

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES
July 19, 2023**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:00 p.m. on Wednesday, July 19, 2023 in the Coral E. Richards Boardroom at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald on Tuesday, July 11, 2023.

A current agenda was available in the Board Secretary's office on the Scottsbluff Campus at the time of the publicized notice.

AREA BOARD

Karen S. Anderson, Vice Chairperson	Present
Margaret R. Crouse	Present
Linda A. Guzman-Gonzales	Present
F. Lynne Klemke, Chairperson.....	Absent
Allan D. Kreman.....	Present
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr.....	Present
Richard G. Stickney	Absent

Ms. Lynne Klemke informed the Board secretary that she was unable to attend the meeting because of personal business. Mr. Richard Stickney informed the Board secretary that he was unable to attend the meeting because of personal health.

QUORUM

Vice Chair Anderson declared a quorum was present for the transaction of business.

COMMUNITY COMMENTS

Vice Chair Anderson asked for comments from the community. Pursuant to Board Policy BP-101, Vice Chair Anderson reminded community members who wish to make comments that each speaker will be limited to a five-minute presentation. There were no public comments.

BOARD CHAIRPERSON COMMENTS

Vice Chair Anderson announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the back of the room.

Vice Chair Anderson announced that the Board reserves the right to enter into closed session if deemed necessary for any item on the agenda per Section 84-1410 of the Nebraska Revised Statutes.

CONSENT CALENDAR

1. **Review Contents of Consent Calendar**
 - a. Agenda
 - b. Excuse Absent Board Member(s) – Klemke, Stickney
 - c. Minutes
 1. Regular Meeting, July 19, 2023
2. **Claims:** June 2023
 - a. WCCA Unrestricted Fund - \$2,937,483.24
 - b. WCCA Restricted Fund - \$104,290.44
 - c. WCCA Federal Fund - \$26,565.66
 - d. WCCA Agency Fund - \$7,255.39
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$853,670.72
 - g. WCCA Auxiliary Fund - \$124,865.37
3. City Planning Commission Reports
 - a. City of Scottsbluff
4. **Approval** of Consent Calendar
5. Consideration of Items Extracted from Consent Calendar
 - a. Scottsbluff/Gering United Chamber of Commerce
 - i. Directory Advertisement - \$750.00

Approval of Consent Calendar

Consideration of Items Extracted from Consent Calendar

Vice Chair Anderson inquired if there were any items on the Consent Calendar which any Board member wished to have extracted for separate consideration. Ms. Anderson requested extraction of the item payable to the Scottsbluff/Gering United Chamber of Commerce.

Dr. Perkins MOVED to approve the amended Consent Calendar. SECONDED by Dr. Crouse. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Anderson. No: None. Abstain: None. Absent: Klemke, Stickney. Motion carried.

Ms. Anderson reported that the expense payable to the Scottsbluff/Gering United Chamber of Commerce represents payment in the amount of \$750.00 for a WNCC directory advertisement. Ms. Anderson is the Scottsbluff/Gering United Chamber of Commerce Executive Director.

Vice Chair Anderson entertained a motion for approval of the extracted item.

Mr. Savely MOVED to approve the extracted item payable to the Scottsbluff/Gering United Chamber of Commerce in the amount of \$750.00 for a WNCC directory advertisement. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Crouse. No: None. Abstain: Anderson. Absent: Klemke, Stickney. None. Motion carried.

Board Member Mileage and/or Expense Reimbursement

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$1,150.73 (NCCA Meeting), Ms. Lynne Klemke for \$1,236.63 (ACCT GLI Conference). SECONDED by Mr. Kreman. The vote was, Yes: Kreman, Packard, Perkins, Richards, Savely, Guzman-Gonzales, Anderson. No: None. Abstain: Crouse. Absent: Klemke, Stickney. Motion carried.

Board Member Mileage and/or Expense Reimbursement

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Mr. Allan Kreman for \$52.40, Mr. R. J. Savely for \$117.90. SECONDED by Ms. Richards. The vote was, Yes: Packard, Perkins, Richards, Crouse, Guzman-Gonzales, Anderson. No: None. Abstain: Kreman, Savely. Absent: Klemke, Stickney. Motion carried.

Personnel Consent Calendar

Review Contents of Personnel Consent Calendar

Resignation(s):

1. No Resignations

Appointment(s)

1. Mr. Eric Moreno, Student Life Coordinator
Effective June 30, 2023
Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2022 through June 30, 2023, is \$40,000.
2. Ms. Teresa Thomas, Nursing Instructor
Effective August 14, 2023
Salary for this full-time appointment is \$53,850 per annum, based upon placement in the salary schedule of Track C. These duties are to be assigned over a period of 175 days.
3. Ms. Rebecca Dodge, Nursing Instructor
Effective August 14, 2023
Salary for this full-time appointment is \$57,350 per annum, based upon placement in the salary schedule of Track E. These duties are to be assigned over a period of 175 days.
4. Ms. Kelcie McBride, Financial Aid Director
Effective July 31, 2023
Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2023 through June 30, 2024 is \$68,000.

Approval of Personnel Consent Calendar

Consideration of Items Extracted from Personnel Consent Calendar

Ms. Guzman-Gonzales MOVED to approve the Personnel Consent Calendar. SECONDED by Mr. Savely. The vote was, Yes: Perkins, Richards, Savely, Crouse, Guzman-Gonzales, Kreman, Packard, Anderson. No: None. Abstain: None. Klemke, Stickney. Motion carried.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Approval of Consideration of Resignation of Board Member – Mr. Richard Stickney, District 3

Vice Chair Anderson stated that the Board of Governors would like to express their deepest condolences to the family of Board member, Ms. Kimberly Marcy who recently passed away.

Vice Chair Anderson entertained a motion for acceptance of the resignation of Board member, Mr. Richard Stickney, representing District 3.

Dr. Packard MOVED to accept the resignation of Board member, Mr. Richard Stickney, representing District 3, effective August 1, 2023. SECONDED by Ms. Richards. The vote was, Yes: Savely, Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Anderson. No: None. Abstain: None. Absent: Klemke, Stickney. Motion carried.

Declare Vacancies on the Board of Governors

Vice Chair Anderson reported that there are two vacancies on the Board of Governors as the result of the death of Ms. Kimberly Marcy, District 1 and the resignation of Mr. Richard Stickney, District 3, effective August 1, 2023.

Appoint ad hoc Committee to Make Recommendations to Fill District 1 and District 3

Vice Chair Anderson reported that Chair Klemke would like to appoint the following Board members to serve on the ad hoc committee to make recommendations to fill District 1 and District 3: Ms. Anderson, Dr. Crouse, Ms. Klemke, and Mr. Kreman. President Dart will also be a member of the ad hoc committee.

Vice Chair Anderson explained that paid ads would be placed in the appropriate newspapers announcing the vacancies and acceptance of applications to fill the vacancies.

District 1 includes the following precincts:

Cherry County: Merriman, Russell, King, Mother Lake, Cody, Barley, Gillespie, Lackey, portion of Wells Precincts

Dawes County: All Precincts

Grant County: All Precincts

Sheridan County: All Precincts

Sioux County: All Precincts

District 3 includes the following precincts:

Box Butte County: All Precincts

Morill County: East Bayard, East Camp Clark, Gilchrist, Haynes, North Camp Clark, Redington, West Bayard, West Camp Clark Precincts

Scotts Bluff County: Dewey Tabor, Minatare 1 & II, Highland Precincts

Reports and Recommendations from the Board Finance and Facilities Committee

A-Pod/Commons Renovation Furniture Package

TABULATION:

Company	City/State	Total Amount
Eakes Office Solutions	Grand Island, NE	
A-Pod Faculty Lounge		\$14,335.59
A-Pod Faculty Offices		\$90,428.47
A-Pod Classroom Furniture		\$106,099.82
Commons Furniture		\$20,504.76
TOTAL		\$231,368.64

Ms. Koski, Vice President of Administrative Services, reported that Baker and Associates subcontracted furniture design to Winters Griffith Architects out of Cheyenne, Wyoming. Winters Griffith works with Eakes Office Solutions in Grand Island, Nebraska on purchasing for Education and State Institutions. Eakes Office Solutions utilizes E&I and OMNIA contracted pricing for items. OMNIA Partners' contracts are competitively solicited by a lead public agency in accordance with public purchasing rules and regulations.

The Board Finance and Facilities Committee met July 10, 2023 to consider the recommendation from the selection committee charged with review of information regarding the A-Pod/Commons Renovation Furniture Package.

The Board Finance and Facilities committee recommends to the Board of Governors, the approval of the A-Pod/Commons Furniture package to Eakes Office Solutions.

Mr. Savely MOVED that the Board approve awarding the A-Pod/Commons Renovation Furniture Package to Eakes Office Solutions in the amount of \$231,368.64. SECONDED by Ms. Richards. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Anderson. No: None. Abstain: None. Absent: Klemke, Stickney. Motion carried.

