



# Regular Board of Trustees Meeting Minutes

Gillette College

1/15/2025 11:30 AMMST

@ Tech Center, 3251 South 4-J Road

## **Attendance**

### **Present:**

Members: Teri Anderson, Ellis Day, Josh McGrath, Robert Palmer, Larry Smith, Tracy Wasserburger, Nello Williams

Guests: Scott Durgin, Dave Horning, Susan Monaghan, Jeff Wasserburger

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

Faculty: Jill Maschio

Staff: Renee Collins, Martin Fashbaugh, Travis Grubb, Chrisondra Kern, Shantel Moore

### I. Call to Order

Trustee Day lead the pledge.

 [Motion Agenda 1-15-2025.doc](#)

- A. Pledge of Allegiance
- B. Roll Call
- C. Additions/Deletions to Agenda for Wednesday, January 15, 2025

### **Motion:**

**Chair McGrath requested a motion to add item G under New Business “executive session pursuant to state statute 16-4-405(ix) to consider or receive information classified as confidential by law” and to add item H under New Business “spending authority approval for I-Hall phase II repair up to \$427,000”.**

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

### **Motion:**

**Chair McGrath requested a motion to approve the Agenda as revised for the Regular GCCD BOT meeting held today, Wednesday, January 15, 2025.**

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

- D. Approval of Consent Agenda for Wednesday, January 20, 2025

1. Minutes of GCCD Regular BOT Meeting held on December 18, 2024

 [Regular Board of Trustees Meeting Minutes 12-18-2024.pdf](#)

2. Staffing Report

 [Staffing Report 1-3-2025.docx](#)

3. December 2024 Financials

 [Finance Pack December Final.pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve the Consent Agenda for the Regular GCCD BOT Meeting held today, Wednesday, January 15, 2025.**

Motion moved by Teri Anderson and motion seconded by Ellis Day.

Motion carried.

II. For the Good of the District

A. Good News from the Trustees

Trustee Wasserburger shared that her husband Jeff has no evidence of cancer after a thoracic surgery. Trustee Anderson is having a wonderful time at Area 59 in the Creative Aging Woodworking class. Chair McGrath's daughter had a successful ACL surgery but is out for the rest of the season and hopefully fully recovered this summer.

III. Organizational Reports

A. President's Report - President Oberlander

Dr. Oberlander shared the activities from the Professional Development day on Monday. We acknowledged 5 Years of Service for: Jan Folland, Maria Garcia Macias, Joleen Torres, Cheri Topping, Amanda Malyurek and Brian Yeager. 10 years of Service for: Ashley Corkins, Heidi Gross and Jim Stratton. 15 years of service for Ann Neary. Students return on Tuesday. The legislative session has started and the WCCC and WACCT give weekly legislative updates. Dr. Oberlander will be in Cheyenne at the legislative session next week. We are waiting for the letter of eligibility from HLC and when that arrives we will work on the next step. Trustee Wasserburger and Dr. Oberlander presented at the Chamber of Commerce luncheon yesterday.

B. Gillette College Advisory Board Report - Chair Scott Durgin

Chair McGrath started by thanking Angie Laakso for her work as the Chairman over the last year. Scott shared that he is the new chair and Cameron Smith is the Vice Chair and Richard Cisneros is the secretary. Erin Taylor and Dr. Oberlander attended their meeting last week to discuss legislative issues and that was very helpful. Scott would like a legislative update meeting to happen every year.

C. Gillette College Vice President of Academic and Student Affairs - Dr. Spriggs

The development of policies has been a focus this fall. He has charged everyone within Student Affairs to develop a mission statement for their areas. The tenure process continues to be

worked on and they're examining the procedures and processes to make it better. The assessment piece of accreditation has been a point of focus and with institutional research the collection of data has been a priority as well. Faculty load and faculty equity are areas the deans are looking into. A non-traditional paraprofessional class schedule in collaboration with the Campbell County School District is being worked on. Professional Development is going well and has been a major focus and nationwide and statewide conferences are being attended by faculty and staff.

D. Faculty Senate Report - Faculty Senate President Jared Vance

Jared had a family emergency and was unable to attend. Jared will be back in February to report to the Board.

