

3000.0

Business Management

The Gillette Community College District will comply with all Federal, State, and Local laws, statutes, rules, and regulations in the business and risk management operations of the District. The Administration shall develop and regularly review procedures and processes to ensure effective and efficient operations and adoption of best practices.

The District's fiscal year begins on July 1 and ends on June 30, per W.S. 16-4-102.

Administration will present to the Board of Trustees a preliminary budget by May 15 of each year, per W.S. 16-4-102.

Administration will hold an annual budget work session with the Board of Trustees between May 15 and July 15 of each year, per W.S. 16-4-104.

Administration will present an annual budget and request a public hearing, for approval by the Board of Trustees, including the resolution to provide income and expenditure authority resolutions, by the third Wednesday of each July, per W.S. 16-4-109.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.1

Depositories and Investments

The Board of Trustees shall annually approve U.S. Chartered financial institutions for the deposit of District funds, per W.S. 9-4-817.

All funds on deposit must be secured with collateral in accordance with W.S. 9-4-821.

Administration shall deposit all District funds as directed by the Board of Trustees and provide a monthly report of deposits and collateral to the Board.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.2

Travel Policy

Only District employees or other individuals specially approved by Administration may operate a District owned vehicle. Vehicle operators shall comply with all federal, state, and local laws and regulations for operating a vehicle.

District vehicles shall not be rented or loaned to any individual or organization without the approval of the President or designee.

Employees traveling on approved District business, including professional development activities, are entitled to reasonable and necessary costs of travel, as budgeted and made in accordance with the District employee travel procedure.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.3

Copyright Policy and the Ownership of Employee Created Property

The District shall adhere to the provisions of the U.S. Copyright Law. Employees and students are prohibited from copying materials not specifically allowed by Copyright Law, Fair Use guidelines, licenses or contractual agreements or other permission.

Intellectual property refers to all patentable materials, copyright materials, trademarks, software, and trade secrets, whether or not formal protection is sought. It includes all materials created by employees within the scope of their employment at the District.

Ownership rights to property created by employees, including student employees, of the District, including intellectual property, shall reside with the creator of such property provided that:

- There is no use, except in a purely incidental way and when such resources are available without fee to the public, of District resources including District paid time, facilities, equipment, and support services in the creation, development, or invention of the property; and
- The property is not created, developed, or invented in accordance with the terms of employment, including grant funded employment or activities through the District; and
- The property is not created or developed as a specific District work assignment. The general obligation to produce scholarly and creative work does not by itself constitute a specific assignment for this purpose.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.4

Smoke-Free Campus

Smoking is prohibited in and on all District, property including residence halls and District vehicles. Smoking is allowed inside the cab of a personal vehicle while on District property,

For purposes of this policy, smoking is defined as burning any type of tobacco product or vaping product.

The President may designate a smoking area provided the space eliminates the environmental hazards of secondhand smoke.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.5
Alcohol and Drug Policy

In pursuant to the U.S Department of Education Regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989, Gillette Community College District has established a drug and alcohol abuse prevention program.

The possession and consumption of drugs or alcohol at any District facility, program, or in any vehicle, regardless of location, is limited to circumstances and conduct expressly permitted by the laws of the State of Wyoming and District procedures. Any employee or student violating this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs or may be disciplined, up to and including dismissal. Students will be disciplined in accordance with the student code of conduct.

Any employee whom the District reasonably suspects has consumed drugs or alcohol and that consumption may adversely affect job performance, safety or the work environment will be required to submit to a drug and/or alcohol test. This includes instances when an employee demonstrates behavior that leads to the suspicion that he/she has used drugs or alcohol prior to work time. For the purposes of this policy, drugs are defined as drugs that are illegal under state or federal law and includes prescription or over the counter drugs that affect the employee's ability to perform safely and competently his or her job.

Supervisors will work with HR and administration to determine whether there is reasonable suspicion to believe an employee has consumed drugs or alcohol such that it triggers testing under this policy. When a determination is made that testing is necessary under this policy, the employee shall be driven, as soon as reasonably possible, by a supervisor to the collection site for testing.

Refusal to submit to drug and/or alcohol testing for any reason may result in termination of employment. An employee who is found to have adulterated, tampered with or substituted another sample for their sample will be terminated. Failure to pass a drug and/or alcohol test may result in immediate termination of employment and such determination will be made in the District's sole discretion. The District may, in its sole discretion, choose not to terminate and instead pursue other measures such as referral to an employee assistance program and random drug/alcohol monitoring. If rehabilitation is considered, the employee must sign an agreement admitting violation of the policy and agreeing that any further violation will result in termination.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.6

Private, Federal and State Grants

The District encourages research and developmental activities to promote institutional growth. Some of these activities may be funded by federal, state, local, and private grants.

All grant applications must be approved in advance by the President or designee.

Employees funded by grants shall be paid salaries in accordance with District salary schedules.

All publications, documents, and/or any other products generated as a result of a grant becomes the property of the District subject to ownership conditions stipulated by the granting agency. However, the President may negotiate ownership agreements with the grant author if it would appear to be in the best interest of the District and subject to Board approval.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.7

Public Records

The Public Records Act defines public records as the original and copies of any paper, correspondence, form, book, photograph, Photostat, film, microfilm, sound recording, map drawing or other document, regardless of physical form or characteristics that have been made by the state of Wyoming and any counties, municipalities and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law. The Act does not require the District to create or compile a record which does not exist at the time of the request.

The District is subject to the Wyoming Public Records Act and will fully comply with all the provisions and requirements of the Act, per W.S. 16-4-201 through 16-4-205.

Per W.S. 16-4-205, any person who knowingly or intentionally violates the provisions of this act is liable for a penalty not to exceed seven hundred fifty dollars (\$ 750.00). The penalty may be recovered in a civil action and damages shall be assessed by the court. Any action pursuant to this section shall be initiated by the attorney general or the appropriate county attorney. If the District custodian of public records is acting in good faith and in accordance with this policy and related procedure, any fine levied upon that individual will be paid by the District.

All public record requests shall be handled by the District's custodian of public records, Maggie Longo, Executive Director of Marketing and Strategic Communications, mlongo@gillettecollege.org, 300 W. Sinclair, Gillette, WY 82718. The specific name, business email address, and mailing address of this person shall be submitted to the department of administration and information.

Adopted: December 15, 2021

Reviewed:

Revised: October 18, 2023

3000.8
Naming Policy

The naming of physical assets, honorary degrees and other resources provides the District with the opportunity to recognize exceptional contributions, be they philanthropic or in the form of meritorious service, which honor the heritage and legacy of our District and communities.

The Board of Trustees shall approve naming recommendations made by the President.

The naming of any District owned facility or position, and the acceptance of any gift, shall be congruent with the mission, vision, values, and strategic direction of the District. The District reserves the right to decline any gift that is not in accordance with this policy and associated procedure, or to dispose of any gift at any time when it is in the best interest of the District.

All gifts must be approved by the President or designee prior to acceptance, in consultation with the Board, when appropriate.

3000.9

Use of District Resources

The use of District resources, including facilities, furniture, fixtures and equipment, computers, and other information technology resources, shall be for the benefit of the District.

District resources shall not be used for personal gain or for personal political activities. Everything on District owned machines and systems is owned by the District.

The facilities and resources of the District exist for use by students and employees for the primary purpose of education. When space and resources allow, the District will make its facilities available to external organizations.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.10
Complaints

Reference: HLC Policy FDCR.A.10.030 and CFR 668.43(b)

The District has defined a complaint as a formal statement that a situation is unsatisfactory or unacceptable. Examples include grievance, appeal, formal objection, or concern that is received in writing, submitted through the District website, in-person, or over the phone.

External complaints are logged by and resolved through the office of the Vice President of Administrative Services/CFO. Student complaints are logged by and resolved through the office of the Vice President of Academic and Student Affairs. Employee grievances are maintained by the Director of Human Resources.

Each July and January, complaint logs are reviewed together by these offices, noting trends and changes required to address recurring issues.

Early in the spring semester an executive summary of the complaint logs for the previous calendar year is prepared and reviewed by the President and Vice Presidents for feedback and suggestions. During the spring semester, the executive summary is presented and reviewed by District Council for feedback and suggestions. The executive summary totals the complaints by source and type, identifies trends of concerns and recommend corrective action.

3000.11

Procurement and Contracting

It is the intent of Gillette Community College District (“GCCD”) to establish procedures and guidelines that define the processes used to promote, provide, and ensure that centralized procurement services for GCCD are consistent and compliant with the College’s policies and procedures, State of Wyoming Statutes, and federal requirements. By delegation of the Vice President of Administration and Finance, until the Director of Procurement and Contracting is hired, the Accounting Manager is responsible for all procurement functions; for maintaining a uniform set of procedures and forms to implement processes regarding solicitation and acquisition of goods and services through quotes, bids, proposals and contractual agreements; and to assist and provide guidance and support to GCCD in the acquisition of goods and services in accordance with College policies and procedures. The primary responsibility of the Purchasing Office is to ensure the proper, prompt and responsive procurement of all supplies, equipment, goods, materials, and services for the College. This charge applies to all college funds; therefore all procurement activities shall be completed by either the Purchasing Office or under the direct order, guidance, or supervision of this office. To achieve this objective, the responsibilities, authorities and controls set forth in this procedure, and all related policies, procedures and manuals shall be adhered to by all college employees.

This policy applies to all GCCD employees who participate in a procurement activity that involves the dispersal of GCCD funds through the applicable procurement and/or contracting process. This procedure relates to all persons and businesses which conduct a business relationship and/or transaction with the College.

All procurement must be in accordance with Procedure 2000.1, Delegation of Authority.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.12

Employee Telecommuting

Purpose: There are times when allowing or requiring an employee to telecommute is in the interest of both the District and the employee. Telecommuting employees perform the same work they would on the main campus, in accordance with the same performance expectations and other agreed upon terms. Telecommuting may not be suitable for all employees or positions. In general, the position should not be one that directly serves students or requires face-to-face interaction with internal or external customers.

Definition of Telecommuting: Telecommuting is a work option where an employee of Gillette Community College District works at an approved alternate (non-GCCD facility) worksite for an agreed period of time with any remainder of work time spent at the college work site. No GCCD employee is entitled to or guaranteed a telecommuting position and may be discontinued at any time at the sole discretion of the District. Telecommuting arrangements maybe considered on a case-by-case basis as recommended by the position supervisor and approved by the President.

Adopted: May 17, 2023

Reviewed:

Revised:

3000.13

Accounting Policy

It is the policy of Gillette Community College District to provide guidelines and procedures on the processing of fiscal documents for the College and the monitoring of College budgets. This policy is also meant to ensure adherence to laws and procedures applicable to fiscal and budgeting issues. This policy is applicable to the Board of Trustees, all full-time and part-time administrators, staff, and professionals.

All accounting procedures must be in accordance with Procedure 2000.1, Delegation of Authority.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.14

Audit Policy

It is the Policy of the Board of Trustees of Gillette Community College to audit the College's financial statements annually in accordance with Wyoming Uniform Municipal Fiscal Procedures Act (WY § 16-4-121). The audit is to be conducted by an independent auditor in accordance with generally accepted auditing standards for state and local government units as well as the audit requirements established by the Wyoming Community College Commission (WY § 21-15-204). Thus, the purpose of this policy is to provide the appropriate guidance to the President to ensure the Board's policy of requiring an annual audit is met, and to ensure any federal and grant programs are audited. The College Foundation also requires an annual audit that will be a component of the Gillette Community College District audit.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.15

Spending Authority and Limits Policy

The Board of Trustees of Gillette Community College District recognizes their role as a governing board. In accordance with Policy 2000.1 Delegation of Authority, the Board recognizes the President as its employee, and delegates the necessary authority to the President to facilitate the operations of the College. A significant component of this delegation is the authority of the President to determine and execute the spending of institutional funds to carry out the mission of the College.

When the anticipated expenditures of College resources on a single item reaches a significant threshold, the Board believes it should have a larger role in the decisions of spending. This enables the Board to consider such expenditure's suitability with the Strategic Plan, the institution's priorities, and/or critical operations of the College.

Therefore, it is the policy of the Board of Trustees to require any anticipated purchase of more than \$60,000 to be disclosed and approved by the Board. This approval may occur either in the annual budget approval process where anticipated purchases over \$60,000 may be itemized and disclosed, or through the consideration and action by the Board during their business meetings.