Reports and Recommendations from the Board Finance and Facilities Committee

Use of Cash on Hand to Continue the Operation of the College Pending

Final Approval of the 2023-2024 Budgets in September 2023

Ms. Lynne Koski, Vice President of Administrative Services, explained that this is a request to use cash reserves to continue operations of the College pending final approval of the budget. The current budget expired June 30, 2023 and because the new budget is not officially adopted until September, this action enables the continuation of operations until the new budget is approved.

Mr. Kreman MOVED to approve the Use of Cash on Hand to Continue the Operations of the College Pending Final Approval of the 2023-24 Budgets in September 2023. SECONDED by Mr. Savely. The vote was, Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Crouse, Anderson. No: None. Abstain: None. Absent: Klemke, Stickney. Motion carried.

Reports and Recommendations from the Board Policy Committee

Second and Final Read: BP-616 New Instructional Programs Academic and Non-Credit

Info Only: AP-616.01 Creation of New Instructional Programs

This policy sets forth the process for the approval of new instructional programs, either academic or non-credit in nature. The accompanying procedure provides the criteria for creation of new instructional programs.

Second and Final Read: BP-617 Curricular Program Review

Info Only: AP-617.01 Curricular Program Review Procedure

Info Only: AP-617.02 Curricular Program Support or Program Closure

WNCC is required to conduct periodic program reviews of its curricular programs in order to reflect on its programs; review its internal methods for program improvement; review trends in enrollment, graduation and resources; and outline plans for the upcoming years. The accompanying procedures outline the criteria for the program reviews and curricular program support or program closure.

INSTITUTIONAL REPORTS

2022-2023 Athletic Department Overview

Mr. Burgner reported that the student athletes are busy in the classroom and in the community. The coaches support the athletes' involvement in the community with events such as the Monument Marathon, St. Agnes Penny Carnival, Westmoor Elementary School Walk at Lunch, and delivery of meals at the Gering Senior Center. Additional time was spent at area elementary schools assisting with reading programs. Throughout the academic year, the student athletes participated in sixteen community service projects, volunteering several hours of service.

Mr. Burgner reported that in the classroom, it has been an outstanding year. WNCC had thirty NJCAA All-Academic awards, which is a 3.6 GPA or higher, forty Region IX All Academic Awards, which is a 3.25 GPA or higher and three NJCAA All-Academic Team Awards (volleyball, softball, women's soccer), which is a 3.0 GPA or higher.

The athletes were also successful on the field and on the court. Women's volleyball was a participant in the NJCAA National Championship. WNCC had one Region IX championship, three NJCAA All-American athletes, one Region IX Freshmen of the Year (baseball), two Region IX Players of the Year (volleyball and men's soccer), twenty-two All Region IX athletes and volleyball coach, Albino Canales was named Region IX Coach of the Year.

In conclusion, Mr. Burgner thanked the administration and the coaching staff for their support and guidance. Mr. Burgner expressed additional appreciation for everything the institution does to assist the coaches and the student athletes.

End of Semester Spring 2023 Report

Mr. Arich Knaub, Enrollment Research Director, reported that as of the completion of the Spring 2023 semester, there were 575 full-time and 921 part-time students. The total enrollment of 1,496 represents a 3.6% increase compared to the spring 2023 10-Day Census and remained the same compared to Spring 2022 End of Semester.

Female to male ratio was 61.2% female to 38.8% male overall. The WNCC female to male ratio is within 3% +/- of mean national ratios at all community colleges.

End of Semester Spring 2023 Report (cont.)

Hispanic enrollment was 393, representing 26.7% of all students. This is a 1.5% increase from Spring 2022 End of Semester.

Total FTE was 495.46 while total REU was 654.11. This is a marginal decline compared to Spring 2022 End of Semester. FTE is expected to stay within this range for the next three years unless programs offered change. Audit FTE will be expected to marginally decrease following the completion of the master course list.

WNCC's student body has students representing each of the counties within the WNCC service area, 20 states outside of Nebraska, and students from around the globe.

High school dual enrollment represents 38.44% of WNCC total enrollment. More Dual Credit students are completing the term without dropping courses, compared to previous spring terms. Dual credit accounts for 21.6% of the total credits of the institution. Students that are 19 and younger represent half of the total enrollment. Students between 50-64 years of age represent over 20% enrollment for the first time.

