

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, November 20, 2019
1:00 p.m.

The Western Community College Area Board of Governors held a regular Board meeting at 1:00 p.m. on Wednesday, November 20, 2019, 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 Wednesday, October 16, 2019.

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

Area Board

Karen S. Anderson	Present
Merlyn L. Gramberg	Present
Linda A. Guzman-Gonzales	Present
F. Lynne Klemke, Chair.....	Present
Allan D. Kreman	Present
Kimberly A. Marcy	Absent
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr	Present
Richard G. Stickney, Vice-Chair	Present

Others Present

Paula Abbott, Sidney Campus Executive Director
Greg Adams, NCCA Executive Director
Marcus Carrillo, Scottsbluff Campus Student Representative
Norman Coley, Dean of Students/TRIO Programs
Brian Croft, Faculty Representative
Susan Dickinson, Faculty Representative
Ellen Dillon, Associate Dean of Instructional Support
Hallie Feil, Dean of Instruction
Lisa Gion, Human Resources Generalist
Nina Grant, Vice President of Student Services
Charlie Gregory, Dean of Instruction and Workforce Development
John Harms, Interim President
Roger Hovey, Registrar
Sheila Johns, Financial Aid Director
Nathan Johnson, Scottsbluff City Manager
Allison Judy, PR/Marketing Director
Nino Kalatozi, Institutional Effectiveness Director
Philip Kelly, College Attorney
Lynne Koski, Vice President of Finance
John Marrin, Interim Executive Vice President
Aletia Norwood, Faculty Member

Others Present (Cont.)

Kimberly Reichert, Educational Services Senior Coordinator
Randy Rhine, Chadron State College President
Mary Sheffield, Foundation Alumni Relations/Stewardship Director
Jackie Smith, Alliance Campus Director
Kevin Spencer, Scottsbluff Chief of Police
Norman Stephenson, Counseling Director
Sandy Veltri, HLC Consultant
Susan Verbeck, Executive Administrative Assistant to the President and Board Secretary
Amy Winters, Faculty Member

Quorum

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

Community Comments

Ms. Klemke asked for comments from the community. Pursuant to Board Policy 830.1000.79, Ms. Klemke reminded community members who wish to make comments that each speaker will be limited to a five-minute presentation.

Community Comments (Cont.)

Mr. Brian Croft stated that he would like to comment on a proposed policy, which is still in the process of revision. The policy is Delegation of Authority to the College President. Mr. Croft explained that regarding the Negotiated Agreement, it is unclear as to what the policy specifically refers to. The document it was attached to talks about delegation of Board authority for the purchase of properties or for acquisitions.

Mr. Croft continued stating that the first line under "policy" states that the Board delegates to the President the authority to approve personnel actions for all employment matters except for the position of the President. A number of faculty members took that as that our ultimate employer will be (if this passes) the President rather than the Board, which would require a change to the negotiated agreement which is with the Board. There were concerns about the difference between a group of individuals deciding employment or termination and one individual. Regardless of the president who was going to be in this role as this was done before any selection was made. He stated that he is just looking for clarification. That may not be available today, but wanted the Board to be aware that there were some concerns. Some faculty have been hesitant to use the portal, it is great that the portal is being utilized, but due to past events, there has been concern about being the person to raise the issue and what has happened.

Ms. Klemke thanked Mr. Croft for his input. She stated that the Board has not yet seen a draft of that policy. It will go through a vetting process and a series of steps and there will be ample opportunity for faculty and staff to share their concerns as we go through the process. The policy will at some point be presented to the Board as a first read, but at this point, it is too early in that process.

Mr. Croft reiterated that faculty is basically seeking clarification of details related to the negotiated agreement. Ms. Klemke assured Mr. Croft that faculty concerns would be addressed.

Board Chairperson Comments

Ms. Klemke announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the front of the room.

Ms. Klemke reported Ms. Marcy is unable to attend the meeting because of Personal Business.

Consent Calendar Review Contents

Ms. Klemke reviewed the contents of the Consent Calendar, which include the following item(s):

- 1) Agenda, November 20, 2019
- 2) Excuse Absent Board Member(s)
- 3) Minutes
 - a. Regular Meeting, October 23, 2019
 - b. Special Meeting, November 14, 2019
- 4) Claims for October 2019
 - a. WCCA Unrestricted Fund - \$3,375,753.36
 - b. WCCA Restricted Fund - \$31,538.48
 - c. WCCA Federal Fund - \$1,279.60
 - d. WCCA Agency Fund - \$12,519.80
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$1,250,437.52
 - g. WCCA Auxiliary Fund - \$129,162.62
- 5) City Planning Commission Report(s)
 - a. City of Gering
- 6) Reports and Proposals
 - a. From the Students - There were no reports.
 - b. From the Faculty – Attachment A
 - c. From the Administration – There were no reports.
 - d. From the Board – There were no reports.

Ms. Klemke inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration. There were no items extracted.

Consent Calendar Approval

Ms. Richards MOVED to approve the Consent Calendar as presented. SECONDED by Mr. Savely.

- Voting Yes:** Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Klemke
- Voting No:** None
- Abstain:** None

Absent: Marcy

MOTION CARRIED

Consent Calendar

Consider Items Extracted

There were no items extracted from the Consent Calendar.

Board Member Mileage and/or Expense Reimbursement

Dr. Merlyn Gramberg and Ms. Lynne Klemke

Ms. Anderson MOVED to approve the following travel expenses: Dr. Merlyn Gramberg for \$113.68 and Ms. Lynne Klemke for \$93.26. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson

Voting No: None

Abstain: Gramberg, Klemke

Absent: Marcy

MOTION CARRIED

Board Member Mileage and/or Expense Reimbursement

Mr. Allan Kreman and Ms. Kimberly Marcy

Mr. Stickney MOVED to approve the following travel expenses: Mr. Allan Kreman for \$22.62 and Ms. Kimberly Marcy for \$110.20. SECONDED by Mr. Savely.