Exception for Emergency Expenditures

In the event the President declares a state of emergency according to the process outlined in the GCCD Emergency Response Plan, or in the event of a major disruption to the normal operations of the College, the President shall have the authority to expend funds as necessary to address issues of critical nature that must be handled sooner than would be feasible to call a special meeting of the Board of Trustees.

Within a reasonable timeframe after the declared emergency has been resolved or the disruption has been stabilized, the President shall present any expenditures over \$60,000 associated with these instances to the Board of Trustees, either at a special meeting of the Board or during a regularly scheduled meeting. These expenditures will come before the Board for their ratification.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.16

Budget Development and Management Policy

The Board of Trustees of Gillette Community College District is ultimately responsible for ensuring the fiscal resources entrusted to the College are utilized to achieve the institution's mission. Inherent in the mission is the expectation that resources are deployed and managed toward educational programs and services that help students achieve their educational goals and meet the needs of the community, state, and region.

In accordance with WY §§ 16-4-103, 16-4-104, 16-4-109-111, the College prepares an annual budget for all revenues, expenditures, and funds. The Board of Trustees is responsible for final approval of the budget (WY § 21-18-305). The Board delegates the responsibility for the development of proposed budgets and management of approved budgets to the President. The Board expects the President to safeguard the budget process and ensure it includes broad-based inclusion of faculty and staff across campus, promotes transparency and maintains an essential focus on ensuring the College's fiscal health for the future and alignment with its mission, vision, values, and strategic plan.

W.S. 16-4-109 and GCCD Policy 1000.8, Meetings of The Board, require GCCD to hold public hearings and set their budgets no later than the third Wednesday in July. Therefore, the purpose of this policy is to provide this guidance to the President and their designee of administrative procedures that meet the expectations and intent of this policy.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.17
Electronic Signature Policy

To the fullest extent permitted by law, the Gillette Community College District accepts electronic and digital signatures as legally binding and equivalent to handwritten signatures to signify an agreement. However, the College may at any time, for any reason, demand that a handwritten signature be used in lieu of an electronic signature or require a digital signature for specific types of documents to provide enhanced document authenticity and integrity.

This policy applies to all units of the College and all members of the College community, including students, employees, prospective students, prospective employees, business partners, and other individuals who are associated with the College.

3000.18

Capitalization Policy

Governmental Accounting Standards Board (GASB) Statement 34 requires that all capital assets be reported in the government-wide balance sheet net of accumulated depreciation if applicable.

Capitalization Threshold for capitalizing assets for each major class of assets is as follows:

Asset Type Threshold

Land - Capitalize All	
Land Improvements	\$ 50,000
Buildings	50,000
Building Improvements	50,000
Leasehold Improvements	50,000
Vehicles	5,000
Equipment	5,000
FIXED ASSET GUIDE	
Infrastructure	1,500,000
Infrastructure Improvements	50,000
Capital Leases	5,000
INTANGIBLE ASSETS	
Internally Generated Software	2,000,000
Purchased Software	5,000
Easements	500,000
Art/Historical Treasures Exemption	5,000
Works of Art/Historical Treasures Exemption	5,000

Adopted: December 15, 2021

Reviewed:

Revised:

3000.19

Property (Inventory) Control

Gillette Community College District (GCCD) requires centralized and uniform property (inventory) control services for all GCCD assets. Administration and Finance Services (Purchasing, Building Services, and Accounting) shall be responsible for the administration and inventory control processes required of all property that has been or is going to be purchased by or donated to GCCD.

Inventory and assets will be electronically tagged as appropriate, and accounted for every year as part of the annual audit.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.20

Risk Management Policy

The Board of Trustees of Gillette Community College District believes a coordinated approach to risk management will contribute to building a risk-smart decision making environment that allows for innovative and responsible risk-taking. Risk management encompasses the responsibility of protecting College resources - human, physical and financial - through the incorporation of sound risk management practices into all aspects of College operations. The goal of risk management is to actively manage exposures by identifying the types of losses faced by the College, analyzing the different types of these exposures and deciding how to manage and finance these losses through a combination of insurance, risk avoidance, risk transfers, appropriate program implementation and effective claims management.

