

WYOMING COMMUNITY COLLEGE COMMISSION
2300 Capitol Avenue, 5th Floor, Suite B
Cheyenne, WY 82002

COVER PAGE

Submitting Entity Contact Information

Location of Proposed Community College District (County or Counties, city or towns)
Campbell County, Wyoming (includes the city of Gillette and Town of Wright)

Proposed name of college district
Gillette College Community College District

Name of submitting agency, party or public entity
Campbell County Board of Commissioners

Mailing Address
Office of County Commissioners
Campbell County Courthouse
500 S. Gillette Ave., Ste. 1100
Gillette, WY 82716

Contact Information (telephone, email, website)
(307) 682-7283
[*cjs06@ccgov.net*](mailto:cjs06@ccgov.net)
[*www.ccgov.net*](http://www.ccgov.net)

Administrative Contact
Carol Seeger, Administrative Director

Administrative Contact Information (telephone, email, website)
(307) 682-7283
[*cjs06@ccgov.net*](mailto:cjs06@ccgov.net)
[*www.ccgov.net*](http://www.ccgov.net)

Administrative Contact Mailing Address
Carol Seeger, Administrative Director
Office of County Commissioners
Campbell County Courthouse
500 S. Gillette Ave., Ste. 1100
Gillette, WY 82716

Wyoming Statutes Annotated ○ Title 21 Education ○ Chapter 18 Community Colleges ○
Article 3. Community College Districts

W. S. § 21-18-312: Formation of Districts

- (a) An application for the formation of a community college district may be submitted to the commission only when the following minimal prerequisites have been satisfied: the area to be formed into the district must be a territory having an assessed property valuation of not less than one hundred million dollars (\$100,000,000.00); there must be not less than fifteen hundred (1,500) students regularly enrolled in grades nine (9) through twelve (12). The territory of such district may encompass one (1) or more counties.
- (b) No community college may be established in the state of Wyoming unless approved by the community college commission pursuant to the provisions of this act and approved by the legislature. No state funds for any purpose shall ever be distributed to any community college district which is formed without legislative approval.
- (c) The application for the formation of a community college district shall be submitted in the form prescribed by the commission and subscribed by not less than five hundred (500) or twenty-five percent (25%), whichever is the smaller number of qualified electors residing within each of the counties situated in the area sought to be organized into a community college district.
- (d) Whenever the community college commission receives a proper application for the formation of a community college district, it shall cause a survey to be conducted to consider the need for a community college in the proposed district, the need for the community college in the state, the financial ability of the proposed district to support a college, the educational soundness of the proposed community college plan and any other matters which might assist the commission in the disposition of the application. The county commissioners of the area within the proposed community college district shall reimburse the community college commission for all reasonable expenses incurred in making the survey. If the proposed district embraces more than one (1) county the costs of the survey shall be shared proportionately by the counties involved, according to population within the proposed district.
- (e) The commission shall approve or disapprove the petition within ninety (90) days of receipt thereof. The commission shall furnish the legislature a copy of its survey findings and recommendations and shall notify the county commissioners of the county wherein the proposed community college is to be located of its findings and recommendations.

Application for Formation of a Community College District submitted to the Wyoming Community College Commission on August 5, 2020.

Additional Draft Prerequisites

Statement of Purpose

Please submit a statement of purpose detailing the goals of forming a new community college district and college, how the addition of a college will have a greater benefit to the community than educational services currently provided, and how the new college will compliment and not detract from educational opportunities already available across Wyoming. Including a formal Needs Assessment Study is advisable.

The application for the formation of the Gillette College Community College District is unique in that, while it seeks the formation of a community college district in accordance with Wyoming Stat. §21 – 18 – 312, Gillette College - is not a contemplated community college to follow after formation of the district, but rather an existing and thriving community college, the continued success of which requires the formation of the district. This statement of purpose is necessarily made from that perspective and within that context.

A. Detailed goals of forming a new community college district and college

The fundamental goal of forming a new community college district is to allow the existing Gillette College to continue to fulfill its role as a Wyoming community college in meeting the challenges and student success strategy goals set forth in the Northern Wyoming Community College District Strategic Plan 2018 to 2023 free from the outdated, outgrown and unworkable structural impediments inherent in its being merely a subordinate campus within a larger district in which it does not have, and cannot have, a meaningful role in its own governance. The adoption of the Northern Wyoming Community College District (NWCCD) fiscal year 2020/21 budget and subsequent transformative ramifications for the existing Gillette College demonstrate that no matter the good faith intentions of the NWCCD, the continued viability of the existing Gillette College cannot be dependent upon that model. The community needs to preserve its community college and see that it continues to fulfill its original objectives of helping its students to succeed in their lives and careers and being an active and vibrant player in its community.