Voting Yes: Guzman-Gonzales, Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Klemke

Voting No: None

Abstain: Kreman

Absent: Marcy

MOTION CARRIED

Board Member Mileage and/or Expense Reimbursement

Dr. Tom Perkins and Mr. Richard Stickney

Mr. Kreman MOVED to approve the following travel expenses: Dr. Tom Perkins for \$626.01 and Mr. Richard Stickney for \$62.06. SECONDED by Ms. Anderson.

Voting Yes: Kreman, Packard, Richards, Savely, Anderson, Gramberg, Guzman-Gonzales, Klemke

Voting No: None

Abstain: Perkins, Stickney

Absent: Marcy

MOTION CARRIED

Bid Consent Calendar

Review of Bid Consent Calendar

1. Bid Number 20-EQ-17 Theater Mover Spots
2. Bid Number 20-EQ-18 Baseball Hitting Simulator
3. Bid Number 20-EQ-19 Laparoscopic Surgery Simulator
4. Bid Number 20-EQ-20 Nurse Anne Simulator

Approval of Bid Consent Calendar

Consideration of Items Extracted from Bid Consent Calendar

Ms. Klemke inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have extracted for separate consideration. Ms. Anderson requested Bid Number 20-EQ-20-Nurse Anne Simulator be extracted for further discussion.

Bid Consent Calendar

Approval

Dr. Perkins MOVED to approve the amended Bid Consent Calendar. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Bid Consent Calendar

Consider Items Extracted

Ms. Anderson asked Ms. Koski to present the extracted item Bid Number 20-EQ-20 Nurse Anne Simulator. Ms. Koski reported that there were two bids received for this item; however, the low bid did not meet the specifications. Part of the bid requirements was to provide training through individual workshops and on site. Pocket Nurse Enterprises, Inc. is unable to provide the training so the recommendation is the higher bid, which is Laerdal Medical Corporation.

In response to an inquiry from the Board, Ms. Koski stated that the dollars are available and paid with the Carl Perkins fund.

Ms. Anderson MOVED the Board accept the recommendation of the Finance and Facilities Committee to approve the bid from Laerdal Medical Corporation in the amount of \$49,835.76. SECONDED by Mr. Savely.

Company	City/State	Total Amount
Pocket Nurse Enterprises, Inc.	Monaca, PA	\$24,409.44
Laerdal Medical Corporation	Wappingers Fall, NY	\$49,835.76

Voting Yes: Perkins, Packard, Richards, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Personnel Consent Calendar

Review Contents of Personnel Consent Calendar

Ms. Klemke reviewed the contents of the Personnel Consent Calendar which include the following resignation(s) and appointment(s).

1. Resignation(s):
 - a. None
2. Appointment(s)
 - b. Mr. Nicholas Porter, Associate Systems Administrator, effective November 18, 2019. Wage for this full-time position for the twelve-month fiscal year, i.e., July 1, 2019 through June 30, 2020 is \$21.50 per hour.

Personnel Consent Calendar

Approval

Mr. Stickney MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Richards, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Personnel Consent Calendar

Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

Nebraska Community College Association

Report from Executive Director, Mr. Greg Adams

Mr. Adams reported that the format and subject matter for the 2019 NCCA Annual meeting was well received. He added that the 2020 meeting is scheduled at Western Nebraska Community College in October.

Mr. Adams reported that NCCA acts as a gateway for the six community colleges in the state that are statutorily independent with their own boards and their own levy authority. Almost every day some organization or person contacts his office. They do not want information about the colleges; they want information related to the system. For

instance, when the Governor wants to know something specific about one of the community colleges, they typically do not contact the college president, they contact NCCA.

Mr. Adams reported that no bills have been dropped for this Legislative session, but it is still unknown what will happen. Last session the Governor did propose a college scholarship bill, which included state colleges and community colleges. Mr. Adams added that Senator Stinner also had his own version of a scholarship. Both bills were dropped; both had hearings; the NCCA Board of Directors testified favorably on both but neither advanced. This year, the Governor wants to come back with another scholarship bill. Starting in September, data was gathered and after visiting with the Governor, he and Mr. Adams came to an agreement of what the scholarship should look like. Unlike the four-year world, in the community college world, flexibility is vital for scholarships. Considerations need to include eligibility, where it goes, who gets it, what is it for; it needs flexibility. Currently, the Governor has agreed that the scholarship may be used for room and board, fees, or tools and he wants it to be accompanied with an internship. Mr. Adams advised the Governor to talk to the business community because they will need to offer internships. Mr. Adams suggested inclusion of language that states that the student must have an internship or outside employment in a particular field. The Governors wants the scholarship to be sustainable for three or four years and he wants it to grow.

Mr. Adams shared that Senator Stinner is backing LR-210, which is an interim study that was conducted by the Appropriations Committee at the request of Senator Stinner. This bill basically addresses what is needed to build the workforce.

Mr. Adams reported that Walt Ratcliff, who represents Metro, contacted him to schedule a meeting. Metro feels it is necessary to get on the same page as much as possible and discussed trying to put more gusto behind the 2+2 Program. After a second very constructive meeting, it was agreed that dual credit needs to be reviewed. Specifically, in terms of what colleges are paying out, what it is costing, e.g. expenditures versus revenue. Mr. Adams added that perhaps this needs to go to the Appropriations Committee to propose at least a proportion of reimbursement be for dual credit. Mr. Adams added that everyone was on the same page and they agreed to try to put together some sort of data.