E. Employee Retention Report - Senior Director of Human Resources - Shantel Moore

Shantel shared that according to the College and University Professionals Organization the top 4 reasons for turnover are: salary, benefits, work life balance and culture. For Gillette College we started out 2024 with 99 full time and ended the year of 2025 with 114. Our turnover rate is 14.1%. The national turnover rate is 16%. The college benefits package is well above the national average. There were a lot of great things started this past year: a Cultural Working Group, a mentorship program, a Well Being team focused on health and wellness, a Pronghorn Pride internal page to celebrate achievements of staff, a formal new employee orientation program so new employees feel welcome and confident from day 1.

IV. Old Business

A. Tuition Waiver Follow-up - Chair McGrath

Chair McGrath shared that the letter was sent to Chair Swanson and President Tribley regarding GCCD not participating in the out of state tuition waiver. Chair Palmer added that questions linger as far as the cost and how they are measuring whether the NWCCD plan is successful in the long run. Chair McGrath will reach out to Chair Swanson in person to continue the conversation.

Around 12:20 p.m. the meeting was recessed while paramedics attended to Trustee Williams. At 12:49 p.m. the meeting resumed. Chair McGrath said we should get to the spending authority motions and bump the other reports to the February board meeting.

**Attendance**

**Present:**




Members: Teri Anderson, Mr. Ellis Day - Industrial Service Manager, Josh McGrath, Robert Palmer, Larry Smith, Tracy Wasserburger

**Absent:**

Members: Nello Williams

V. New Business










A. First Reading of Policies - President Oberlander

1. Policy 3000.14 (Revised) Audit Policy  
 [Policy 3000.14 \(Revised\) Audit Policy.pdf](#)
2. Policy 4000.8 (Revised) Employee Benefits Program  
 [Policy 4000.8 \(Revised\) Employee Benefits Program.pdf](#)
3. Policy 6000.3 (Revised) Program Compliance, Requirements for Degrees  
 [Policy 6000.3 \(Revised\) Degrees and Certificates.pdf](#)

**Motion:**

**Governance Committee Member Trustee Day moved forward the motion from the Governance Committee to approve the first reading of the revised policies: 3000.14, 4000.8, 6000.3. Chair McGrath called for the vote.**

Motion carried.

4. Policy 6000.4 Student Outcomes and Assessment  
 [Policy 6000.4 Student Outcomes and Assessment.pdf](#)
5. Policy 6000.5 Development and Revision of Curriculum  
 [Policy 6000.5 Development and Revision of Curriculum.pdf](#)
6. Policy 6000.6 Program Review  
 [Policy 6000.6 Program Review.pdf](#)
7. Policy 6000.7 Course Outlines and Syllabi  
 [Policy 6000.7 Course Outlines and Syllabi.pdf](#)
8. Policy 6000.8 Attendance  
 [Policy 6000.8 Attendance.pdf](#)
9. Policy 6000.9 Change of Grades, Academic Forgiveness  
 [Policy 6000.9 Change of Grades, Academic Forgiveness.pdf](#)
10. Policy 6000.10 Academic Freedom  
 [Policy 6000.10 Academic Freedom.pdf](#)
11. 6000.11 Credit Hour  
 [Policy 6000.11 Credit Hour.pdf](#)
12. 6000.12 Academic Calendar  
 [Policy 6000.12 Academic Calendar.pdf](#)
13. 6000.13 Verification of Rosters

 [Policy 6000.13 Verification of Rosters.pdf](#)

14. 6000.14 Specialized Accreditation

 [Policy 6000.14 Specialized Accreditation.pdf](#)

15. 5000.9 Scholarship Policy

 [Policy 5000.9 Scholarship and Waiver Policy.pdf](#)

16. 2000.4 Data governance policy

 [Policy 2000.4 Data Governance.pdf](#)

17. 3000.35 Grant Writing and Grant Management

 [Policy 3000.35 Grant Writing and Grant Mangement.pdf](#)

**Motion:**

**Governance Committee Member Trustee Smith moved forward the motion from the Governance Committee to approve the first reading of policies: 6000.4, 6000.5, 6000.6, 6000.7, 6000.8, 6000.9, 6000.10, 6000.11, 6000.12, 6000.13, 6000.14, 5000.9, 2000.4, 3000.35. Chair McGrath called for the vote.**

Motion carried.

B. Approval of Designated Paper of Record - Dr. Oberlander

**Motion:**

**Chair McGrath requested a motion to designate the Gillette News Record as the Official Newspaper for the one year term for 2025.**

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

C. Approval of Depositories (per policy 3000.1) - Vice President Larsen

 [First National Bank.pdf](#)

 [Security State Bank.pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve First National Bank and Security State Bank as authorized depository institutions for GCCD funds for the 2025 calendar year.**

Motion moved by Larry Smith and motion seconded by Tracy Wasserburger.

Motion carried.

D. Economic Impact Study - President Oberlander

Will discuss at the February meeting.

 [Economic Impact-All Reports-Optimized.pdf](#)

E. Spending Authority Approval for Canvas Learning Management System - Vice President Larsen

 [Canvas Learning.docx](#)

**Motion:**

**Chair McGrath requested a motion to approve spending authority approval for the Canvas Learning Management System for a three-year subscription to Canvas LMS for \$163,835.00.**

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

F. Spending Authority Approval for CTE Equipment - Vice President Larsen

 [CTE Repair Replacement Equipment.docx](#)

**Motion:**

**Chair McGrath requested a motion to approve spending authority approval for the Diesel Parts Washer of \$59,964 with the additional stainless steel option of \$3,310 and the Industrial Electrical Lab Volt trainer repairs and updates of \$119,701 for a total of \$182,975.**

Motion moved by Ellis Day and motion seconded by Teri Anderson. Motion carried.

**G. Executive Session (pursuant to statute 16-4-405(ix) to consider or receive information classified as confidential by law)**

**Motion:**

**Chair McGrath requested a motion to move into executive session pursuant to statute 16-4-405(ix) to consider or receive information classified as confidential by law.**

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

1:36 p.m. re-convened the regular meeting.

## **H. Spending Authority Approval for I-Hall Phase II Repair up to \$427,000**

### **Motion:**

**Chair McGrath requested a motion to approve spending authority approval for I-Hall Phase II repair up to \$427,000 with a subsequent determination of ultimate responsibility and allocation for cost of repairs.**

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

## VI. Committee Reports

Will discuss at the February meeting.

- A. WACCT
- B. Art Committee

## VII. Board Education - AI Demonstration - Dr. Oberlander

Will discuss at the February meeting.

## VIII. Public Comments

## IX. Upcoming Events

- A. January 11, 2025 - Men's Home Basketball Game, 4 p.m. - Pronghorn Center
- B. January 14, 2025 - Women's and Men's Home Basketball Games, 5:30 p.m. and 7:30 p.m. - Pronghorn Center
- C. January 18, 2025 - Women's and Men's Home Basketball Games, 2:00 p.m. and 4:00 p.m. - Pronghorn Center
- D. January 30, 2025 - Women's and Men's Home Basketball Games, 5:30 p.m. and 7:30 p.m. - Pronghorn Center
- E. February 1, 2025 - Community Education Open House, 10 a.m. - 2 p.m. - Tech Center  
 [Community Event Open House 02-02-2025.pdf](#)
- F. February 7, 2025 - SkillsUSA Banquet, 5:30 p.m. - Tech Center  
 [SkillsUSA Benefit Dinner Flier.pdf](#)
- G. February 15, 2025 - Rodeo Banquet, 6 p.m. - Cam-Plex  
 [Rodeo banquet.pdf](#)

H. March 3, 2025 - Joint Foundation Board, Advisory Board and Board of Trustees Meeting, 5:30 p.m., Tech Flex

I. March 7, 2025 - Sonnets and Chocolates - Tech Center

 [25 ECV SonnetsChocolates.pdf](#)

J. April 11, 2025 - Casino Night, 6 p.m. - Cam-Plex

 [Casino Night 2025.pdf](#)

X. Adjourn

**Motion:**

Chair McGrath requested a motion to adjourn.

Motion moved by Teri Anderson and motion seconded by Larry Smith. Motion carried.  
1:41 p.m.

