



# Regular Board of Trustees Meeting Minutes

Gillette College

Apr 17, 2024 at 11:30 AM MDT

@ 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: Cassia Catterall, Scott Durgin, Ed Glaser, Dave Horning

Administration: Heidi Gross, Elly Henning, Anne Larsen, Maggie Longo, Janell Oberlander, Barry Spriggs

Faculty: Travis Grubb

Staff: Renee Collins, Shantel Moore

### I. Call to Order

Chair McGrath called the meeting to order.

 [Motion Agenda.doc](#)

#### A. Pledge of Allegiance

Trustee Smith led the pledge.

#### B. Roll Call

There is a quorum.

#### C. Introduction of Gillette Area Leadership Class of 2024

Chair McGrath introduced Tamara Atkins who introduced the GALI Class of 2024. All of the class members introduced themselves and a few shared what they've gained from being a part of this group.

#### D. Additions/Deletions to Agenda for Wednesday, April 17, 2024

Dr. Oberlander asked to add the Approval of Spending Authority of up to \$110,000 for Phase I repair in the residence halls under New Business.

### **Motion:**

Chair McGrath requested a motion to approve the Agenda for the Regular GCCD BOT meeting held today, Wednesday, April 17, 2024 with the addition of Approval of Spending Authority in New Business.

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

Motion carried.

#### E. Approval of Consent Agenda

**Motion:**

Chair McGrath requested a motion to approve the Consent Agenda for the Regular GCCD BOT Meeting held today, Wednesday, April 17, 2024.

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

1. Minutes of GCCD Regular BOT Meeting held on March 20, 2024

 [Regular Board of Trustees Meeting Minutes.pdf](#)

2. Staffing Report

 [Staffing Report 4.9.24.pdf](#)

3. March 2024 Financials

 [Finance Pack March 2024.pdf](#)

II. For the Good of the District

A. Student Spotlight

Georgia Ostrowski, Welding  
Christina Redman introduced Georgia, who is the student spotlight of the month as well as the CTE Student of the Year. Georgia shows maturity, discipline and exceeds in her welding skills and academics. Her instructors praised her work ethic, creativity and her involvement in SkillsUSA. She explained the SkillsUSA process and her sculpture project.

B. Good News from the Trustees

Trustee Smith's computer works. Trustee Palmer enjoys that the parking lot is full with MSHA students. Scott likes seeing the calendar of activities at the door when he enters seeing all that is happening. Trustee Wasserburger thanked the Trustees for their support during the passing of her mom.

III. Organizational Reports

A. President's Report - Dr. Oberlander

The Higher Learning Commission annual meeting was attended by several college employees. Dr. Oberlander's focus was some of the new criterion sub group changes. We will be writing to the new criteria. HLC has also stood up a credential lab for non-credit bearing classes and Dr. Oberlander will learn more about what that entails. The new FAFSA application has been launched and a lot of the applications are coming back with errors, more than is normal, and it is delaying the process. Artificial Intelligence was also a hot topic with lots of sessions. Dean Fashbaugh has been charged with starting a task force to look at AI and how it can be incorporated and monitored at Gillette College.

YES House students take classes at Area 59. Some of them have never had access to technology and one student is now designing and printing a robotic arm and he has a bright future in engineering because of this exposure to the technology.

Renee shared information about the plan to progress migration for our wireless network connectivity throughout the summer and by the end of July we will have Gillette wireless up and running. In October NWCCD will have most of their services removed from campus.

B. Gillette College Advisory Board Report - Chair Angie Laakso

Scott Durgin, Vice-Chair was here on behalf of Angie Laakso. The industry sector report was about health care and recruitment and retention is more and more difficult since 2020. The current population is more transient and they value flexibility and work/life balance. There's a labor shortage so they're asking the people they have to work more and it's difficult. The home health industry has grown as well. They're trying to understand the upcoming generations and their workforce needs and preferences. This means Gillette College needs to keep up the nursing program and when we can add our own programs we need to look at other medical areas. They've also updated their bylaws.

C. Vice President Of Academic and Student Affairs Report - Dr. Barry Spriggs

This is a busy time of year preparing for commencement and professional development in August as well as convocation in the fall. They're finalizing the faculty handbook as well. They're looking at the feasibility of the 26 programs moving forward and any changes NWCCD may be making. The catalog is being worked on with the new academic coordinator as well as consistent program sheets for students. Registration days are ongoing and they're capturing new and returning students. They've been adding more physical activities for students based off of their feedback. The Client Relationship Management system is being built. Recruiting is ongoing for athletics and Energy City Voices. Professional Development has been emphasized this year with several employees going to trainings and bringing back knowledge and ideas. Trustee Williams suggested pickle ball, and cornhole tournaments. Dr. Spriggs said they're still in the building phase of getting our current students involved and eventually we can expand. Trustee Williams asked how we honor and appreciate retiring professors. Dr. Oberlander said we actually invited retiring faculty member, Thor Gunderson, but he was not able to make it today. He will be honored at the last faculty and staff meeting.