Mr. Adams shared that he did a presentation for Aksarben on behalf of the community colleges. Aksarben is looking at doing something to improve workforce conditions in Nebraska. He added that they were impressed with how the funding provided by Aksarben was used by the colleges last year.

Mr. Adams reiterated that this time of year, no one knows what will happen until bills are introduced. He added that the revenue picture is good right now, but the monies; that will be a tug of war. Priorities include Medicaid, the flood, prisons at 160% of capacity and not knowing what to expect with property tax. The latest report is that the Revenue Committee has been meeting weekly to try to put something together. They would like to lower Ag values from seventy-five to fifty-five. This would not be good for colleges that are heavy on Ag valuation. This would be an adjustment of Ag value inside of the TEOSA

calculation, which is resources versus needs, what you need, and what are your resources that cover it. Mr. Adams stated that it would definitely be an interesting session.

Ms. Klemke thanked Mr. Adams for his presentation.

Approval of 2020 Dues

Ms. Klemke referred Board members to the invoice included in the meeting packet, which include the invoice for the Western Area 2020 Nebraska Community College Association membership dues. The invoice amount is \$65,437.73. Dr. Perkins MOVED the Board approve payment of the 2020 Nebraska Community College Association membership dues in the amount of \$65,437.73 as presented. SECONDED by Mr. Savely.

Voting Yes: Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Nebraska Public Power District Scholarship

Ms. Terry Rajewich, Nebraska Public Power District, Account Manager and Mr. Charlie Kennedy, Nebraska Public Power District Board Member reported that this is the twenty-eighth year that the Nebraska Public Power District has coordinated a golf tournament in honor of the community college system across the state of Nebraska. Over the twenty-eight years, through that coordinated effort, a cumulative total of \$1,662,321.00 has been raised for scholarships for the community college system. Hundreds of students have had their tuition paid as a result of this tournament.

The Western Community College area will receive a total of \$16,650.00 to be distributed equally between all three campuses. Over the life of the tournament, coming to WNCC, the total raised for students has been \$330,635.00. Ms. Rajewich stated that NPPD believes Nebraska's economy is stronger because of the education students receive through the community college system and NPPD is stronger for having been able to hire some of those students, so they thank the College for being in the community and for being a customer.

Ms. Rajewich introduced Mr. Charlie Kennedy one of their newest Board members. She added that Mr. Kennedy lives in Scottsbluff and is a representative of the area in Columbus. Ms. Rajewich and Mr. Kennedy presented a check in the amount of \$16,650.00 to Board Chair, Ms. Klemke who thanked them for all the Nebraska Public Power District does to support community college students.

Reports and Recommendations from the Executive Council – Ms. Klemke
Approval of President's Contract

Ms. Klemke reported that the Executive Council met this morning to discuss the new President's contract and asked Mr. Kelly to present this item.

Mr. Kelly reported that at the direction of the Board, he negotiated a contract with Dr. Simone, newly appointed WNCC President. This will be a three-year contract and the first annual year of compensation will be \$235,000. Mr. Kelly added that Information was also gathered to ensure this was in line with the other community colleges in Nebraska. Specifically built into the agreement is a stipulation that Dr. Simone, as a Higher Learning Commission peer reviewer, will be allowed to continue and devote time to that, which may be a few days a year without any reduction in compensation. The agreement also calls for an annual evaluation and the potential to extend the contract for another year should the Board so decide to grant. The other significant provision is a contract buy out provision so that for any reason the Board decides that the president should not continue, there is a provision for compensation. Mr. Kelly reported that we are here today to approve the contract, which Dr. Simone has already signed. In response to an inquiry from the Board, Mr. Kelly responded that the contract goes into effect on January 6, 2020, which is the date Dr. Simone will arrive at the College.

Ms. Klemke commented that we are excited to have Dr. Simone join our ranks and thanked Mr. Kelly for quickly negotiating this contract so that it could be ratified today.

Ms. Klemke added that a couple of additional items discussed in the Executive Council meeting this morning were that upon Dr. Simone's arrival, and once she has had time to settle in, we anticipate a day or more in Alliance, and the same in Sidney and Scottsbluff, a tour of the communities, time to visit with faculty and staff and a reception or luncheon, or some sort of meeting with community leaders at each of those sites. These events will give her the opportunity to begin to touch base and get her feet on the ground so that she has a clearer understanding of all of the sites and the distances involved.

Ms. Klemke reported that Mr. Dennis Jones will be meeting with the Board on December 6 and Dr. Simone has been invited to join the meeting.

Ms. Klemke entertained a motion to approve the contract for Dr. Carmen Simone, Western Nebraska Community College President, effective January 6, 2020.

Ms. Guzman-Gonzales MOVED for approval of the contract for Dr. Simone, Western Nebraska Community College President, effective January 6, 2020. SECONDED by Ms. Anderson.

Voting Yes: Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Approval of Interim Executive Vice President Contract

Ms. Klemke reported that it is believed that it is in the best interest of the College to extend Mr. Marrin's contract for twelve months in order that the work that is ongoing, the new programs that Dr. Harms and Mr. Marrin have been working on that are instrumental to our communities that work needs to continue. We do not have the luxury of giving Dr. Simone six months to figure out who all the players are and what work needs to be done. With that in mind, it is in the best interest of the College to extend Mr. Marrin's contract. Mr. Kelly has drawn up a contract that will begin on January 1, 2020 and extend to the end of December 2020.

In response to an inquiry from the Board, Ms. Klemke stated that Mr. Marrin's title would remain interim.

Ms. Klemke entertained a motion to approve the extension of Mr. Marrin's Interim Executive Vice President Contract.

Mr. Stickney MOVED to approve the extension of Mr. Marrin's Interim Executive Vice President Contract effective January 1, 2020 to the end of December 2020. SECONDED by Ms. Anderson.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Klemke
Voting No: None
Abstain: None
Absent: Marcy
MOTION CARRIED

Reports and Recommendations from the Human Resources Committee – Ms. Richards

Ms. Richards reported the Human Resources Committee met this morning to consider the policies being presented.

Reports and Recommendations from the Human Resources Committee (Cont.)

Employee Tuition Remission Board Policy

Ms. Richards asked Ms. Gion to present this item. Ms. Gion reported that this is the Second and Final Read for the Employee Tuition Remission Board policy. Ms. Richards stated that the policy was presented this morning at the committee meeting and there were no comments at that time so the policy is ready to be presented for approval.

Ms. Richards MOVED for approval of the Employee Tuition Remission Board Policy as presented. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson, Klemke
Voting No: None
Abstain: None
Absent: Marcy
MOTION CARRIED

Reports and Recommendations from the Human Resources Committee (Cont.)
Policies to Repeal: Employee Tuition Remission Board Policy

Ms. Gion reported that as a result of the new Employee Tuition Remission Board Policy, several policies can be repealed.

1. 420.2500.86 Student Support
2. 425.2500.86 Faculty
3. 435.2500.86 Temporary Full-time Faculty
4. 450.2500.86 Full-time Administrative/Professional Staff

Ms. Richards MOVED to approve repeal of policy number 420.2500.86, Support Staff Tuition Remission, number 425.2500.86 Faculty Tuition Remission, number 435.2500.86 Temporary Full Time Faculty Tuition Remission, number 450.2500.86 Full Time Administrative/Professional Staff Tuition Remission. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Reports and Recommendations from the Human Resources Committee (Cont.)
First Read: Emeritus Classification Board Policy

Ms. Gion reported this policy would allow the repeal of two policies: Professor Emeritus and Administrator Emeritus. This policy along with the policies to repeal will be presented for approval at the December Board meeting.

The Board took no action.

Reports and Recommendations from the Human Resources Committee (Cont.)
Info Only: Emeritus Classification President's Procedure

Ms. Gion reported that a revision to this policy was the addition of the word "continuous" employee of the College. The nomination process was also changed. The nomination would first go to the Vice President, then to the President and then to the Board.

The Board took no action.

Reports and Recommendations from the Human Resources Committee (Cont.)
First Read: Employee Grievance Board Policy

Ms. Gion reported that this is a follow up to work done earlier in the year concerning the faculty grievance policy that was included in the negotiated agreement. This policy includes follow up work related to that earlier work.

The Board took no action.

Reports and Recommendations from the Human Resources Committee (Cont.)
Info Only: Employee Grievance President's Procedure

Ms. Gion asked Mr. Kelly to speak to this procedure. Mr. Kelly explained that the existing policy is seven or eight steps long. This policy has nothing to do with the grievance policy that is in the negotiated agreement. It specifically excludes the process for full-time faculty grievance in that agreement. This has to do with any other part-time or probationary, or adjunct faculty not covered by the negotiated agreement. This procedure also has to do with all other administration/staff employees.

Mr. Kelly reported this is a three-step process now. Step one is to meet with the supervisor and try to resolve the grievance. If that cannot happen, the next step is to file a written grievance and there is a grievance committee that would meet to try to resolve the grievance at that point. That committee consists of four people and the Human Resources representative acts as ex-officio. If the grievance is not resolved at that point, it goes to the College President and the President's decision is final, so it does not go to the Board. If it is a grievance concerning the President, it will go to the Board Chair only. If the President thinks he has a conflict or is too familiar with the situation, he can designate someone to deal with a grievance that is not against the President. Mr. Kelly reiterated that the process will stop at the President most of the time and if the grievance is against the President, it will stop at the Board Chair, individually. Mr. Kelly added that an employee cannot grieve compensation, discipline, or evaluations because there is another process for each.

Ms. Richards added that at the bottom of page 48 of the procedure, the wording was changed from "President or acting President" to "his/her designee."

The Board took no action.

Reports and Recommendations from the Student Success Committee – Dr. Gramberg
Second and Final Read: Differentiation of Educational Programs Board Policy

Dr. Gramberg asked Mr. Marrin to present this item. Mr. Marrin reported this primarily defines what a degree, certificate, or diploma is. The requirements to achieve each in terms of semester credit hours, grades, and general education requirements. This policy also addresses a minimum number of semester credit hours that have to be achieved to get any of these awards. Mr. Marrin stated that this policy basically conforms to state statute.

Mr. Savely MOVED for approval of the Differentiation of Educational Programs Board Policy as presented. SECONDED by Ms. Richards.

Voting Yes: Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Reports and Recommendations from the Student Success Committee (Cont.)
Policies to Repeal: Differentiation of Educational Programs

Mr. Marrin reported that the updated Board policy allows for the repeal of several policies.

1. 610.0100.79 Degrees
2. 610.0200.79 Diplomas
3. 610.0300.79 Certificates

Ms. Richards MOVED to approve the repeal of policy number 610.0100.79, Degrees, number 610.0200.79, Diplomas, number 610.0300.79, Certificates. SECONDED by Mr. Savely.

Voting Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Reports and Recommendations from the Student Success Committee (Cont.)
Second and Final Read: Confidentiality of Student Records Board Policy

Ms. Grant reported that there were no changes from the previous presentation. This policy will repeal an old policy from 1986 titled Directory Information.

