



# Regular Board of Trustees Meeting Minutes

Gillette College

12/17/2025 11:30 AM MST

@ Technical Education Center, 3251 4-J Road, Gillette, WY 82718

## **Attendance**

### **Present:**

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

Guests: Raveena Devjee, Dave Horning, David Neri, Jeff Wasserburger

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

Faculty: Jared Vance

Staff: Renee Collins, Evonne Carter, Debbie Craig, Travis Grubb

### I. Call to Order

Chair McGrath called the meeting to order.

 [Motion Agenda 12-17-2025.doc](#)

#### A. Pledge of Allegiance

Trustee Palmer led the pledge.

#### B. Roll Call

There is a quorum.

#### C. Additions/Deletions to Agenda for Wednesday, December 17, 2025

### **Motion:**

**Chair McGrath requested a motion to amend the Agenda for the Regular GCCD BOT meeting held today, Wednesday, December 17, 2025 to add a Special Meeting for Monday, Dec. 22 at 10 a.m. under the Upcoming Events.**

Motion moved by Teri Anderson and motion seconded by Larry Smith. Motion carried.

### **Motion:**

**Chair McGrath requested a motion to approve the amended Agenda for the Regular GCCD BOT meeting held today, Wednesday, December 17, 2025.**

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

D. Approval of Consent Agenda for Wednesday, December 17, 2025

**Motion:**

**Chair McGrath requested a motion to approve the Consent Agenda for the Regular GCCD BOT Meeting held today Wednesday, December 17, 2025.**

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

1. Minutes of GCCD Regular BOT Meeting Held on November 19, 2025

 [Regular Board of Trustees Meeting Minutes 11-19-2025.pdf](#)

2. Minutes of GCCD Executive Session Held on November 19, 2025

3. Staffing Report

 [Staffing Report 12-1-2025.docx](#)

4. November 2025 Financials

 [Finance Pack November 12.12.25.pdf](#)

II. For the Good of the District

A. Good News from the Trustees

Chair McGrath said his real estate office annual food drive in conjunction with the School District collected over 46,000 items of food for the Council of Community Services. The board extended condolences to Trustee Anderson for the loss of her mother.

B. Good News from the College

Dr. Oberlander shared that the college had a wonderful Christmas lunch celebration with a rousing trivia competition to cap it off. Roger Humphrey is now Dr. Roger Humphrey. Lisa Arhart will be presenting at a national conference next year and Crisitan Martinez was named one of the 40 Under 40 with the Wyoming Chamber of Commerce.

III. Organizational Reports

A. President's Report - President Oberlander

The Foundation completed their audit today and our accounting firm is now looking over it and we will have a special meeting on Monday to approve it. Chair McGrath stated that next year we want the Foundation audit to be done on schedule.

Dr. Oberlander and a few college staff members toured the BWXT facility in Virginia. They were able to tour the facilities and discuss partnerships and unfortunately the snow shut down the local community college campus but we will make contact with the college soon.

The second cultural assessment survey was completed with a 43% participation rate and we will have a final report for the trustees soon. The consultant will zoom with the campus in January during professional development week.

The initial interviews are nearing completion for the Vice President of Institutional Advancement. Construction Manager at Risk interviews are tomorrow.

The Higher Learning Commission roadmap was shared with updated information about where we are and what is coming next. It is available on the website and the Wyoming Community College Commission has been kept up to speed on where we are.

B. Gillette College Advisory Board Report - Chair Scott Durgin

The Advisory Board has been busy with the election of officers last week. The same officers are staying in place. Cameron Smith is Vice Chair and Richard Cisneros is the Secretary. Angie Laakso will be coming off the board. Rusty Bell shared some information about the future workforce and as BWXT will potentially come here there are other businesses that could service that business that are starting to come forward. It's an exciting time for the community and the college.

C. Marketing Report - Maggie Longo

Maggie shared a slide show of the marketing materials she has produced and the different campaigns that the college has had over the past 6 months.

D. Faculty Senate Report - Jared Vance

Faculty Senate has had a productive fall. They sent a few proposals to Cabinet. They gave feedback on the evaluation process to Human Resources as well as endorsed the academic calendar.

IV. Old Business

A. Election of Board Officers - Chair McGrath

**Motion:**

**Chair McGrath requested a motion to approve Tracy Wasserburger as the 2026 Board of Trustees Chairman, Larry Smith as the Vice Chairman, Ellis Day as the Secretary and Teri Anderson as the Treasurer.**

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

B. 2025 Board of Trustee Retreat Summary Review - Chair McGrath

Chair McGrath appreciated the retreat facilitator and all that was accomplished. He appreciated the emergency preparedness discussion with the Risk Manager.

 [Ex. Summ - Gillette College BOT Retreat 11.12.25.pdf](#)

C. County Owned Property, Building and Maintenance Account Transfer - President Oberlander

 [Assignment of Interests \(Gillette College Main Administration Building\) 10.14.25 \(revised CLEAN 12.5.25\).pdf](#)

 [Assignment of Interests \(Pronghorn Center and Soccer Field\) 8.20.25 \(revised 12.5.25 CLEAN\).pdf](#)

 [Assignment of Interests \(Tech Center\) 8.20.25 \(revised CLEAN 12.5.25\).pdf](#)

 [Assignment of Interests \(Agricultural Complex\) 8.20.25 \(revised CLEAN 12.5.25\).pdf](#)

 [MOU re Assignment Transfer and Conveyance \(Pronghorn Center Soccer Field\) 8.20.25 \(revised CLEAN 12.5.25\).pdf](#)

 [MOU re Assignment Transfer and Conveyance \(Agricultural Complex\) 8.20.25 \(revised CLEAN 12.5.25\).pdf](#)

 [MOU re Assignment Transfer and Conveyance \(Main Administration Building\) 10.14.25 \(revised CLEAN 12.5.25\).pdf](#)

 [MOU re Assignment Transfer and Conveyance \(Tech Center\) 8.20.25 \(revised CLEAN 12.5.25\).pdf](#)

 [Quitclaim Deed \(Pronghorn Center and Soccer Field\) County to GCCD 10.14.25 \(revised CLEAN 12.5.25\).pdf](#)

 [Quitclaim Deed \(Tract A of Gillette College Rodeo Subdivision\) County to GCCD 10.14.25 \(revised CLEAN 12.5.25\).pdf](#)

 [Quitclaim Deed \(Tract A of Gillette Tech Center\) County to GCCD 10.14.25 \(revised CLEAN 12.5.25\).pdf](#)

**Motion:**

Chair McGrath requested a motion to approve the Memoranda of Understanding with Campbell County regarding the Assignment and Transfer of Interests and Conveyance of Real Property and Improvements for the transfer to the District of the lands, buildings and associated maintenance funds for the: Technical Education Center, Pronghorn Center & Soccer Fields, Main Administration Building, and Gillette College Agricultural Complex and directing the Chairman to execute the same and the accompanying assignments on behalf of the District.

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

- D. Second Reading of Policy 3000.38 - Naming of College Places - Director Gross

 [Policy 3000.38 - Naming of College Places Policy - DRAFT.pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve the Second and Final Reading of Policy 3000.38, Naming of College Places.**

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

- E. Approval of Enzi Center For Applied Learning Naming Opportunities - Director Gross

 [Enzi Center Naming Opportunities.pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve the Enzi Center for Applied Learning Naming Opportunities.**

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

- F. Second Reading of Policy 4000.14 - Ethical Recruitment in Student Affairs - Vice President Spriggs

 [4000.14 \(Policy\) DRAFT Ethical Standards for Recruitment and Student Affairs.pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve the Second and Final Reading of Policy 4000.14, Ethical Recruitment in Student Affairs.**

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

- G. Second Reading of Policy 3000.18 - Capitalization Threshold Update - Vice President Larsen

 [3000.18 Capitalization Policy UPDATE.pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve the Second and Final Reading of Policy Update 3000.18, Capitalization Threshold.**

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

V. New Business

- A. Bonding RFP Approval for the Enzi Center For Applied Learning - Vice President Larsen

 [RFP for Bond Underwriting Services.pdf](#)

**Motion:**

**Chair McGrath requested a motion to authorize the issuance of a request for proposal to solicit qualified firms to provide bond underwriting services for the upcoming Enzi Center for Applied Learning financing initiative.**

Motion moved by Larry Smith and motion seconded by Ellis Day. Motion carried.

- B. SoftDocs Software Transition - Chief Information Officer Renee Collins

 [SoftDocs Implementation.docx](#)

**Motion:**

**Chair McGrath requested a motion to approve \$381,315 for a 5 year contract with SoftDocs.**

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

- C. Approval of the 2026/2027 Academic Calendar - Dr. Spriggs

 [2026-2027-Academic-Calendar \(2\).pdf](#)

**Motion:**

**Chair McGrath requested a motion to approve the 2026/2027 Academic Calendar.**

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

- D. Foundation Board Member Ratification (Tyler Watts) - Director Gross

 [Tyler Watts bio.docx](#)

**Motion:**

**Chair McGrath requested a motion to ratify the new Foundation Board member, Tyler Watts.**

Motion moved by Larry Smith and motion seconded by Teri Anderson. Motion carried.

VI. Committee Reports

VII. Public Comments

Jeff Wasserburger gave a BOCHES report. 264 students have been met with since November 1. For the first time ever there will be students enrolled in high school and also taking the CDL program with the college. For the first time it looks like a Wright student will graduate with her associates before her high school graduation and she's doing it all online.

VIII. Upcoming Events

- A. December 24, 2025 - January 1, 2026 - Gillette College Closed for Holiday Break
- B. January 22, 2026 - Eggs & Issues - 6:30 a.m., Senior Center
- C. February 21, 2026 - Gillette College Rodeo Banquet
- D. March 6, 2026 - Energy City Voices Sonnets and Chocolates
- E. April 10, 2026 - Gillette College Foundation Casino Night
- F. May 8, 2026 - Gillette College Commencement

IX. Adjourn

**Motion:**

**Chair McGrath requested a motion to adjourn.**

Motion moved by Nello Williams and motion seconded by Ellis Day. Motion carried.

*Tracy Wassentburg*

*Ellis Day*