D. Facilities Update - Facilities Director Marty Woulfe

645 events have been coordinated since November, with 22 external events and 87 of those events required all staff set ups and tear downs. The grounds department has used 7,845 pounds of salt as of today, 1,000 pounds of fertilizer will be applied across campus. Projects for Camporee volunteers have been planned. The custodial department cleans 4,000 square feet of space each week. All external walkway lighting has been upgraded to LEDs. 972 total work orders have been submitted since November. The bridge should be re-stained next month and then new lights will be added with a donation by some very generous community members. Trustee Williams loves the trees on campus and suggested more trees be planted. I-Hall has the hot water heating system tied into the domestic water which impacts the Grill anytime maintenance is needed. If we uncouple that system this summer and upgrade it we can be in a better position to replace the boilers next year. This is what the board is going to vote on later in the meeting.

IV. Old Business

A. Second Reading of Policy 3000.34, Incident Management - Dr. Oberlander

Dr. Oberlander added that in the procedure it is listed that we will work with all the appropriate entities so she didn't specifically add the Wyoming Department of Health and the CDC that Trustee Wasserburger had mentioned last meeting. Specific entities are listed in the procedure. Trustee Wasserburger is fine leaving it as is since it is explained in procedure.

 [Policy 3000.34 - Incident Management.pdf](#)

**Motion:**

Chair McGrath requested a motion to approve the second and Final Reading of Policy 3000.34, Incident Management.

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

B. Second Reading of Policy 4000.12, Corrective Action - Dr. Oberlander

 [Policy 4000.12 - Corrective Action.pdf](#)

**Motion:**

Chair McGrath requested a motion to approve the Second and Final Reading of Policy 4000.12, Corrective Action.

Motion moved by Teri Anderson and motion seconded by Nello Williams. Motion carried.

C. NWCCD Athletic Scholarship Payment Approval - Vice President Larsen

VP Larsen is withdrawing her request for approval on this but it ends up being a wash and there is no need to approve an expense because there isn't one.

 [NWCCD Athletic Scholarship Payment Approval.pdf](#)

**Motion:**

Chair McGrath requested a motion to remove the Athletic Scholarship Payment Approval from the agenda that was tabled from last meeting.

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

**Motion:**

Chair McGrath requested a motion to approve the NWCCD Athletic Scholarship Payment.

Motion moved by Tracy Wasserburger. Motion denied for the lack of a second.

V. New Business

A. Approval of Board Handbook - Board Governance Committee

Trustee Palmer would like the footer of every page to have an approval date so as things are added later we will have the history. It was discussed whether to approve the document or ratify the document. It was decided that ratification is more appropriate.

 [BOT Handbook FINAL DRAFT.pdf](#)

**Motion:**

Chair McGrath requested a motion to ratify the Board Handbook with the modification of adding the dates in the footer.

Motion moved by Teri Anderson and motion seconded by Tracy Wasserburger. Motion carried.

B. President's Evaluation - Chair McGrath

The board decided last year to do the President's evaluation prior to the budget process and by the end of this fiscal year. Chair McGrath has started the process with ACCT and Trustees will be getting communication from them. It will be discussed at the June board meeting.

C. Advisory Board Bylaws Update - Dr. Oberlander

Most of these changes are procedural. Trustee Gee would like the duties of the secretary of the board to state that they will 'ensure' that the minutes are being taken in partnership with Dr. Spriggs' assistant. Trustee Palmer would like to leave it as is. Trustee Anderson said when section 2 is removed the other sections will need to be reworded. Chair Palmer advised that legal counsel look at the bylaws.

 [4.Gillette College Advisory Board By Laws Final 1.19.22.docx](#)

**Motion:**

Chair McGrath requested a motion to ratify the Advisory Board Bylaw updates removing the change in section 7 of article 3 and striking article 4, and renumbering as appropriate.

Motion moved by Alison Gee and motion seconded by Robert Palmer. Motion carried.

**Motion:**

Chair McGrath requested a motion to approve spending authority of up to \$110,000 for Phase I repair in I-Hall.

Motion moved by Robert Palmer and motion seconded by Nello Williams. Motion carried.

VI. Committee Reports

VII. Public Comments

Doug Stauffer - He thanked the trustees for all the work that they do and introduced himself as someone with a manufacturing background and also the spouse of a current faculty member at the college. He's concerned about enrollment and when classes are offered and how that impacts his wife's job.

Chair McGrath clarified that enrollment is done is not through the Trustees but through the Deans and Dr. Spriggs.

VIII. Upcoming Events

- A. WCCC/WACCT Meetings - Casper, April 18-19, 2024
- B. Sonnets and Chocolate - 7 p.m., Pronghorn Center, April 26, 2024
- C. Booster Club Co-Sponsor with Bell Knob Golf Course - Kentucky Derby Night - May 3, 2024
- D. Booster Club Golf Tournament - May 4, 2024
- E. Governor's Lunch, 11:30 a.m., Cam-Plex - May 9, 2024
- F. Commencement Day - May 10, 2024

 [BOT Timeline for Commencement 2024.pdf](#)

IX. Adjourn

**Motion:**

Chair McGrath requested a motion to adjourn the meeting at 1:32 p.m.

Motion moved by Nello Williams and motion seconded by Teri Anderson. Motion carried.