Mr. Savely MOVED for approval of the Confidentiality of Student Records Board Policy as presented. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Reports and Recommendations from the Student Success Committee (Cont.)
Policies to Repeal: Confidentiality of Student Records

Ms. Grant reported that the recently updated Confidentiality of Student Records Board Policy allows for the repeal of Board Policy 500.1000.86, Directory Information.

1. 500.1000.86 Directory Information

Ms. Guzman Gonzales MOVED to approve repeal of policy number 500.1000.86, Directory Information. SECONDED by Mr. Savely.

Voting Yes: Richards, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Reports and Recommendations from the Student Success Committee (Cont.)

First Read: Basic Skills Assessment Board Policy

Mr. Marrin presented this policy stating that the College is open admission, which means that anyone who comes and wishes to get an education from us, we accept. In some manner, we need to define what their skills are in English, Math, and Reading which we do with diagnostic tests. What this policy allows us to do as a college, and gives the president the authority to do, is to do diagnostic testing for students for their best success so that we can determine which course of study we should be placing them in when they arrive at WNCC. The intent is to place them in courses where they can succeed.

The Board took no action.

Reports and Recommendations from the Student Success Committee (Cont.)

Info Only: Student Enrolling in Courses Against Advising Advice Institutional Guideline

Mr. Marrin reported that if a student does not wish to follow the advice of our advising system and take a course they did not test into, they are allowed to do so, and there is a process in place for that action. Completion of a form is a part of that process.

The Board took no action.

Reports and Recommendations from the Student Success Committee (Cont.)

First Read: Missing Student Notification Board Policy

Info Only: Missing Student Notification President's Procedure

Ms. Grant reported this is a new policy that was not previously in existence. It typically relates to students who reside in campus housing. If a student is missing twenty-four hours or more, this policy and procedure establish a framework for action to assist in locating a missing student. The procedure covers emergency contact information, determination as to the status of a missing student, and the notification procedure.

The Board took no action.

Reports and Recommendations from the Student Success Committee (Cont.)

First Read: International Student Board Policy

Info Only: International Student President's Procedure

Ms. Grant reported that this policy applies to admission and enrollment of international students at the College. The policy applies to all international students who apply, are accepted, and enroll at the College. The procedure identifies steps a student must take to comply with the Student Exchange Visitor Program.

The Board took no action.

**Reports and Recommendations from the Finance and Facilities Committee – Ms. Anderson
First Read: Student Tuition, Fees, and Other Revenue Sources Board Policy**

Ms. Anderson presented the Student Tuition, Fees and Other Revenue Source Board Policy for First Read and asked Ms. Koski to present the policy.

Ms. Koski referenced information included in the meeting packet. She explained that this is taking five existing policies and consolidating them into one document. Ms. Koski added that the only thing that is new within this policy is the definitions for the various fees.

**Reports and Recommendations from the Finance and Facilities Committee (Cont.)
Info Only: Tuition and Fees: Delinquent Accounts and Refund President's Procedure**

Ms. Koski reported that this is consolidating two existing policies. This procedure addresses what is considered to be a registered student. It also identifies that the student must complete a registration process and properly register for courses and pay their tuition or make arrangements for deferred payment.

Ms. Koski explained that under Title IV there are specific refund requirements, if a student withdrawals during a certain time of a semester, it refers back to the specific return of aid policy.

**Reports and Recommendations from the Risk Management Committee – Dr. Gramberg
Safety and Security Update, Kevin Spencer, Chief of Police**

Dr. Gramberg asked Chief Spencer to present this item.

Chief Spencer thanked the Board for the opportunity to share information about the agreement between WNCC and the City of Scottsbluff to provide police officers on the campus. This agreement will assist in making the campus a safe environment for students.

Chief Spencer reported that as school shooting events continue to increase, law enforcement has recognized the seriousness of the need for school safety. Chief Spencer explained that they would continue to do the responding type of work, but recognize that they will also need to get very good at prevention. This would be accomplished through threat assessments and mental health first aid and making sure that all tools they have are being utilized.

Chief Spencer reported that they are also working on a certificate program through the College. The goal is to make sure we are providing all area law enforcement training via a certificate program. This program will include Level I and Level II training in responding to active shooters, medical first aid, and tactical medical as well as a few other programs yet to be developed. The plan is to implement this training in May.

Chief Spencer reported that the officers on campus would be present to address crimes and to promote good relations with students, staff and faculty. An additional benefit is that with an officer present on campus, there will be immediate access to information regarding emergency situations in the community.

In response to an inquiry, Chief Spencer responded that January 13, 2020 is the effective date of the agreement, but he hopes to have officer presence in place before that date.

In response to a second inquiry, Chief Spencer reported that the cost for wages and benefits is split between the City of Scottsbluff and the College for the nine months while school is in session.

Ms. Klemke asked Mr. Kelly, College attorney, to share additional information about the agreement.

Mr. Kelly reported that this agreement provides two police officers for up to eighty hours per week. The cost is paid half by the City of Scottsbluff and half by the College. WNCC will reimburse the City on a quarterly basis for those costs. Overlap in staffing hours has been designed so that if there are events on the weekend, those events will be covered. The College will provide office space and computer equipment. The City will provide a vehicle and all other equipment required for the officers.

Mr. Kelly added that the agreement is for a year or until the end of 2020. There is a review process that will be engaged in to ensure that both parties want to renew the agreement in subsequent years.

The agreement is for the police officers to enforce laws and ordinance violations, not to address student conduct questions. Training will be implemented so that staff know when to contact law enforcement or when to contact College administration.

Mr. Kelly explained the other provisions are a typical interlocal agreement allowed by state statute between two governmental subdivisions.

