

Regular Board of Trustees Meeting Minutes

Gillette College

Jan 17, 2024 at 11:30 AM MST

@ Gillette College Tech Center, 3251 South 4-J Road

Attendance

Present:

Members: Teri Anderson, Alison Gee, Josh McGrath, Robert Palmer, Larry Smith, Tracy Wasserburger, Nello Williams

Guests: Richard Cisneros - Gillette College Advisory Board, Angie Laakso - Gillette College Advisory Board, Dave Horning - General Counsel, Nyah Parker, Zach Parker, Ashilynn Keetley - Student Senate President, Cassia Catterall - Gillette News Record, Jeff Wasserburger

Administration: Dr. 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, Janell Oberlander - President, Elly Henning - Executive Assistant (Minutes Recorder)

Faculty: Matt Craig, Tom Malone, Jason Olsen, Sky Stitt

Staff: Brian Yeager - Veteran Advisor and Advocate, Renee Collins - Director of IT, Lindsay Wakefield - Dean of Nursing, Barry Lambson - Chief Information Officer, Martin Fashbaugh - Dean of Arts and Sciences, Bill Brandt - Grounds Supervisor

I. Call to Order

Chair McGrath called the meeting to order at 11:30 a.m.

A. Pledge of Allegiance

Trustee Anderson led the pledge.

B. Roll Call

There is a quorum.

C. Additions/Deletions to Agenda for Wednesday, January 17, 2024


Trustee Palmer asked that the board remove the New Business item C from the agenda for consideration. The schedule is approved at the June meeting. President Oberlander added that Ashilynn Keetley will be added as D under Organizational Reports.

Motion:

Approval of Agenda for Wednesday, January 17, 2024 with the aforementioned changes.

Motion moved by Alison Gee and motion seconded by Tracy Wasserburger. Motion carried.

D. Approval of Consent Agenda

1. Minutes of GCCD Regular BOT Meeting held on Dec. 20, 2023
 [12-20-2023 GCCD Regular BOT Meeting Minutes - DRAFT.docx](#)
2. Staffing Report
3. December 2023 Financials

Motion:

Approval of the consent agenda for the Regular GCCD BOT meeting held today, Wednesday, January 17, 2024.

Motion moved by Alison Gee and motion seconded by Nello Williams. Motion carried.

II. For the Good of the District

President Oberlander recognized faculty Tom Malone who introduced the Shaping Wyoming's Future Award winner, Nyah Parker. Mr. Malone shared his experience with Nyah in the classroom and how she shines as a student. Nyah chose criminal justice because her dad is a police officer.

Chair McGrath recognized Chair Palmer as the outgoing chairman and thanked him for all of his service to Gillette College over the years. All the trustees shared their thanks and gave Trustee Palmer his official chair and a card of thanks.

Trustee Wasserburger and Jeff celebrated their 40th wedding anniversary. Chair Palmer and his wife went to the Arizona Bowl and saw the big win for the University of Wyoming and had the pleasure of randomly sitting next to Trustee Gee and her family. Trustee Williams is blessed with the anticipation of 2 more grandkids this year.

III. Organizational Reports

A. President's Report - Dr. Oberlander

President Oberlander shared that yesterday the college had the annual awards ceremony and recognized staff members for their 5, 10, 15 and 20 years of service. 5 years of service for Megan Borchert, Bill Brandt, Dana Cochran, Caleb Elkins, Tony Giest, Brandi Martin, and Dr. Teresa Stauffer. 10 years of service for Chrisondra Kern. 15 years of service for Beau Corkins and Miranda Finn. 20 years of service for Kelly Derryberry. The President's Circle of Excellence awards were also given to Bill Brandt (Classified Staff of the Year), Brian Yeager (Administrative Staff of the Year), and Jason Olsen (Faculty of the Year) and they were all in person to be acknowledged by the Trustees.

There were a few frozen pipes in Inspiration Hall and slush in the pipes at Area 59 but everything is back online and working now. The purchase and sale agreement for the 6.4 acres from the City of Gillette are being worked on.

Yesterday during Professional Development the Cultural Assessment report was presented by the consultant and it has been shared with the campus and the Trustees. The Vision meeting is coming up and please let Dr. Oberlander know if you'd like to attend. Classes start on Monday.

B. Gillette College Advisory Board Report - Richard Cisneros

Chair Cisneros shared that Angie Laakso is the new chair for the coming year and Scott Durgin is the vice chair and Jerry Tystad will continue as secretary. This is Richard's last meeting as chair. The town hall for the spring is going to be combined with the College and the Chamber Mixer on March 21. They are looking to fulfill the Telecommunications position left open by Brian Worthen. The industry report for this month was on the construction industry. Skilled labor continues to be a shortage nation wide and regionally. One thing that is helping the shortage is that the high schools have started a student learner program and that allows kids who are 16 and 17 to go to work in hazardous occupations, which encompasses the building trades. They can now get more hands on experience. The college can continue to expand opportunities for classes in the trades, build more buildings, and employ quality instructors.

C. Marketing and Strategic Communications Executive Director Report - Maggie Longo

The admissions team has a new brand road kit. The website has been restructured. The athletics department is also branded for game day posts and recruitment. Print and digital ads in the newspaper continue as well as the movie theater ad. If you google Gillette College our website shows up now and wikipedia is also updated. Since the backend of the website has been updated we can analyze the traffic. From July 17, 2023 until yesterday the traffic on our website has increased 230%. QR code referrals are also up 90%. People can find us now due to the updated marketing. The 2024 brand message campaign was shared with slides of the new images and slogans. Print media, social media stories, trickle campaigns, and video clips and reels will be emphasized going forward.

D. Student Senate Report - Ashilynn Keetley

The winter gear drive is set up in the student senate office. Over Christmas break the student senate members helped sort, organize and hand out food at the Council of Community services and they adopted a family for Christmas.

IV. New Business

- A. Approval of Newspaper of Record – Dr. Oberlander

Motion:

To designate the Gillette News Record as the Official Newspaper for Gillette Community College for the one year term for 2024. This action is taken on an annual basis.

Motion moved by Robert Palmer and motion seconded by Teri Anderson.
Motion carried.

B. Approval of Depositories – Dr. Oberlander

Motion:

To approve First National Bank and Security State Bank as authorized depository institutions for GCCD funds for the 2024 calendar year. This action is taken on an annual basis.

Motion moved by Alison Gee and motion seconded by Nello Williams.
Motion carried.

C. First Reading of Board Policy 3000.33 – Investment – Dr. Oberlander

The Finance Committee has also recommended that VP Larsen work on the procedures and she is currently working on them. Trustee Palmer requested the statutory language regarding investment of public funds be referenced as well. Trustee Gee said she believes the procedures will reflect that statute.

Motion:

To approve the First Reading of Policy 3000.33.

Motion moved by Nello Williams and motion seconded by Larry Smith.
Motion carried.

D. Quarterly Update – Dr. Oberlander

The objectives and tactics are being broken down for each element of the Strategic Plan. It is a massive document that is being worked through by VP Spriggs' assistant and Executive Director Longo. This guide will help us as we move forward and it will be posted on the OnBoard resources page for trustees to look over.

V. Committee Reports

A. Governance Committee Report

Trustee Anderson shared that the committee met and went over the proposed trustee handbook. Trustee Gee added that this came about as a way to help any new board members get up to speed since there is so much to learn as a new board member. It is a guidance document.

B. Committee Assignments

Motion:

To approve Trustee Gee, Trustee Smith, and Trustee Anderson as the 2024 members of the Finance Committee.

Motion moved by Robert Palmer and motion seconded by Tracy Wasserburger. Motion carried.

Motion:

To approve Trustee Gee, Trustee Smith, and Trustee Anderson as the 2024 members of the Governance Committee.

Motion moved by Robert Palmer and motion seconded by Larry Smith. Motion carried.

Motion:

To approve Trustee Palmer, Trustee McGrath and Trustee Wasserburger as the 2024 members of the Accreditation Committee.

Motion moved by Alison Gee and motion seconded by Nello Williams. Motion carried.

VI. No public comments.

There were no public comments.

Chair McGrath adjourned the meeting at 12:52 p.m.