National Association of College and University Attorneys Annual Conference Overview

Mr. Jason Ossian, College attorney, reported that June 26 – 30, he attended the 2023 Annual NACUA Conference. This year the conference was located in Chicago, Illinois. Membership consists of about 1,600 member institutions: four-year colleges, community colleges, both private and public schools, and attorneys, which is a combination of in-house counsel, private outside counsel and some states have attorney generals that represent various systems.

NACUA does a good job during the course of the year with spotting issues that have been troubling or had various members questioning throughout the year. Emails amongst member attorneys throughout the year assist with attendance at the conference sessions that impact the community colleges. The community college forum is most important because it is informal and is an opportunity to get to know people from around the country and look at similar institutions and sharing information and addressing topics that are important to the community colleges. Title IX continues to be a priority topic, due to the Department of Education's reset of regulations each year. There were also good sessions regarding contracts and accommodations, which is something the College regularly deals with, both on the student side and the faculty side. Discussion included everything from mental health to disability issues that come up in terms of leave issues.

The community college forum has been assigned a new chairperson. This person seems to be very dedicated and geared towards community college issues. The chairperson has a lot of experience and speaks to the NACUA Conference General for all institutions, so it feels like the community colleges are in good hands. There is a commitment to sharing updates on what is seen as changing and making sure there is good communication within the group.

National Association of College & University Attorneys Annual Conference Overview (cont.)

An additional discussion topic was AI (artificial intelligence) and the connection to higher education. Issues included cheating, collusion, or fabrication. One of the things to be mindful of is that when these new technologies become available, what is the positive or negative impact on a community college. How might students or faculty use AI as a positive resource to help the next generation of workers realize how to utilize these resources.

Mr. Ossian shared that one of the conference presenters announced ahead of time that he had the AI program write his speech so participants of the conference could hear how a computer-generated speech would sound. The speech was actually quite good, but on a rather alarming note, the AI made up numerous other information within the speech and generated citations that did not exist.

In conclusion, Mr. Ossian stated that the NACUA conference was beneficial and added that the community colleges will be facing some interesting challenges.

Student Report

There was no student report.

Faculty Report

Mr. King reported that the Science department recently had two resignations, so the process for filling those vacancies continues.

Mr. King reported that the Bureau of Land Management Regional Office in Cheyenne completed paperwork for the acquisition of 5,000 acres of federal land in Wyoming. This is an addition of acreage where research is currently conducted. This acquisition brings the total to 23,800 acres available for exploration over the next ten years.

Nebraska Community College Association

Dr. Crouse reported that recently, the NCCA Executive group met and following this Legislative session, Ms. Whitstruck, NCCA Executive Director, believes the community colleges will be fine. She did stress that it is important we are happy with our baselines, but added that there are rules and regulations on how that is to be done within the laws that will be implemented.

Ms. Whitstruck also mentioned that the NCCA will be developing a strategic plan and if anyone has thoughts about what they think the legislative group should be looking at next year, please share input with NCCA Board representatives, Ms. Anderson and Dr. Crouse.

The NCCA policy and bylaws were also discussed. Additional information can be found at nebraskacommunitycollege.org/boardofdirectors. Because this information has not changed for quite some time, please review and forward recommendations to Board member representatives.

Ms. Anderson mentioned that the NCCA Annual meeting is scheduled November 5 and 6, 2023 in North Platte, NE. Board member attendance is encouraged.

Western Nebraska Community College Foundation

Ms. Alena Haun, Foundation Gifts and Grants Director, reported that \$352,400 was awarded through Foundation scholarships. The Foundation currently has 45 active non-endowed scholarships and 45 endowed scholarships with a balance of \$3,857,802 (\$2,707,965 permanently restricted corpus). The temporarily restricted portion (earnings) of \$866,019 with the 60% rule will make \$519,611 available for awarding.

A new grant tracking program, Grant Navigator, is in the process of being launched. This program will streamline tracking and reporting across both the Foundation and the College.

Math Readiness Project Grant lead funding is provided by the Kiewit Foundation and requires matching funds. The Suzanne and Walter Scott Foundation has pledged a portion of the matching funds. Ms. Haun is researching other foundations to secure additional matching funds.

Nebraska Machinery Company donated \$25,000 for the College Diesel, Truck and Heavy Equipment program. Thanks to this donation, the College is eligible to apply for \$25,000 in matching funds from the Caterpillar Foundation. Ms. Reisig is currently working on that application.

Planning and recruiting continues for the upcoming Monument Marathon. Participant numbers are currently over 200. \$102,925 in cash sponsorships and grant funds have been received, which is an increase over last year.