Ms. Klemke explained that once the agreement has been presented and approved at the Scottsbluff City Council meeting, the agreement would be presented for approval at the December Board meeting.

Reports and Recommendations from the HLC Committee – Dr. Perkins

Dr. Perkins reported that the Committee met on November 14, 2019 to discuss developing a policy related to the Committee's responsibilities. Several ideas were presented and discussed. Committee member Ms. Reichert volunteered to draft a policy for the Board's consideration. Dr. Perkins, Committee chair will draft the preamble for the policy.

Dr. Perkins reported that a mock HLC review would take place on February 4 and 5, 2020. Ms. Janet Oakey has been selected as chair for the review. To prepare for the visit, time will be set aside for Board training.

The HLC Steering Committee met on November 11, 2019 and reviewed the progress to date of Criterion 2. After discussion, it was determined additional information was needed to complete Criterion 2. Once updated, it will be ready for the final draft.

Because there has been good progress on developing the assurance arguments for the various criterion, the committee will no longer need to meet weekly, but will meet every other month.

Dr. Perkins addressed Board members and requested that they write a short review of their training experiences over that past two years. This information will provide documentation for the final draft of the HLC report. Information should be forwarded to Dr. Perkins.

Dr. Perkins reported that the Steering Committee has been making good progress and should be commended for its dedication.

Recess

Ms. Klemke declared a recess at 2:16 p.m.

Open Meeting

Ms. Klemke declared the Open meeting in session at 2:29 p.m.

Western Community College Area Board of Governors

Ms. Klemke stated that to inform the public of upcoming WCCA Board of Governors meetings and events, it is necessary to report that an Informal meeting with Mr. Dennis Jones, President Emeritus is scheduled December 6, 2019. Additionally, a Retreat with Dr. Pamila Fisher, ACCT Consultant, is scheduled March 6, 2020.

1. WCCA Board of Governors Informal Meeting
Mr. Dennis Jones, President Emeritus, NCHEMS
December 6, 2019
9:00 a.m. – 3:00 p.m.
2. WCCA Board of Governors Retreat
Dr. Pamila Fisher, ACCT Search Consultant
March 6, 2020
Time to be determined

Dr. Perkins MOVED to approve the December 6, 2019 WCCA Board of Governors Informal Meeting with Mr. Dennis Jones, President Emeritus of NCHEMS and the March 6, 2020 WCCA Board of Governors Retreat with Dr. Pamila Fisher, ACCT Consultant. SECONDED by Dr. Packard.

Voting Yes: Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Institutional Reports

Dr. Randy Rhine, Chadron State College President

Dr. Rhine thanked the Board for allowing him the opportunity to join the meeting and meet Board members.

Dr. Rhine began by sharing his history with Chadron State College. He came to Chadron in 2005 and became the eleventh president of Chadron State College in January 2013. Prior to that, he served as interim in 2012.

Dr. Rhine stated that there are a lot of challenges and numerous changes in higher education. Low enrollment numbers and a shrinking population are a couple of the issues faced by the colleges. Dr. Rhine reported that Chadron State College enrollment is down about 1.3 percent from last year, the year prior it was down eight percent, but spring enrollment is looking better. He added that with a winter commencement, spring numbers could be impacted.

Dr. Rhine reported that Chadron State College staff have recently been working closely with leadership at WNCC, and he is excited about the potential for some new partnerships. Academic leadership from both institutions will be meeting to discuss areas we can collaborate, share some programs, and create 2+2 opportunities for students. There are a number of areas they can collaborate more closely and that will be discussed at the upcoming meeting.

Dr. Rhine stated that the Chadron campus has always had space for WNCC and always had an interest in working with WNCC. That interest continues and he would like to see that grow. There are areas CSC will not get into at the programmatic level, areas where WNCC has strengths. These collaborative efforts will provide students' access to education that they might not have otherwise.

Dr. Rhine added that they plan to look at pursuing new programs. It is important to be able to present educational trajectories to our students in the region, so they understand where their certificate or two year opportunities might take them and how that fits into a baccalaureate program and then how that might lead onto a master's program. We hope to provide a full continuum of educational opportunities for students in the region.

Dr. Harms added that the agreement that WNCC will be entering into with CSC in December is very important to both institutions. This partnership will allow the two to work closely together and this relationship will be very important to the Board, the College, and the region.

Dr. Rhine thanked Dr. Harms and Mr. Marrin for inviting CSC to work with them to improve opportunities for area students.

Institutional Reports (Cont.)

Dr. Sandy Veltri, HLC Consultant

Dr. Veltri reported she is providing an update to her presentation from last fall.

She continued stating that faculty and staff should be commended for their hard work. Many of the concerns from the last visit are being addressed and planning documents from the last ten years are being updated.

Dr. Veltri reported that enrollment management data is being incorporated into Criterion 5 and is ready to be shared with the peer reviewers. Updates to policies, procedures, and institutional guidelines are resulting in better communication strategies and, committee structure is being revised with the intent to share information with internal constituents.

Dr. Veltri shared information regarding the progress thus far. She reported that the Criteria drafts and the Federal Compliance Report draft have been developed and will be released to faculty, staff and the Board of Governors in December. The mock visit is scheduled the first week of February 2020. Reviewer, Dr. Janna Oakes, Dean of the School of Education, Regis University, formerly Dean of Education at Arapahoe Community College has been selected as chair for the review.

All criteria responses and Federal Compliance Reports must be locked in the HLC Assurance System no later than March 2020.

Dr. Veltri explained that the mock visit would aid WNCC in preparing for questions and documents that may be reviewed and requested. Hopefully, this visit will help to put the Board, administration, faculty and staff at ease and ready for the reaffirmation visit in April 2020.

Institutional Reports (Cont.)