B. How the addition of a college will have a greater benefit to the community than educational services currently provided

The formation of a Gillette College Community College District will not result in the “addition” of a college, but rather the recognition of the existing community college. The benefit to the community with respect to educational services provided is that a Gillette College Community College District will simply enable Gillette College to be a true community college, whose community is given more than an opportunity to be heard by a distant governing body regarding the educational services provided, and instead the community will enjoy meaningful local decision-making and control of those services, so that those educational services provided are determined based on truly community - specific factors. An independent Gillette College will be better equipped to address the educational demands of Campbell County. Establishing the Gillette College Community

College District will prevent having to compromise, or more detrimentally not being able to provide essential services or programs because of an external perspective that doesn't always recognize and align with the uniqueness of the area, the workforce and our citizens.

- C. *How the new college will complement and not detract from educational opportunities already available across Wyoming*

Because the college already exists, it will not detract from educational opportunities already available across Wyoming, as that favorable determination was made years ago. If a new community college district is formed, there will be no "new" college and thus no change in the educational opportunities already available across Wyoming.

Demographic and Educational Need Questions

1. Legal boundaries of district with map.

See County boundary maps – Attachment A.

2. Identify location of campus within district.

See City of Gillette Zoning Map – Attachment B.

3. Note projected date of establishment of a campus within the district.

Campus of Gillette College is already established, Master Plan – Attachment C.

4. Existing population of the district.

*Forecasted Population of Campbell County in 2020: 45,650
(source: State of Wyoming, Administration & Information, Economic Analysis Division)*

5. Projected population over next 20 years in 5-year increments.

| <i>History:</i> | <i>Forecast:</i> |
|--------------------|--------------------|
| <i>1995 31,440</i> | <i>2020 45,650</i> |
| <i>2000 33,698</i> | <i>2025 44,860</i> |
| <i>2005 37,888</i> | <i>2030 45,090</i> |
| <i>2010 46,133</i> | <i>2035 46,410</i> |
| <i>2015 49,269</i> | <i>2040 47,710</i> |

(source: State of Wyoming, Administration & Information, Economic Analysis Division)

6. Identify the number of high school seniors from the proposed district projected to attend and projected to attend for the next 20 years in 5-year increments.

According to Campbell County School District No. 1, there are 2,517 students currently enrolled in grades 9-12. The 2018-2019 enrollment report submitted to the Wyoming

Community College Commission identifies 2,943 Campbell County students presently enrolled at Northern Wyoming Community College District.

*Forecast: 2020 – 3,030; 2025 – 3,447; 2030 – 2,854; 2035 – 2,760; 2040 – 2,191
(source: State of Wyoming, Administration & Information, Economic Analysis Division)*

7. Identify the number of high school seniors in the state, projected to attend, now and for the next 20 years in 5-year increments.

Proportion of Seniors projected to attend should remain relatively the same for subsequent decades.

*State Forecast: 2020 – 37,125; 2025 – 39,619; 2030 – 36,608; 2035 – 35,893; 2040 – 35,198
(source: State of Wyoming, Administration & Information, Economic Analysis Division)*

8. Identify the adult population (ages 25-64) that do not currently hold a recognized post-secondary credit certificate or degree.

13,719

(source: Burning Glass Labor Insights provided by Lone Tree Academics)

9. Identify the adult population (ages 25-64) students projected to attend now and for the next 20 years in five-year increments.

Proportion of Adult Population (ages 25-64) projected to attend should remain relatively the same for subsequent decades.

County Forecast: 2020 – 24,673; 2025 – 22,750; 2030 – 22,001; 2035 – 23,352; 2040 – 24,141

*State Forecast: 2020 – 290,806; 2025 – 279,819; 2030 – 279,690; 2035 – 288,730;
2040 – 295,080*

(source: State of Wyoming, Administration & Information, Economic Analysis Division)

10. Identify other demographic factors felt to be important in the context of this request such as known industrial developments or industrial closing which may affect the economy and/or population.

Energy economy continues to be transitioning from extraction only to research and development, with an emphasis on carbon technology, capture and storage, and value-added products.

11. Identify projected student populations for unduplicated full-time credit, unduplicated part-time credit, unduplicated non-credit workforce training/continuing education, and unduplicated non-credit community service.

Please refer to data provided for Questions 6, 7 & 9.

Educational Programming including Student Support Questions

12. Discuss degrees and certificates to be offered through the overall instructional program including that the programs are appropriate for an institution of higher education.

Degrees and Certificates are currently being offered by the Gillette College. These programs are supported by local program Advisory Board, approved by the Wyoming Community College Commission, and affirmed during the last Higher Learning Commission accreditation cycle. A list of programs can be found: <https://www.sheridan.edu/about/gillette/>

13. Identify academic transfer programs to be established at the campus, including justification based on demand and projected twenty years.

Currently, Gillette College forecasts five (5) years in advance for programming in conjunction with our industry advisory board partnerships. We will continue to honor existing articulation agreements and develop additional relationships with our higher education partners: The University of Wyoming, Black Hills State University, South Dakota School of Mines and Technology, Montana State University, and other accredited institutions vested in serving our Students. It is difficult to program twenty (20) years in advance, as a Community College needs to be nimble and flexible to meet the needs of our Students, Business, and Industry.

The Campbell County Higher Education Market Analysis and Study is referenced – Attachment D.

14. Identify Career-Technical Education (CTE) programs to be established at the campus, including justification based on demand and projected twenty years. Include data related to Wyoming economic priority sectors and/or current and projected wage data.

Gillette College presently has significantly diverse Career-Technical Education (CTE) programming, utilizing industry advisory boards and on-going higher education studies; this will continue as an independent district. The attached studies provide excellent data to determine which programs best meet the economic priorities of our region and the state, along with projected demand and wages. These are essential tools as we transition and navigate through the short and long term. Understanding these resources will be updated throughout a twenty (20) year period and beyond.

15. Identify non-credit workforce training and/or continuing education programs to be established within the district, including justification based on current and projected demand for the next twenty years.

Gillette College recently received Economic Development Administration (EDA) funding to establish Area 59, our local makerspace which serves as an instructional space to develop non-credit workforce training and continuing education programs. Through our partnerships with economic development, City, County, Campbell County School District, and industry, we develop and provide training to students from 4th grade – senior citizen. The focus is on innovation and diversification – skills needed to lead us into the next decades and beyond.

16. Identify community service programs to be established within the district, including justification based on current and projected demand for the next twenty years.

Gillette College is embedded in the community. We are responsive to the needs of those we service and continually seek out partnerships to meet the demands of our changing economy. We will continue to serve on local boards, including economic development, FUEL Incubator, BIG Ideas Gillette, Perkins Advisory Board, Vision 2040, and serve as a valued partner within our community. In addition, Gillette College is currently seen as an integral partner providing numerous programs and services to our community, including space for a satellite office for the Gillette Abuse Refuge Foundation and the Substance Abuse Prevention Coalition. Gillette College also provides meeting space for many local non-profit agencies, special task force meetings, graduation for DARE, Westwood High School, Special Olympics, youth events, youth robotic leagues, youth athletic events and tournaments. These community relationships and partnerships will continue to grow over the next twenty (20) years.

17. Identify geographic areas of service the instructional program (academic, CTE, workforce training/continuing education, community service) would serve outside of the proposed district. Include statements of demand for these services from each area so identified.

Our service area is Campbell County, and we will market our vast array of instructional programing, continuing education, and community resources within the State and surrounding regions, adhering to statutory requirements.

18. Identify all programs offered by distance education or correspondence education and the institution's capacity to meet student learning and support needs.

Please refer to the current Course Catalog: <https://www.sheridan.edu/academics/programs-a-z/#1562352377787-536a6d03-6f81>

19. Identify student support programming to be established at the campus and how these services will be implemented and sustained including, but not limited to, library services, registration and records management including transcription, document preservation, academic advising, financial aid and scholarships, placement, and student activities.

All identified programs currently exist at Gillette College, facilitated by administration, and monitored by the Advisory Board. Gillette College has a robust student support program. As a fully comprehensive community college, we offer housing, enrollment services, academic tutoring, financial aid, academic advising, clubs/organizations, and until recently NJCAA athletics. In addition to what is listed above, counseling services and ADA support services are provided to students through a licensed professional counselor with referrals made, as necessary. Gillette College has met the standards as required for Federal Compliance, as outlined in by the Higher Learning Commission. Drug and Alcohol programming, Title IX, and other awareness programs take place throughout the year. New student orientation is delivered prior to the start of each semester and provides information to new students on how to access services across campus. Scholarships are made available to new and returning students through the established Gillette College Foundation, which coordinates with the Financial Aid Office to ensure dollars are awarded properly. Student activities are coordinated

through the Student Activities Board, which is under the umbrella of the elected Student Senate. The Daly Memorial Library is a comprehensive library with a wide range of databases, books, and academic support material that encompasses all academic programs. The librarians go above and beyond to assist students with an orientation to library services and provide individual assistance to students so that they may reach their academic goals. Academic transcripts and records are preserved based on best practices. These services will continue utilizing the appropriate Student Management System, best practices from the American Association of Collegiate Registrars and Admissions Counselors, Department of Education, and the Higher Learning Commission.

20. List first year and second-year academic programs currently underway in the proposed district through other Wyoming community colleges, out-of-state institutions, or private industry and the numbers of students enrolled in each.

The Spring 2020 Enrollment Report for Gillette College indicates a total credit headcount by Program of Study of 322 in Transfer Preparation, 57 in Career & Technical Education (CTE) and 55 in Not Seeking Degree or Certificate, full and part-time. The 2020 Enrollment Report indicates a total FTE by Program of Study of 330.3 in Transfer Preparation, 60.0 in Career & Technical Education (CTE) and 33.9 Not Seeking Degree or Certificate, full and part-time.

Please refer to the current Course Catalog: <https://www.sheridan.edu/academics/programs-a-z/#1562352377787-536a6d03-6f81>

21. List non-credit workforce training/continuing education and community service programs currently underway in the proposed district through other Wyoming community colleges or through cooperative agreements or among other agencies.

Presently, Gillette College has grant-based programs such as MSHA (Mine Safety Health Administration) continuing education and certifications. Area 59 programming is geared toward Science, Technology, Engineering and Math (STEM) and offered to ages 4th grade – senior citizen. BIG Ideas Gillette, a partnership with Area 59, FUEL, Campbell County Economic Development, Campbell County Chamber of Commerce, and the Wyoming Small Business Development Center, is focused on innovation and diversification. Start Up Weekend and pitch nights are focused on assisting entrepreneurs in developing their business.

Currently, no additional non-credit workforce training is offered, as it is not reimbursed through the state.

22. List demand-justified programs in academic, CTE, workforce training/continuing education, and community service areas not currently offered or not projected to be offered by an existing Wyoming community college in the proposed district.

Demand-justified programs are monitored and under the guidance of the Northern Wyoming Community College District Board of Trustees and the Gillette College Advisory Board in partnership with Industry; research and data will continue to guide our programming. In the fields of Healthcare and CTE Gillette College will be expanding programs as needed. A Higher Education Market Analysis Healthcare Occupations was recently completed and is being

utilized to review programs and further expansion of health sciences (attachment E). The Higher Education Market Analysis and Study was also recently completed and provides a framework for additional academic programs within the current service area (attachment D).

23. List existing programs offered in the academic, CTE, workforce training/continuing education, or community service area, which do not satisfy their intended purposes or do not satisfy the demand for which they were intended.

Currently, there are no programs considered for elimination.

Institutional Accreditation

24. Discuss steps to be taken to establish accreditation of the institution through the Higher Learning Commission. Include anticipated milestones and dates.

Gillette College is currently accredited through the Northern Wyoming Community College District with the Higher Learning Commission (HLC). Upon receiving approval for an independent Community College District, Gillette College will begin the steps seeking eligibility for accreditation strictly following the HLC Procedures as officially outlined in the October 2019 publication, beginning with the Letter of Inquiry with Preliminary Evidence in late Spring 2021. Definitive milestones and dates as outlined by the HLC will be adhered to, and it is acknowledged the process may take five years, at a minimum.

25. For existing campuses, discuss steps and/or legal operating agreements with an existing accredited Wyoming Community College District to provide educational services including curriculum, catalog, student support, transfer of credits, and credential awarding during the accreditation process. Include clear and complete descriptions of the relationships between the institution's independent college status and the supporting Wyoming Community College District.

Preceding the final steps to establish the Gillette College Community College District, partnerships with other accredited Community Colleges and institutions of higher learning will be negotiated to maintain and address all required educational services including curriculum, catalog, student support, transfer of credits and credential awards which are currently in place. These legal partnerships will adhere to all State of Wyoming guidelines and statutes, along with HLC requirements.

26. Detail the plan to develop a district mission statement and any similar statement of vision/values.

The Gillette College Community College District Board of Trustees, upon establishment, will develop specific Mission Statement and Statement of Vision/Values, involving the community and key stakeholders, and potentially utilizing the resources provided by the Association of Community College Trustees (ACCT).

27. Detail the plan and timeline to develop a catalog and other sources through which information about the institution, its personnel and its academic program is provided.

Information and materials regarding Gillette College are currently in place and would be adapted, and revised, to reflect the establishment of a Gillette College Community College District.

28. Detail the plan and timeline to develop clearly articulated learning goals for academic strategies for assessments.

Upon recruitment and selection, the newly hired President of the Gillette College Community College District, would work with the Administrative Staff and the entire Faculty Team to develop quantifiable academic strategies with the primary purpose of assessment to improve the quality of educational programming by focusing on student success and improving learning opportunities, this will be on-going formative process. Several current Faculty have participated in academic goals and assessment strategies, this wisdom and experience will greatly aid the Gillette College Community College District.

29. Plan and clarify the timeline for development of the district's general education minimum requirements which should be grounded in the philosophy and impacts of common knowledge and intellectual concepts with no less than 15 credits for an AAS degree, 24 credits for an AA or AS degree, or 30 for a baccalaureate degree.

Presently, Gillette College has defined general education minimum requirements and program credits for an Associate of Applied Science degree, Associate of Arts and Associate of Science degree and Baccalaureate degree programs for transfer.

30. Plan and clarify the timeline to provide assurances to meet federal requirements for credit described in the HLC Federal Compliance program.

Preceding the final steps to establish the Gillette College Community College District, a defined plan and timeline will be adhered to in order to ensure all federal requirements for credit are met as outlined in the HLC Federal Compliance program.

Facilities and Physical Resources

31. Identify existing facilities capable of housing in-district programs and administration.

Old Main is located at 300 West Sinclair, Gillette, Wyoming. Old Main is the central feature of the college, offering offices for administration, financial aid, admissions, as well as the library, classrooms, bookstore, and common areas.

Technical Education Center is located at 3251 S. 4-J Road, Gillette, Wyoming. The Technical Education Center houses classrooms and offices for instructors in the fields of welding, diesel mechanics, electrical studies. It also provides larger classrooms capable of larger lectures, e-classes, and similar instructional environments.

Carter Health Sciences Center is located at 3801 College Drive, Gillette, Wyoming. This facility serves as the college for nursing and health sciences. It includes an auditorium, classrooms, and a learning laboratory. The 13,000-sq. ft. facility was built in conjunction with Campbell County Memorial Hospital.

Pronghorn Center is located at 3807 College Drive, Gillette, Wyoming. The Center is a 55,867-sq. ft. facility that includes the college's basketball facility, and space for academic programs and classrooms. It houses the Health Sciences Simulation Laboratory, along with a fitness center, gymnasium and other essential services for intercollegiate athletes and student activities. It also houses a Veteran's Services Center.

Pronghorn Soccer Field is located at 3807 College Drive, Gillette, Wyoming. The newly constructed soccer facility provides a state of the art, turf multipurpose field for soccer and similar activities.

Rodeo/Ag Complex is located at the end of East Boxelder Road, Gillette, Wyoming. The Rodeo Facilities is located on 40 acres and features an indoor practice area, 2,700 sq. ft. of academic space, a laboratory and a 20-stall loafing shed. The facility is the home of the Gillette College Ag Complex.

Area 59 is located at 3207 S. Douglas HWY, Gillette, Wyoming. Area 59 is Wyoming's largest makerspace and assists students engaged in the pursuit of an education in Science, Technology, Engineering and Mathematics.

Gillette College Student Housing Phase I also known as "Tanner Village" consists of four (4) buildings at 251 W. Sinclair St. (Lot 3, Bldg. 1A), 253 W. Sinclair St. (Lot 1, Bldg. 2), 255 W. Sinclair St. (Lot 2, Bldg. 1B), and 257 W. Sinclair St. (Lot 4, Bldg. 3), Gillette, Wyoming. These properties are legally structured as a Planned Unit Development and offer a combined 68 residential suites.

Gillette College Student Housing Phase II also known as Inspiration Hall is located at 265 W. Sinclair St., Gillette, Wyoming. Phase II is the second residence housing project for Gillette College and includes 70 traditional suite-style rooms, and through a condominium unit agreement, sharing the same building as the High Plains Grill.

High Plains Grill. The High Plains Grill is in the second condominium unit created under Student Housing Phase II. The High Plains Grill offers dining services for those residents of Student Housing Phase II, as well as students and the public.

Please refer to Academic Facility Diagrams, Attachment F.

32. Identify facilities necessary to house future program and administration needs within a twenty-year projection.

Please refer to the Gillette College Master Plan – Attachment C. The Master Plan will be updated every five to ten years.

33. Identify funding available and projected for facility development, listed separately in five-year increments for twenty years from the date of application.

The City of Gillette retains its ability to form and enter into Wyoming Statutory Trusts, creating Certificates of Participation, for purposes of funding future capital projects for the District. This is the process used in financing both Gillette College Student Housing Phase I and Phase II, including the High Plains Grill. This ability exists during the entire twenty-year period following the date of application. The City of Gillette is currently making annual payments for Gillette College Student Housing Phase II/High Plains Grill in the amount of approximately \$1.3MM. Those payments cease in 2027. Upon pay-off in 2027, it is anticipated that the City will continue to earmark and budget these funds for future development of the Gillette College District. As such, beginning in 2028 it is possible for the City to tender the sum of \$1.3MM per year for the years 2028 through 2040 for further expansion of the college. This would, of course, be based on the City's funds availability, as well as the budgeting process and final approval. Assuming this approach is undertaken, it would likely set aside an additional \$16.9MM for further facility development.

To date Campbell County has invested over \$32 million in capital infrastructure for Gillette College, the City of Gillette has invested over \$22 million, the State of Wyoming in partnership with local government has also invested over \$22 million, the Gillette College Foundation has invested over \$5 million and the citizens of Campbell County approved a Capital Facilities tax of over \$10 million to complete the first building on the current campus. The age of plant is noticeably young, with the oldest facility at seventeen years. Other than the City of Gillette Certificates, Gillette College carries no debt on facilities and has established long term maintenance accounts to address future needs.

34. For existing campuses, identify ownership of the property.

Old Main: *Old Main is owned by Campbell County, Wyoming.*

Technical Education Center: *The real property located within the Technical Education Center is owned by Campbell County, Wyoming. The facility has split ownership with Campbell County, Wyoming owning 78% of the facility, and the Northern Wyoming Community College District owning the remaining 22% of the facility, declining over a ten-year period.*

Carter Health Sciences Center: *The Carter Health Sciences Center is a condominium divided into two units and common area. One unit is owned by the City of Gillette, Wyoming, and the other unit is owned by Campbell County Health, Gillette, Wyoming.*

Pronghorn Center: *Campbell County, Wyoming owns the real property on which the Pronghorn Center is located. The facility has split ownership with Campbell County, Wyoming owning 78% of the facility, and the Northern Wyoming Community College District owning the remaining 22% of the facility, declining over a ten-year period.*

Pronghorn Soccer Field: *The Pronghorn Soccer Field is owned by Campbell County, Wyoming.*

Rodeo/Ag Complex: *The Rodeo/Ag Complex is owned by the Gillette College Foundation.*

Area 59: Area 59 is owned by the Gillette College Foundation.

Gillette College Student Housing Phase I also known as “Tanner Village” consists of four (4) buildings at 251 W. Sinclair St. (Lot 3, Bldg. 1A), 253 W. Sinclair St. (Lot 1, Bldg. 2), 255 W. Sinclair St. (Lot 2, Bldg. 1B), and 257 W. Sinclair St. (Lot 4, Bldg. 3), Gillette, Wyoming. The City of Gillette, Wyoming owns buildings 1A, 1B and 2. The Northern Wyoming Community College District owns Building 3.

Gillette College Student Housing Phase II. The City of Gillette owns the condominium unit that holds the residential units of this facility.

High Plains Grill. The High Plains Grill is in the second condominium unit created under Student Housing Phase II. The Northern Wyoming Community College District owns the unit encompassing the High Plains Grill.

35. For existing campuses that operate under an existing college district, identify the process for transfer of ownership or planned lease agreements for continued campus operation.

Old Main: Campbell County, Wyoming would either continue to own this property and execute a Memorandum of Understanding (MOU) for continued operations or could choose to transfer the property to the Gillette College Community College District.

Technical Education Center: Campbell County, Wyoming owns the real property wherein the Technical Education Center is located. The facility has split ownership with Campbell County, Wyoming owning 78% of the facility, and the Northern Wyoming Community College District owning the remaining 22% of the facility, on a ten-year diminishing scale. Any remaining ownership held by the NWCCD would be transferred to the Gillette College Community College District as provided in Wyoming Statute.

Carter Health Sciences Center: The City of Gillette would either continue to own its unit at this location and enter into a Memorandum of Understanding (MOU) for continued operations or could choose to transfer the property to the Gillette College Community College District. Campbell County Health, Gillette, Wyoming would continue to maintain its ownership but continue to allow for use by the Gillette College Community College District under a lease agreement or Memorandum of Understanding (MOU).

Pronghorn Center: Campbell County, Wyoming owns the real property wherein the Pronghorn Center is located. The facility has split ownership with Campbell County, Wyoming owning 78% of the facility, and the Northern Wyoming Community College District owning the remaining 22% of the facility, on a ten-year diminishing scale. Any remaining ownership held by the NWCCD would be transferred to the Gillette College Community College District as provided in Wyoming Statute.

Pronghorn Soccer Field: The Pronghorn Soccer Field is owned by Campbell County, Wyoming and the County would either continue to own this property and execute a Memorandum of Understanding (MOU) for continued operations or could choose to transfer the property to the Gillette College Community College District.

Rodeo/Ag Complex: The Gillette College Foundation would either continue to own this property and execute a Memorandum of Understanding (MOU) for continued operations or could choose to transfer the property to the Gillette College Community College District.

Area 59: The Gillette College Foundation would either continue to own this property and execute a Memorandum of Understanding (MOU) for continued operations or could choose to transfer the property to the Gillette College Community College District.

Gillette College Student Housing Phase I. The City of Gillette, Wyoming owns buildings 1A, 1B and 2 and would continue to own the property and execute a Memorandum of Understanding (MOU) for continued operations or could choose to transfer the property to the Gillette College Community College District. The Northern Wyoming Community College District owns Building 3 of the PUD. It is anticipated that this property would be either leased from the Northern Wyoming Community College District or purchased at an agreed price.

Gillette College Student Housing Phase II. Gillette, Wyoming would either continue to own its unit at this location and enter into a Memorandum of Understanding (MOU) for continued operations.

High Plains Grill. The Northern Wyoming Community College District owns the unit encompassing the High Plains Grill. It is anticipated that this property would be either leased from the Northern Wyoming Community College District or purchased at an agreed price. The current funding agreements in place for High Plains Grill, to which the City of Gillette is bound, likely prohibit the sale or transfer of the High Plains Grill to any organization other than the City of Gillette.

Financial Resources and Administrative Capacity

36. List Items (a) through (f), in five-year increments for 20 years from the date of application

a. Assessed Valuation.

See attached Assessed Valuation for Campbell County from 1950 to 2020, Attachment G.

The attached assessed valuation from 1950 to present should provide information to show assessed valuation changes for use in assisting the Commission in speculating on projected assessed valuation in 20 years. We are expecting to see a decline in local revenues for the next 5-10 years leveling off at \$3.6 billion; Campbell County assessed valuation in 1991 was \$1.5 billion.

b. Motor Vehicle Tax.

The ten-year average, 2010-2020, for Motor Vehicle Tax (MVT) is \$13,373,890, anticipating the twenty-year average will be \$12 to \$13 million per year.

c. Tuition.

Under existing Wyoming Statute and guidelines, community college tuition is established by the Wyoming Community College Commission. The Gillette College Community College District will adhere to this practice.

d. Fees both institutional and course.

Institutional and academic fees will be established based on programming requirements and Student requisites, similar to the existing structure and remain competitive with like institutions in the region.

e. Investments.

The Gillette College Community College District will follow Wyoming Statutes, the Higher Learning Commission and the National Association of College and University Budget Officers (NACUBO) regulations and guidelines for annual investment of funds. The Gillette College Foundation will continue to provide financial support for the College.

f. Other funds.

The Gillette College Community College District will continue to maintain and seek other public and private funding, grants, and endowments to sustain existing programming and advance new instructional offerings. Capital construction funding will be sought in accordance with facility requirements and Wyoming Statute.

g. State Supplemental Funds (Note that unaccredited institutions are not eligible to receive general fund appropriations in Wyoming.)

State Appropriations, operating and capital, will be sought by the Gillette College Community College District. The Gillette College Community College District proposed operating model will be approximately 34% State Support, 33% Local Appropriations, and 33% Tuition.

37. Plan and detail a timeline for the district to have the financial base to support its operations and sustain operations in the future including fiscal management, budgeting capacity using the WCCC format and National Association of College and University Budget Officers (NACUBO) guidelines, including debt management and external auditing capacity.

Upon legislative approval, the Campbell County Commissioners intend to seek voter approval to establish the Gillette College Community College District. Depending on the approval granting process and timeline, it is anticipated the ballot measure will go to the voters in May 2021.

It will take approximately one year to begin collecting funds generated by the approved mill levy. During that time, the Gillette College Community College District will elect the Board of Trustees, establish board policies, which will include fiscal management and budget authority. The Board of Trustees will utilize the expertise of the Association of Community College

Trustees (ACCT) to ensure appropriate and adequate board policy is approved that will guide and direct leadership toward sustain the operations of the new district. NACUBO will guide best practices in higher education finance and administration. The Gillette College will join NACUBO and subscribe to the best practices for fiscal management, including debt management and external auditing. In addition, auditing is important to ensuring compliance to administer Federal Financial Aid, appropriate business practices for the Gillette College Foundation, and any external grants that are currently utilized and future funding opportunities; an independent expert Auditing firm will be secured to prepare annual financial reports. Upon hire, the Chief Financial Officer will meet with appropriate Wyoming Community College Commission (WCCC) staff to implement the appropriate budgeting process and format required by WCCC and the State of Wyoming.

38. Plan and detail a timeline for appointing a Chief Executive Office (President) and necessary administrative positions to support a district.

The new district will commence its search for a Chief Executive Officer (CEO)/President immediately upon approval of the ballot measure. The Board of Trustees will secure the services of ACCT to develop a profile, recruit and select the CEO. It is anticipated the timeframe for appointment will be six to nine months. The new CEO/President will be tasked with the recruitment and selection of the District leadership team to initially include professional positions in the areas of Academics, Student Affairs and College Administrative Services.

39. Plan and detail a timeline for employing faculty and other academic personnel appropriately qualified and sufficient in number to support the academic programs and operations.

The Gillette College Community College District will work with the NWCCD to retain existing Faculty, Academic and Support Personnel to continue the existing successful academic programs and operations. The new CEO/President and Leadership Team will ascertain the needs for additional Faculty and Support Personnel moving forward.

40. Plan and detail a timeline for implementation of an administrative computing system including student and financial records.

Upon formation of the new district, the Gillette College Community College District will establish a contract with Ellucian Colleague to include the license and transfer of current NWCCD Gillette data. The database includes: Finance, HR Payroll, Academics, and Student Services. Additional Software would include license and data transfers from Canvas, the current Course Management System, as well as providing support for Online Learning.

Anticipated expenditures for the afore-mentioned software:

Input Server purchase and \$100,000/year of licensing costs for Ellucian Colleague program.

Input licensing cost of \$100,000/year for the Canvas program which provides online learning and Course management. This program is cloud-based, so no server purchase is required.

41. Plan and detail a timeline for securing access to learning resources and support services necessary to support the learning expected of its students (research labs and supplies, libraries/librarians, other).

Please refer to the Educational Programming, including Student Support Questions and the Facilities and Physical Resources sections, and specifically answers to questions 19 and 31 to address this question. College presently has extensive learning and support services in place, including a Veterans Service Center.

42. Plan and detail a timeline for developing and implementing academic and business operations, board policies, and administrative policies and procedures.

Academic and business operations are currently in place, along with board policies and administrative policies and procedures, for the Gillette College.

The District Board of Trustees and CEO/President will review existing policies and procedures for conformity with State of Wyoming Statutes, Wyoming Community College Commission guidelines, the Higher Learning Commission requirements, and the Association of Community College Trustees best practices for revisions and updates.

Attachments:

A. - *County Boundary Maps.*

B. - *City of Gillette Zoning Map.*

C. - *Master Plan. An executive summary is included, and the full document can be provided upon request.*

D. - *Campbell County Higher Education Market Analysis and Study. An executive summary is included, and the full document can be provided upon request.*

E. - *Higher Education Market Analysis Healthcare Occupations. An executive summary is included, and the full document can be provided upon request.*

F. - *Academic Facility Diagrams.*

G. - *Assessed Valuation for Campbell County from 1950 to 2020.*