The level of risk is dynamic and depends upon many factors including potential rewards, the nature of operations, and the appetite of the College for risk, any of which may vary over time. It therefore requires that risk management is constantly under review and becomes an integral component of all decision making.

The President, or their delegate, shall be responsible for establishing limits of commercial insurance that is purchased to protect the College from all insurable losses which might significantly impact the College's financial condition. The President, or their delegate, shall establish a risk analysis process to apply to decisions made by the College that could have a significant potential risk to the financial stability, reputation, and quality of college activities and services.

Thus, the purpose of this policy is to establish a coordinated approach to risk management and ultimately to establish an effective risk management culture at GCCD.

Adopted: December 15, 2021

Reviewed:

Revised:

3000.21

Privacy

Users are strictly prohibited from accessing files and information other than their own, those which were intended for the user, and those for which the user has permission from authorized Gillette Community College District (GCCD) personnel to access.

GCCD reserves the right, to access systems, including current and archival files of users' accounts; if that access would be necessary for conducting College business; if there is strong evidence of improper usage; or if there is evidence of impropriety. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable federal and state laws and by college policies.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.22

Unacceptable Use

It is the responsibility of all users to use technology in an acceptable manner. Unacceptable uses may include and are not limited to:

- Using the resources for any purpose, which violates federal laws, state laws or College policies.
- Using the resources for commercial purposes.
- Misrepresenting the user's identity or affiliation in the use of information technology resources.
- Creating, sending, storing, or soliciting patently harassing, intimidating, abusive, or offensive material to or about others.
- Intercepting, disrupting, or altering electronic communications.
- Using another person's account, user ID, name, or password.
- Sharing of individual user accounts and resources with another person or another organization.
- Attempting to exceed, evade or change assigned specifications or limitation of an account without the approval of appropriate College personnel. Impeding the use of systems by others.
- Attempting to corrupt the system.
- Reproducing, copying, downloading, or distributing copyrighted materials without authorization.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.23

Prohibited Electronic Communication Uses

Specifically prohibited in the use of electronic communication is:

- The creation or distribution of any defamatory, false, inaccurate, disruptive, abusive, obscene, pornographic, profane, sexually oriented, harassing, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
- The exchange of proprietary information; trade secrets; or any other privileged, confidential, or sensitive information outside the institution, or outside the defined privileged group.
- The creation and exchange of advertisements, solicitations, chain letters, and other unsolicited electronic communications.
- Sending "SPAM"; that is, to exploit systems for the widespread distribution of unsolicited communications.
- The creation, storage, or exchange of information in violation of copyright laws.
- To read or send messages from another user's account, except under properly delegated arrangements.
- To alter or copy a message or attachment belonging to another user without their permission.
- To encourage the use of controlled substances or use the system for the purpose of criminal intent.
- To transmit material, information, or software in violation of any local, state, or federal law.
- To conduct any non-governmental-related fund raising or public relations activities.
- Sending, forwarding, or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain malware and/or viruses.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.24

Violation of Data Governance Policies

Abuse may result in legal action or disciplinary procedures. Incidents involving unacceptable and prohibited uses will be handled through existing processes.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.25

Designation of A Single Qualified Individual for Program Oversight

Gillette Community College District (GCCD) will meet Federal Gramm-Leach-Bliley Act (GLBA) requirements via Safeguards Rule that requires institutions to concentrate the ultimate oversight and implementation of their information security (IS) program in one Qualified Individual (QI). If the QI is not an employee of the institution, but instead is employed by an “affiliate” or a third-party vendor, the institution nonetheless retains all compliance obligations under the Safeguards Rule, must direct the QI to maintain an IS program that complies with all applicable requirements, and must designate a “senior member” of institutional personnel to direct and oversee the non-employee QI.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.26

Testing, Monitoring, and Iterative Evaluation

Gillette College Information Technology Services (GCCD ITS) will regularly monitor internal controls, procedures, and other systems to detect and defend against actual and attempted intrusions into information systems. Per the revised Gramm-Leach-Bliley Act (GLBA) Safeguards Rule, GCCD will conduct a semi-annual penetration test. Based on the results of such testing and monitoring, as well as any material changes in the GCCD's operations GCCD ITS will periodically re-evaluate and adjust the Information System program components.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.27

Ensure Information Technology Systems (ITS) Personnel Training and Continuing Education

Gillette Community College District Information Technology Systems (GCCD ITS) personnel will implement policies that provide security awareness training to ITS personnel, including general security updates and training to address specifically identified security risks to the institution's information systems. ITS will verify that "key" IS personnel are engaged in processes to keep their knowledge and skills up to date on matters of information security threats and available countermeasures. These requirements add specificity to the existing training requirement for ITS personnel.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.28

Oversight and Assessment of Service Providers

To the extent that Gillette Community College District Information Technology Systems (GCCD ITS) contracts with vendors who assist in the preparation, maintenance, and use of the institution's information systems and its underlying data, GCCD ITS will take evaluation measures to select vendors who have the capacity to safeguard such data and must contractually require that the vendors do in fact safeguard that data. Per the amended Safeguards Rule, GCCD ITS will periodically assess those vendors, the IS risks they present and the continued adequacy of each vendor's safeguards.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.29

Written Incident Response Plan

Gillette Community College District Information Technology Systems (GCCD ITS) will create and maintain a written response plan that helps the institution “promptly respond to, and recover from, any security event materially affecting the confidentiality, integrity, or availability” of the consumer information within its control. The written response plan will include:

- Stated goals, including the nature of response and recovery.
- The institutional processes required to respond to the security event.
- The roles, responsibilities, and decision-making authority assigned to institutional processes or personnel involved in the described response.
- Internal and external communications plans; and
- Documentation and subsequent evaluation of all IS security incident response activities, among other things.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.30

Mandatory Reporting to Board of Trustees

On an annual basis during the August regular Gillette Community College District Board of Trustees meeting, the Qualified Individual (QI) overseeing the institution's Information Technology System (ITS) will make a written report to the Board of Trustees or analogous governing body. If no such body exists, the report must be made to the applicable senior institutional officer to whom the QI reports. The report will include:

- The overall status of the ITS program, including its compliance with the updated Safeguards Rule
- Other material matters relating to the ITS program generally, including recommendations for changes or improvements.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.31

Establish Information Technology Governance for Administrative Computing

Gillette Community College District (GCCD) will establish an Information Technology (IT) governance and steering committee. Among the purposes of the steering committee is selecting and adopting technologies aligned with institutional strategy. Software, systems, and applications will not be purchased with GCCD funds prior to the approval of the steering committee.

Adopted: March 15, 2023

Reviewed:

Revised:

3000.32 Establish Cybersecurity Awareness

Gillette Community College District (GCCD) will establish a cybersecurity awareness program for employees and students, and all will be required to take an annual refresher course. Individuals must also use safe computing practices including:

- Use of strong passwords and multifactor authentication (2FA)
- Never share credentials to any systems to any other user
- Never use the credentials of another user to perform any operations
- Be knowledgeable of email phishing scams
- Regularly remind individuals to contact the Information Technology Systems (ITS) Service Desk to report receiving suspicious email
- Protect information when using the Internet and email
- Only install approved software on college workstations

Adopted: March 15, 2023

Reviewed:

Revised:

3000.33

Investment

The Board of Trustees of Gillette Community College District serves as the custodian of public and student monies entrusted to the College for the provision of higher education programs and services to the district. As such, the Board wishes to exercise good judgment and prudence in investing these funds. Therefore, it is the policy of the Board to invest public funds in a manner which will provide maximum security and investment returns while meeting the daily cash flow demands of the College and conforming to all state and local statutes governing the investment of public funds. The purpose of this policy is to direct the President or his/her delegate to maintain and implement procedures for the investment of public monies that meet the intent of the Board's policy.

Adopted: February 21, 2024

Reviewed:

Revised:

3000.34
Incident Management

The Gillette Community College District is committed to developing and maintaining a comprehensive emergency management and operations program. The program will address the mission critical areas of preparedness, response, recovery, prevention, and mitigation. As part of this program, the District will ensure that our Incident Management Plan (IMP) is practiced through collaboration, training, and exercises.

This policy and the subsequent plan have been developed through supported content from the Federal Emergency Management Association (FEMA), the Department of Homeland Security (DHS), and the Department of Education (ED) and will be reviewed annually at a minimum.