President Comments

President Dart mentioned that he attended Ms. Kimberly Marcy's funeral and it was a lovely service. Even though he did not know her, it was nice to see the impact that she had not only in her family, but in her community and on this Board, so he wanted to honor her service.

Recently, there has been a lot of news about levy rates and how different boards are handling those, especially Southeast Community College, because they maxed out their levy rate. With these new changes, several news outlets requested that the community colleges issue a statement. The WNCC statement basically says that we are currently exploring options and we are cognizant of what it means to taxpayers and that the Board will make an informed decision.

President Dart reported that this past week, a decision was made regarding the Aviation Maintenance program. The search for an instructor was not successful, which created a situation where we were unable to bring a new cohort in this year. This news is disappointing not only for the students, but also for the Sidney community. The program will still be offered for the continuing students and there are some factors that are starting to look like they may fall in place to have continuing help. Staff has been working on options for the students who were planning to start the program. About fifteen students had expressed interest and were at some level of the application process, so the plan is to try to connect them with other programs or provide financial assistance if they decide to attend in a year, or another location. The goal is to try to keep those students by readvising them into general education or other WNCC programs.

President Comments (cont.)

In response to an inquiry, President Dart stated that no options have been taken off the table, including consideration of a late start. Salary for the instructors is \$50-60,000, but the position has been reconfigured to include summers, which would raise the salary to \$70-80,000.

President Dart expressed gratitude to John Marrin for moving the college forward during his time as interim president. The last two years Mr. Marrin spent in that role set the college up as well as anyone could, in that time frame.

The strategic plan now needs to be implemented. Following review of the document, and thinking about tactics, the next step is to meet with the Executive Planning Team to talk about how to make the plan operational and integrated in everything we are doing. President Dart stated that accreditation and all that is being done toward continuous improvement is a priority.

President Dart stated that he has no background in this community so he will need to rely on a lot of people to help introduce him to those he should know and to make connections. A big part of his first six months as president will be trying to integrate himself within the College service area.

President Dart mentioned that his background includes experience with strategic enrollment management. There is some great work already happening with strategic enrollment management but he plans to join in that work and help develop the strategic enrollment management plan.

President Dart mentioned that Thursday, July 27th, 3:00 to 5:00 p.m., a reception is planned for Board member Karen Anderson at the Bluffs Business Center. Ms. Anderson will be retiring from her role as Executive Director of the Scottsbluff/Gering United Chamber of Commerce. Ms. Anderson was thanked for her service to these communities.

Board Member Comments

Dr. Crouse mentioned that the Marcy family plans to establish a scholarship fund. Ms. Haun shared that she will be assisting with setting up the scholarship, so if additional information is needed, please contact her in the Foundation office.

Vice Chair Anderson, and Board members welcomed President Dart to WNCC.

Recess

Vice Chair Anderson declared a ten-minute recess at 2:04 p.m.

Open Meeting

Vice Chair Anderson declared the Open meeting in session at 2:12 p.m.

Executive Session

Strategy Session Concerning Pending or Threatened Litigation

Ms. Guzman-Gonzales MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Mr. Phil Kelly, College Attorney, Mr. Jason Ossian, College Attorney, Mr. Greg Dart, President, Ms. Susan Verbeck, Board Secretary, Ms. Kathy Ault, Human Resources Executive Director, for the purpose of discussion of a strategy session concerning pending or threatened litigation.

Ms. Guzman-Gonzales further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to pending or threatened litigation are specifically authorized by the Nebraska Public Meetings Law. SECONDED by Dr. Perkins.

Vice Chair Anderson stated the reason for the Executive Session is for discussion of a strategy session concerning pending or threatened litigation.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:14 p.m.

Open Meeting

Vice Chair Anderson declared the Open meeting in session at 2:47 p.m.

Upcoming Meetings and Events

1. ACCT Governance Leadership Institute: Fundamentals of Governance
August 2-4, 2023, Washington, DC
2. NCCA Third Quarter Meeting
Monday, August 7, 2023, Lincoln, NE
3. ACCT Leadership Congress
October 9-12, 2023, Aria Resort and Casino, Las Vegas, Nevada
4. NCCA Fourth Quarter Meeting and Annual Conference
Sunday, November 5 and Monday, November 6, 2023, North Platte, NE

Next Regular Meeting: Wednesday, July 19, 2023, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

Adjournment

The meeting was adjourned by unanimous consent at 2:48 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary