

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**INFORMAL MEETING  
MINUTES  
December 20, 2023**

The Western Community College Area Board of Governors held an Informal Board meeting at 10:36 a.m. on Wednesday, December 20, 2023 in the Coral E. Richards Boardroom at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27<sup>th</sup> 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, December 12, 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.....	Absent
Misty L. Curtis .....	Present
Linda A. Guzman-Gonzales.....	Absent
F. Lynne Klemke, Chairperson .....	Present
Allan D. Kreman .....	Absent
William M. Packard .....	Absent
Coral E. Richards .....	Present
R. J. Savely, Jr .....	Absent
John P. Stinner.....	Present
Marjorie A. Schmidt.....	Present

**QUORUM**

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

**Board Chairperson Comments**

A copy of Nebraska Open Meetings Act was available on the table at the back of the room.

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.

**COMMUNITY COMMENTS**

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

**New Board Member Onboarding Session**

***Board Member Protocol (campus visits, meeting etiquette, confidentiality, etc.)***

Chair Klemke explained that even though not officially required, over the years there have been practices in place that are basically a courtesy. If a Board member visits a campus, it has been a courtesy to notify the President's office and the Board secretary, if they are on site or plan to be on site.

## **New Board Member Onboarding Session (cont.)**

### ***Board Member Protocol (campus visits, meeting etiquette, confidentiality, etc.)***

Chair Klemke noted that it is fine for Board members to agree to disagree in a manner appropriate for a public meeting. The informal Board meetings provide an opportunity for review or discussion of the regular meeting agenda.

Chair Klemke explained that some standing committees meet monthly to discuss information that will be presented at the regular meeting. During the meeting, a member of the committee will ask a qualified staff member who has knowledge of the item being presented to share specifics. Once information has been provided, the chair of the committee or a member of the committee will make the motion for approval of the item.

Board members were reminded that information discussed in the executive sessions should not be shared and that no action can be taken during the executive session. State Statute stipulates specific topics that can be discussed during an executive session.

If a Board member is approached outside a meeting regarding a concern related to the College, it is recommended that the person or group is advised to either contact the College president or ask the Board member to forward their concern to the president.

Ms. Richards explained that the Board is often referred to as the Western Nebraska Community College Board of Governors, but the correct title is the Western Community College Area Board of Governors. The Board represents the whole area that operates the College. There are six separate Nebraska community college areas.

## **Board Member Work Session with President Dart**

### ***Board Meeting Motions***

Discussion was initiated regarding use of scripted motions at the Board meetings. Use of scripted motions may give the perception that additional discussion or decisions have been made outside the meetings. Chair Klemke mentioned that she appreciates the work of the standing committees; therefore, believes that when a recommendation comes from a committee, members of the committee should state the motion for approval of the committee's recommendation.

Recently, President Dart sent information to Board members about the Learning Management System RFP and the recommendation process. In his commitment to transparency, President Dart reiterated that there were concerns with the process and some faculty were not pleased with the recommendation. The process was discussed and President Dart stated that just because a recommendation came from the president, the Board is not required to approve the agenda item. It is important that discussion includes the process and what is and is not going well so that the Board can determine the appropriate action.

Discussion was initiated regarding the practice for making a clear and specific motion. A motion should state what is being approved, and in the case of a bid or contract, who is awarded the bid and the amount of the bid. If the lowest bid is not the recommendation, the item may be extracted so that additional information can be provided.

## **Board Member Work Session with President Dart (cont.)**

### **Board Meeting Motions**

President Dart referenced the Robert's Rules of Order Cheat Sheet that was distributed. The document referenced the motion process for meetings and appropriate language for motions. Motions should be clearly worded and contain information related to the motion. A second is required followed by a call for discussion from the chairperson.

In response to an inquiry regarding the College grievance process for faculty, staff, and students, President Dart confirmed that information related to this topic will be discussed at an upcoming informal Board meeting.

### **Strategic Enrollment Management**

President Dart reported that the biggest challenge for WNCC going forward is the decline in population in the College service area. WNCC is out of line when it comes to funding per award. Due to its size and decreasing student population, it costs more to educate a student at WNCC than any other community college in the state.

The question is, are we being efficient. In the next few months, key performance indicators will be implemented that better align with the current strategic plan. The plan is to look at indicators of our success and define and track what we need to be doing and if we are moving in the right direction.

In response to an inquiry, President Dart stated that options for increasing enrollment could include the output of more awards, decreased cost, or both. Additionally, look at dual credit by county to determine how the College can be of assistance. It is time to find ways to be more efficient and better serve our communities.

### **Board member Comments**

Chair Klemke mentioned that in January, the re-organization of the Board will be an item on the Regular Board meeting agenda. The succession plan for the chair is that the vice chairperson will move into the chair position. The vice chairperson position provides a great training opportunity for becoming the chair. Chair Klemke added that the chairperson position involves a huge time commitment and added that it is time to consider who might take on that role.

**Next Regular Meeting:** Wednesday, December 20, 2023, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, NE.

### **Adjournment**

The meeting was adjourned by unanimous consent at 12:02 p.m.

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F. Lynne Klemke, Chairperson

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Susan L. Verbeck, Secretary