Proposed 2020-2021 Student Charges, Tuition, Fees, Room and Board

Ms. Koski referenced information included in the meeting packet, which includes the proposed 2020-2021 Student Charges. She reported the proposed student charges were previously presented during the October 2019 meeting. Ms. Koski reported that there has been one change since the last presentation. A \$45.00 background check fee was added to Introduction to the Exceptional Learner. This in alignment with what has been done in other areas.

Ms. Koski reviewed the tuition rate for Nebraska residents and for Border State residents (Colorado, Wyoming, and South Dakota) which are proposed to increase \$2.50 per credit hour. Ms. Koski reported that High School Partnership tuition increased by \$1.25.

Ms. Richards commented that the Wyoming system is not planning to increase their tuition and fees for the coming year, which means that someone for example, living in Morrill would pay \$124.00 to come to WNCC and \$115.00 to go to EWC. Ms. Richards commented that we need to be careful that we do not price ourselves out of business. Particularly for the people that are on the Wyoming/Nebraska line.

Dr. Perkins followed up stating that there was a time when WNCC tuition was lower than Wyoming and it did help our enrollment.

Ms. Richards MOVED the Board approve the 2020-2021 Tuition Rates as follows: Resident tuition - \$106.50 per credit hour; Border States (Colorado, Wyoming, South Dakota) - \$107.50 per credit hour, Non-Resident tuition - \$107.50, High School Partnership tuition - \$53.25 per credit hour. SECONDED by Ms. Anderson.

Voting Yes: Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Ms. Klemke entertained a motion for approval of the 2020-2021 Student Fees per credit hour as presented.

Ms. Anderson MOVED the Board approve the 2020-2021 student fees as follows: Activity/Student Service Fee - \$3.00 per credit hour, Facility Fee - \$9.00 per credit hour; Scholarship Fee - \$5.50 per credit hour; total Resident and Non-Resident fee - \$17.50; High School Partnership fee - \$8.75; Experiential Learning/credit hour fee - \$25.00; Photography/credit hour fee - \$15.00; Accuplacer Retest - \$15.00; GED Testing fee - \$120.00; BNA or Medication Aid Retest fee - \$50.00; Transcripts – Official Copies, Electronic - \$5.55; Paper - \$7.55; International Registration fee - \$150.00 and Specific Course fees for consumable supplies as presented. (A complete listing of the specific course fees is attached hereto and made a part hereof as Attachments One and Two.) SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Reports and Recommendations from the Finance and Facilities Committee (Cont.)

Room and Board

Ms. Koski reported there was no increase in the 2020-2021 room and board rates per semester.

Ms. Richards moved the Board approve the 2020–2021 per semester room rates as follows: Pioneer Hall Double as Single - \$1,404.00; Pioneer Hall Double - \$1,071.00; Pioneer Hall Addition Double as Single - \$1,715.00; Pioneer Hall Addition Double - \$1,384.00; Pioneer Hall Addition Triple - \$1,071.00; Conestoga Hall Single - \$1,948.00; Conestoga Hall Double as Single - \$1,948.00; Conestoga Hall Super Single \$2,187.00; Conestoga Hall Double \$1,634.00; Sidney Hall Double as Single - \$1,918.00; Sidney Hall Double - \$1,586.00;

Housing Deposit and Activity Fees \$180.00 (\$150.00 refundable). She further moved the Board approve the 2020-2021 Board per semester meal plans as follows: 10 meal plan - \$1,527.00; 14 meal plan - \$2,140.00; 19-meal plan \$2,316.00. SECONDED by Mr. Stickney.

Voting Yes: Gramberg, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Ms. Klemke entertained a motion for approval of the 2020-2021 Refund Policy.

Ms. Richards MOVED the Board approve the following Tuition and Fees refund policy. 1) 100 percent refund for 6.25 percent time elapsed; 2) 50 percent refund for 12.5 percent time elapsed; 3) 25 percent refund for 25 percent time elapsed; 4) no refund for >25 percent time elapsed and the Room and Board refund policy: 1) 100 percent refund for one week; 2) 75 percent refund for two to three weeks; 3) 50 percent refund for four to five weeks; 4) 25 percent refund for six to seven weeks; 5) no refund for >seven weeks. SECONDED by Dr. Packard.

Voting Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Klemke

Voting No: None

Abstain: None

Absent: Marcy

MOTION CARRIED

Institutional Reports (Cont.)

Nebraska Community College Association – Dr. Perkins

Dr. Perkins reported that the annual meeting of the Nebraska Community College Association was held in Lincoln on November 4 and 5, 2019. The presentation regarding Emotional Intelligence and Student Success by David Katz was excellent. Following the presentation, NCCA members engaged in a variety of round table discussions, hosted by each of the community colleges. This gave each college an opportunity to highlight some of its work related to student success.

The Executive Committee will meet on January 6, 2020 to plan for the next Board meeting to be held on January 24, 2020. At that time, the Board will review proposed legislation, which may affect community colleges and determine which ones it will or will not support.

Institutional Reports (Cont.)

Association of Community College Trustees – Dr. Perkins

There was no report.

Institutional Reports (Cont.)

Western Nebraska Community College Foundation – Ms. Anderson

Ms. Anderson asked Ms. Sheffield, Alumni Director to present the item.

Ms. Sheffield referenced information included in the meeting packet. She reported that the most recent Trellis Research Survey on student financial wellness contains four figures that cause students angst. The survey found that sixty-five percent of students worry about having enough money to pay for school, fifty-five percent ran out of money three or more time in the past year, fifty percent at any given time show signs of housing insecurity and thirty-six percent show signs of very low food security.

Recently, WNCC participated in the Community College Survey of Student Engagement; a subsequent report informs that in general, the community college student is three to four times more likely to have risk factors that will keep them from reaching their educational goals than their counterparts in four-year institutions. Some of these risk factors are 1) having to work more than thirty hours a week off campus, 2) having to care/provide for dependents, and 3) being the sole income provider. This survey further shows that for WNCC specifically, twenty-six percent of our students do work more than thirty hours a week providing care for dependents, and thirty-seven percent of our students are financially independent. Meaning they have no financial support from a spouse or parent while they attend school.

Ms. Sheffield shared that financial assistance such as federal aid and scholarships only go so far. For many students, realizing educational success means finding a way to overcome gaps in their financial assistance to complete school. WNCC's Student Emergency Fund and the Cougar Cupboard food pantry are in place to help fill that gap.

The WNCC Emergency Fund is designated for students who encounter an emergency or barrier, which is unexpected and/or affects a student's ability to complete their program of study. The highest priority is given to full-time students, those who qualify for Pell grants, the educationally disadvantaged student, disabled students, or single parent students.

During the fiscal year 2018-19, SEF money was given to nineteen students. At a recent staff in-service, a presentation was given about the need for undesignated giving for funds such as this one. The number of WNCC employees giving regularly nearly doubled.

Ms. Sheffield added that as of November 12 of this year, the Cougar Cupboard food pantry has served fifty-six individuals on one hundred different occasions since it opened on December 5, 2018. A community garden was started last summer and between July and October, fresh produce was given ten times to eight students in need. Ms. Sheffield shared that while all items purchased or donated to the party are being used, there is additional need for hygiene items, baby products, and food products to make a meal, not just random canned goods.

Ms. Sheffield concluded her report stating that the Foundation is grateful for the numerous contributions. With creative and collaborative efforts to address this concern, we are moving in a good direction.

Institutional Reports (Cont.)

HLC Steering Committee Update – Dr. Perkins

There was no report.

Board Member Comments

Mr. Croft reported that he would like to share additional faculty information. He reported that Stacy Wilson, Foreign Language and dance instructor has just completed her certification program for TIESEL so she is able to teach students English who are not fluent in the English language. That program consisted of one hundred forty hours.

Mr. Croft continued by sharing that Amy Winters, PTK Coordinator has been selected to serve as a 2020 Faculty Scholar. Mr. Croft added that PTK is also doing their Tree of Love Campaign that is set up outside the pit. Just grab a mitten and provide a gift for that person.

Ms. Klemke commented that there are many initiatives that are actually going on to move our institution in the right direction. Monday, Dr. Harms will be meeting with a group to discuss starting a Hispanic Advisory Committee; Human Resources has assisted with updating the President's job description, and Mr. Kelly has been busy with contracts, negotiations, and collaborative efforts that are going on in a variety of arenas. The CSC collaborative effort will benefit us all and CTE work is continuing. Ms. Klemke added that our presidential search is complete and she thanked Ms. Judy for all of her work as well as the additional staff and Board members involved in the search process.

President's Comments

Dr. Harms reported that he has been working on trying to make sure that there is a smooth transition with the new CEO coming on board. He has been in contact with Dr. Simone and he is planning to forward information that might be helpful.

Executive Vice President Comments

Mr. Marrin reported that Chadron State representatives would be on campus to continue work on their collaboration.

Doug Mader accompanied Mr. Marrin on a visit to Milford to look at their new diesel shop purchased by Crete Carrier. The new building is 52,000 square feet. This is a good model for what might be needed at WNCC.

Mr. Marrin shared that a local business has approached staff about purchasing a building for the College to use for diesel training. Even if it does not come to fruition, this shows that the community is engaged and willing to explore options.

Mr. Marrin reported that Dr. Gregory met with three separate groups to discuss the Ag program. There was also a meeting with a candidate that may become a shared position with UNL and NRD for the Ag program.

Mr. Marrin reiterated that there is a lot going on. Various meetings have been scheduled with the Enrollment Management consultant and the IT consultant; and we are looking at an Academic Management plan, as well as implementation of a security plan.

Upcoming Meetings and Events

NCCA First Quarter Board Meeting
January 24, 2020
Lincoln, NE

NCCA Second Quarter Meeting
May 4, 2020
Lincoln, NE

NCCA Third Quarter Meeting
August 3, 2020
Lincoln, NE

NCCA Fourth Quarter Meeting and Annual Conference
October 11-12, 2020
Western Nebraska Community College
Scottsbluff, NE

National Legislative Summit
February 9-12, 2020
Marriott Marquis
Washington, D.C.

ACCT Leadership Congress
September 30 - October 3, 2020
Hyatt Regency Chicago
Chicago, Illinois

Recess

Ms. Klemke declared a recess at 2:59 p.m.

Open Meeting

Ms. Klemke declared the Open meeting in session at 3:16 p.m.

Upcoming Meetings and Events (date order)

1. NCCA First Quarter Board Meeting
January 24, 2020
Lincoln, NE
2. NCCA Second Quarter Meeting
May 4, 2020
Lincoln, NE
3. NCCA Third Quarter Meeting
August 3, 2020
Lincoln, NE

4. NCCA Fourth Quarter Meeting and Annual Conference
October 11-12, 2020
Western Nebraska Community College
Scottsbluff, NE
5. National Legislative Summit
February 9-12, 2020
Marriott Marquis
Washington, D.C.
6. ACCT Leadership Congress
September 30 - October 3, 2020
Hyatt Regency Chicago
Chicago, Illinois

Next Regular Meeting: Wednesday, December 18, 2019, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska

Adjournment

The meeting was adjourned by unanimous consent at 3:51 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary