessary by the Board. In the absence of the Chair, Vice-Chair and the Secretary, the Treasurer may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the Chair during their absence.

Adopted: October 20, 2021

Reviewed:

Revised:

1000.7
Board Code of Ethics

The Board shall adhere to the Association of Community College Trustees' (ACCT) model code of ethics.

1000.8
Meetings of the Board

Reference: WY Stat § 21-18-303, 21-18-305, 16-4-401 through 16-4-408

The Board shall meet regularly. The Board schedule will be made available annually by the end of June for the fiscal year July 1 to June 30. The time and place of regular meetings of the Board may be changed with proper public notice. Participation in the Board meetings may be in-person or via electronic means, such as video conference, if necessary. All regular meetings of the Board are open to the public.

The Board shall hold a public hearing to adopt the District Budget not later than the third Wednesday in July.

The Board may hold Executive Sessions in accordance with State Statute. An executive session is limited to discussion as outlined in State Statute. The Board shall follow proper protocol in opening and closing an executive session, only voting in public session, and shall maintain minutes of all executive sessions.

Special meetings and emergency meetings may be called by the Chair of the Board. Written notice shall be given to members in advance unless a special meeting is arranged for in a meeting when all Board members are present. A special or emergency meeting shall consider only the business of which the meeting was called.

A quorum must be present for the transaction of business at regular or special meetings. Any four members of the Board constitute a quorum.

An agenda shall be prepared by the Chair of the Board, or designee, in consultation with the President, for each of the regular meetings and for special and emergency meetings if the business at hand requires it. Provision shall be made for the introduction of additional items at the meeting.

The order of business for the regular meetings of the Board shall be:

Call to Order

Pledge of Allegiance

Roll Call

Introductions of Guests

Approval of the Agenda

Approval of Consent Agenda

Approval of Minutes of the Last Meeting

Financial Report

Gillette College President's Report

Adopted: October 20, 2021

Reviewed:

Revised:

Gillette Community College District
Board Policy
Series 1000

Organizational Reports

Student Success Story

Enrollment

Faculty Senate Update (bi-monthly)

Staffing Update (included in consent agenda)

Advisory Council Report

Student Senate Report (bi-monthly)

Gillette College Foundation Report

Committee Reports (As needed)

Old Business

New Business

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

Upcoming Events/Activities

Adjourn

A record of the proceedings of the Board shall be made at each meeting. The minutes of all Board meetings shall be reviewed and approved at the next regular meeting. The minutes, once approved, shall be legally authenticated by the signatures of the Chair and Secretary of the Board. Once authenticated, the minutes shall be placed on permanent file in the President's office, and filed with the Wyoming Community College Commission, where they may be reviewed by any citizen.

Adopted: October 20, 2021

Reviewed:

Revised:

1000.9

Conflict of Interest

In accordance with W.S. §35-2-413, no Trustee shall be directly or indirectly interested in any contract, work done, or property purchased by the District. In accordance with W.S. §16-6-118, no Trustee shall become in any manner interested, either directly or indirectly, in his or her own name or in the name of any other person or corporation, in any contract, or the performance of any work in the making or letting of which the Trustee may be called upon to act or vote. In accordance with W.S. § 9-13-106, no Trustee shall make an official decision or vote on an official decision if the trustee has a personal or private interest in the matter. In determining whether the Trustee has a personal or private interest in a matter, the public official shall recognize the importance of the right to represent the Trustee's constituency and shall abstain from voting only in clear cases of personal or private interest. A Trustee shall not vote to give money or any direct financial benefit to himself or herself except for tax reductions affecting the general public.

PROCEDURE:

Each Trustee, prior to taking his or her position on the Board, and all present Trustees as soon as practicable after the adoption of this policy, shall submit in writing to the Chairman of the Board and the President a list of all business or other organizations of which he or she is an officer, director, trustee, member, owner (either as a sole proprietor or partner), shareholder with a 5% or greater interest in all outstanding voting shares, employee or agent, with which the District has, or might reasonably in the future enter into, a relationship or a transaction in which the Trustee would have conflicting interests with the District or would be prohibited by W.S. § 9-13-106, 35-2-413 or 16-6-118. Each written statement will be resubmitted with any necessary changes each year. The Chairman of the Board shall become familiar with the statements of all Trustees in order to guide his or her conduct should a conflict arise. The Vice Chairman of the Board shall be familiar with the statement filed by the Chairman.

In accordance with W.S. §16-6-118(b), Wyoming Statutes, at such time as any matter comes before the Board in such a way as to give rise to a conflict of interest, the affected Trustee or any other Trustee shall make known the potential conflict, whether disclosed by the affected Trustee's written statement or not, and after the affected Trustee answers any questions that might be asked of him or her, he or she shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, the affected Trustee shall not vote on it. In the event that he or she fails to withdraw voluntarily, the Chairman of the Board is empowered and shall require that the affected Trustee remove himself or herself from the room during both the discussion and vote on the matter. In the event the conflict of interest affects the Chairman, the Vice Chairman is empowered and shall require that the Chairman remove himself or herself in the same manner, and for the duration of discussion and action on the matter the Vice Chairman shall preside.

Adopted: October 20, 2021

Reviewed:

Revised:

If the matter is the item of business for which a special meeting of the Board was called, the affected Trustee shall not be counted to establish a quorum, nor shall he or she participate in the deliberations or vote on it.

Nothing contained in this section shall preclude any Trustee from receiving reimbursement from the District for expenses incurred in serving the District.

The minutes of the Board and all committees with Board-delegated powers shall contain:

- (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
- (c) The Trustee's abstention from participation in the discussions and voting.

GILLETTE COMMUNITY COLLEGE DISTRICT

Conflict of Interest Disclosure Statement

Name (please print): _____

Decision-making capacity: _____
(Board member, committees, etc.)

I acknowledge that I have received and read the Governing Board - Conflict of Interest Policy from Gillette Community College District (GCCD). I understand that I will need to update this form if my interests change such that it creates a potential conflict.

I hereby disclose that I or my immediate family (see definition) has the following relationships:

Nonprofit Organization Interest: (e.g., board service, significant supporter, or employment in an organization that may seek grant support or compete with the College District)

Business Interest: (e.g., board membership, ownership, or employment in firm that may have or seek business from the College District; real estate interests related to the College District; business partnerships with potential College District business partners)

Other Significant Involvement: (e.g., membership on College District boards, related boards, bank trust departments, or bank advisory committees; elected or appointed office)

I have disclosed all potential conflicts of interest with regard to my decision-making role(s) in GCCD and will refrain from any votes or participation in any board or committee action involving these interests.

Signature: _____

Date: _____

Adopted: October 20, 2021

Reviewed:

Revised:

1000.10

Board-Staff Communications

The Board wishes to maintain open lines of communication with College personnel.

Requests for Board action, suggestions, and complaints for employees will be presented to the Board through established channels. Communication with the Board on these and other job-related matters will proceed from the employee to the employee's immediate supervisor, to the Vice President, to the College President, to the Board.

Representatives from employee groups have the opportunity to speak to the Board monthly during regular Board meetings.

Employees who feel they have been treated unfairly, or that a rule, plan or policy has been incorrectly applied may file a grievance according to Policy 4000.9.

Adopted: October 20, 2021

Reviewed:

Revised:

1000.11
Board Self-Evaluation

As an organization committed to continuous quality improvement, the Board is committed to assessing its own performance as a Board to identify its strengths and areas for improvement. It monitors its progress and sets its priorities for the coming year at an annual retreat in conjunction with the District's President's annual evaluation.

The steps for this process are:

1. The Board will conduct a formal self-evaluation annually.
2. The evaluation instrument will incorporate criteria contained in Board Policy Series 1000. (Board Operations) and Board effectiveness criteria considered "Best Practice" by recognized leaders in the field. In addition, the evaluation instrument will also evaluate progress on the priorities the Board set for itself at its prior year annual retreat.
3. Each Board member will complete the evaluation instrument and submit it to the Board Secretary no later than two weeks before the annual retreat.
4. A summary and analysis of the completed evaluations will be presented at the annual Board retreat. The discussion will focus on the results of the survey, identified strengths and areas for improvement, and strategies for improving those areas, if needed.
5. The outcome of the evaluation process and subsequent discussion will be the setting of Board priorities for the coming year with respect to the Board's own performance and the development of direction to the District President.

Adopted: October 20, 2021

Reviewed:

Revised:

1000.12

Evaluation of the District President

As an organization committed to continuous quality improvement, the Board is committed to assessing the performance of the District President to identify strengths and areas of improvement.

As part of the annual evaluation of the District President, the Board will evaluate progress toward goals set the prior year and set goals for the President for the following year. The evaluation of the District President is designed to align with the strategic plan.

This evaluation will occur in conjunction with the annual Board Self-Assessment.

The steps in the evaluation of the District President are:

District President will submit to the Board a self-evaluation portfolio organized around the main categories of the strategic plan, those personal and professional qualities expected of effective leaders, and the specific goals set for the President during the prior year annual retreat.

The Board members individually review the portfolio and complete a Presidential evaluation questionnaire that was previously mutually agreed upon. The individual results are submitted to the Board Chair (or designee) for compilation and analysis.

To further assess the District performance, the Board will interview selected:

1. Employees regarding campus climate and organizational health.
2. Community leaders regarding leadership, communication, and partnership.
3. Students and graduates to assess the quality of their experiences at Gillette College.
4. The Board will review the evaluation results and reach consensus on what message the Board will deliver to the District President regarding her/his performance.
5. The Board will discuss their consensus evaluation with the District President, noting accomplishments and areas in need of improvement, if any. Together, the Board and District President will create a list of goals for the President in the coming year.

Adopted: October 20, 2021

Reviewed:

Revised: