



Regular Board of Trustees Meeting Minutes

Gillette College

11/20/2024 11:30 AMMST

@ 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: Ellis Day, Dave Horning, Susan Monaghan, Fetuao Tapasa, Jeff Wasserburger

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

Faculty: Tony Giest, Megan Rourke, Heather Wofford

Staff: Renee Collins, Martin Fashbaugh, Shantel Moore, Sam Rankin, Traci Ritchie, Lindsay Wakefield

I. Call to Order

 [Motion Agenda 11-20-2024.doc](#)

A. Pledge of Allegiance

Trustee Gee led the pledge.

B. Roll Call

Chair McGrath called the meeting to order. There is a quorum.

C. Additions/Deletions to Agenda for Wednesday, November 20, 2024

Motion:

Chair McGrath requested a motion to approve the Agenda for the Regular GCCD BOT meeting held today, Wednesday, November 20, 2024.

Motion moved by Tracy Wasserburger and motion seconded by Nello Williams.

Motion carried.

D. Approval of Consent Agenda for Wednesday, November 20, 2024

Motion:

Chair McGrath requested a motion to approve the Consent Agenda for the Regular GCCD BOT Meeting held today, Wednesday, November 20, 2024.

Motion moved by Alison Gee and motion seconded by Larry Smith.
Motion carried.

1. Minutes of GCCD Regular BOT Meeting held on October 16, 2024
 [Regular Board of Trustees Meeting Minutes 10-16-2024.pdf](#)
2. Staffing Report
 [Staffing report 11-5-2024.docx](#)
3. October 2024 Financials
 [Finance Pack October.pdf](#)

II. For the Good of the District

Dr. Oberlander introduced Casey Sellers who was nominated as a Wrangler 30 under 30. She will go to a banquet and gala to recognize the class.

A. Faculty of the Month for November (Tony Giest, Machine Tool Instructor) - Dean of Career and Technical Education Travis Grubb

Dean Grubb introduced Tony Giest who has been the machine tool instructor since 2018. Tony has grown the machine tool program and the advisory committee and he is the advisor for SkillsUSA as well. He is one of the first employees to show up in the morning and the last to leave. The machine tool program is full right now with 7 second year students and 7 first year students.

B. Staff of the Month for November (Traci Ritchie, Senior Payroll Specialist) - Vice President of Administrative Services Anne Larsen

Vice President Larsen introduced Samantha Rankin who introduced Traci. Samantha explained that when Traci started 2 years ago everything at the college was paper and since then we have tripled the number of staff and faculty and Traci was instrumental in implementing a paperless system that we use now. We're no longer using QuickBooks and our time keeping system is now electronic. Traci has kept things progressing as all these new systems were built and implemented and she's vital to our business office.

C. Student of the Month for November (Kayla Knapp, nursing student) - Dean of Health Sciences Lindsay Wakefield, Instructor Wofford

Instructor Wofford shared that Kayla stood out in her class from the very beginning. She exudes enthusiasm and embraces challenges. She has a natural ability to uplift those around her. She is a beacon of positivity and a source of inspiration to the entire nursing department.

D. Good News from the Trustees

Trustee Wasserburger's granddaughter is turning 5 today. Trustee Anderson's husband is having cataract surgery today. Trustee McGrath's daughter was voted to the all state volleyball team.

III. Organizational Reports

A. President's Report - President Oberlander

The Enzi building process is moving forward with the executive committee meeting on Thursdays at 7 a.m. and the design committee will meet monthly. A consultant reviewed our eligibility filing draft and she came back with very few changes. The new eligibility filing application was released this morning and we will transfer all of the existing information to the new form. The HLC liaison is aware that the filing will be forthcoming. Dr. Jennifer Miller has been on campus this week spending time with the vice presidents and deans going over programs, criteria and evidence. She will be back in January to work with faculty. Dr. Spriggs is working on policy gaps and will convene the Governance Committee in January to move those forward. A new draft accreditation roadmap has been put together to outline what is ahead.

The U.S. Department Education process is also moving forward concurrently. Trustee McGrath shared that it is encouraging to hear from HLC and the peer reviewers on how much work has been done in this process.

B. Gillette College Advisory Board Report - Chair Angie Laakso

Chair Laakso shared information about economic development and that there are numerous large projects in various stages of development, one business in particular from outside of the country who could potentially bring 700 jobs to Gillette. This company is interested in the power available from this area as well as the skilled workforce with partnership with Gillette College.

C. Gillette College Foundation Report - Director Heidi Gross

The annual audit is completed a month earlier so it is part of the overall Gillette College audit. \$286,540 was awarded in scholarships this year, program support was \$269,962 which is for positions on campus and Area 59. The campaign consultant for the Enzi building is looking at strategies and getting things worked out before any more work moves forward on that, it is not in the fundraising stage yet. We are probably a few years away from the full public campaign phase. A grant was approved with the Elbogen Foundation for an endowed scholarship fund to educate para professionals and those interested in an education degree. The nursing alumni event went well and they're planning a tech focused alumni event for the spring.

D. Student Senate Report - Student Senate President Fetuao Tapasa

On November 12 they held a job readiness event with another one planned in the spring. The career closet is going to start traveling around campus to increase familiarity with it and to encourage students to take clothes from it. Senators and advisors attended the Casper Leadership Conference. The Winter Gear drive has started and it will end next Monday. They're looking at increasing attendance at the general assembly meetings with gift cards and food. Students are pleased with the amount of activities on campus.

E. Assessment Committee - Chair Megan Rourke

The committee is busy setting up protocols, identifying which institutional outcomes are being met in the classrooms, working with NWCCD to not double assess the students, and in the fall hopefully we will be giving the assessments to the students and collecting the data. Different softwares are being looked into to see which would be most helpful.

F. Participatory Governance Update - President Oberlander

One of the recommendations that came through the Cultural Working Group was to look into our participatory governance structure. Does what we took from the NWCCD still fit our needs. Dean Wakefield is heading up a Task Force to look into participatory governance and come forward with recommendations to keep our structure or transition to something else. The

academic deans have representatives from their departments who have volunteered to keep Faculty Senate operating.
Trustee McGrath shared that the board values all the committees and is appreciative that Faculty Senate is moving forward.

Trustee Wasserburger left the meeting.

Attendance

Present:

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

Absent:

Members: Tracy Wasserburger

IV. Old Business

A. Approval of FY24 Audit - President Oberlander

 [2024 Gillette Community College District Audit Committee Report.pdf](#)

 [2024 Gillette Community College District Financial and Compliance Report.pdf](#)

Motion:

Chair McGrath requested a motion to approve the FY24 audit.

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

B. Eligibility Filing Update and Endorsement - President Oberlander

Motion:

Chair McGrath requested a motion to endorse the eligibility filing application to the Higher Learning Commission.

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

C. Board Evaluation and Retreat - Chair McGrath

Chair McGrath gave an update on the board retreat on December 5th and the swearing in that is scheduled for 1 p.m. that day.

V. New Business

A. Enzi Land Closing Documents Signature Authorization - Legal Counsel Horning

 [Enzi Lots closing documents Nov 2024.pdf](#)

 [GCCD Warranty Deed City Lots \(Final\).pdf](#)

Motion:

Chair McGrath requested a motion to authorize and direct President Oberlander and Vice President Larsen to undertake all acts and to execute all documents in the name of and on behalf of the District as necessary or requested by the closing agent to consummate the Agreement for Purchase and Sale of Real Property dated February 21, 2023, by and between the City of Gillette and the District, as amended June 18, 2024, upon its terms.

Motion moved by Alison Gee and motion seconded by Larry Smith. Motion carried.

B. General Education Philosophy - Vice President Spriggs

Dr. Spriggs shared that the philosophy for our general programs is before them. Trustee Gee had 2 suggestions. 'TO prepare for careers. How to ACCESS and use information.'

 [Education Philosophy Clean Copy of Revision.pdf](#)

Motion:

Chair McGrath requested a motion to approve Gillette College's general education philosophy with the two edits.

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

C. Road and Bridge Lease Agreement Approval - Dean Travis Grubb

 [Lease Agreement \(CCRB Building\) 11.8.24.pdf](#)

 [Exhibit A 11.8.24.pdf](#)

 [Exhibit B 11.8.24.pdf](#)

Motion:

Chair McGrath requested a motion to approve the lease agreement between Campbell County for the usage of the Road and Bridge building and premises for the Gillette College Commercial Driver's License program.

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

D. Nominations Committee - Chair McGrath

Chair McGrath suggested Trustee Anderson, Trustee Smith and himself for the committee this year.

VI. Committee Reports

A. WACCT

Dr. Oberlander shared that the presidents continue to meet and work through and understand what might come forward in the legislative session.

B. Art Committee

Trustee Anderson shared what the committee brought forward from Joan Sowada.

Motion:

To move forward with the art rendering from Joan Sowada for the board room.

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

VII. Public Comments

Chair McGrath presented Trustee Gee with an engraved lamp as a sign of appreciation for her work on the board over the past few years. The trustees shared their appreciation and thanks for Trustee Gee for her work on the board, her expertise, her advocacy for the college and how integral she was in the weeks after the vote and in building the college.

VIII. Upcoming Events

- A. November 27 - 29: Thanksgiving Break - Campus Closed
- B. December 3, 2024 - Christmas at the College, 4:30 - 6 p.m. - Tech Center
- C. December 24 - January 1: Winter Break - Campus Closed

IX. Adjourn

Motion:

Chair McGrath requested a motion to adjourn the meeting.

Motion moved by Nello Williams and motion seconded by Larry Smith. Motion carried.
1:27 p.m.

