

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, August 19, 2020  
1:00 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:00 p.m. on Wednesday, August 19, 2020, 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 Wednesday, August 12, 2020.

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

**QUORUM**

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

**COMMUNITY COMMENTS**

Chair Klemke asked for comments from the community. Pursuant to Board Policy 830.1000.79, 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.

**BOARD CHAIRPERSON COMMENTS**

Chair Klemke 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.

### **CONSENT CALENDAR**

Chair Klemke reviewed the contents of the Consent Calendar, which includes the following items:

1. Agenda
2. Excuse Absent Board Members: Ms. Margaret Crouse and Mr. Richard Stickney
3. Minutes
  - a. Regular Meeting, July 15, 2020
4. Claims:
  - a. WCCA Unrestricted Fund - \$2,792,190.24
  - b. WCCA Restricted Fund - \$3,131.36
  - c. WCCA Federal Fund - \$6,503.41
  - d. WCCA Agency Fund - \$1,195.16
  - e. WCCA Loan Fund - \$-0-
  - f. WCCA Plant Fund - \$150,746.40
  - g. WCCA Auxiliary Fund - \$232,549.16
5. City Planning Commission Reports
  - a. No Reports

### **CONSENT CALENDAR**

#### **Approval**

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

**Voting Yes:** Anderson, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

### **CONSENT CALENDAR**

#### **Consider Item(s) Extracted**

There were no extractions.

### **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

Dr. Perkins MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$114.08 and Ms. Lynne Klemke for \$89.70. SECONDED BY Ms. Richards.

**Voting Yes:** Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Anderson.

**Voting No:** None

**Abstain:** Klemke

**Absent:** Crouse, Stickney

**MOTION CARRIED**

Ms. Richards MOVED to approve the following travel expenses: Mr. Allan Kreman for \$22.43; Ms. Kimberly Marcy \$112.47; and Mr. R. J. Savely for \$103.39. SECONDED by Ms. Guzman-Gonzales.

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

## **BID CONSENT CALENDAR**

Review of Bid Consent Calendar

1. Harms Center HVAC and Roof Replacement
2. Bid Number 20-EQ-40 Collision Refinish and Repair Tech Equipment

### **Bid Consent Calendar**

#### **Approval**

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

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

### **Consider Items Extracted**

No items were extracted from the Bid Consent Calendar.

## **PERSONNEL CONSENT CALENDAR**

### **Review Contents of Personnel Consent Calendar**

Chair Klemke reviewed the contents of the Personnel Consent Calendar which include the following resignations and appointments:

1. Resignations
  - a. Ms. Julia Newman, CollegeNow Director, Scottsbluff Campus, Effective September 4, 2020
  - b. Ms. Sarah Avila, Digital Marketing Specialist, Marketing and Public Relations Department, Scottsbluff Campus, Effective July 29, 2020

2. Appointments

- a. Mr. Nicholas Gilbert, Residence Life Area Specialist, Scottsbluff Campus, Contract Period, July 1, 2020 through June 30, 2021. The wage for this full-time position for the twelve-month fiscal year is \$20.00 per hour.
  
- b. Ms. Kelsey Stark, Nursing Assistant/Medication Aid Instructor-Program Coordinator, Scottsbluff Campus, Contract period January 4, 2021 through August 8, 2021. The salary for this full-time appointment for the partial contract of 87 days is \$24,907 based upon placement in the salary schedule of Track A.

**PERSONNEL CONSENT CALENDAR**

**Approval**

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

**Voting Yes:** Packard, Perkins, Richards, Savely, Anderson, Guzman-Gonzales, Kreman, Marcy, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

**PERSONNEL CONSENT CALENDAR**

**Consider Items Extracted**

No items were extracted from the Personnel Consent Calendar.

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**

**Ratification of all Actions of the Board of Governors taken at the March, April, May and June 2020 Meetings.**

College Attorney Phil Kelly explained that due to COVID-19, the March, April, May and June Board meetings were conducted via Zoom based on an executive order from the Governor of Nebraska. There has been some discussion among College Attorneys and the League of Municipalities that as a precaution, we may want to consider ratifying the actions taken at those meetings in case there is a lawsuit considering the validity regarding the Governor's authority, by executive order, to modify the Open Meetings Act. By ratifying those actions, we should have protection against a possible claim.

Ms. Richards MOVED that the Board of Governors of Western Community College Area ratify all actions taken by the Board during the Regular Board meetings in the months of March, April, May and June 2020. This shall include the adoptions of all motions and resolutions and actions taken during the public meetings of the Board of Governors held by electronic means, (i.e. Zoom meetings) pursuant to the Executive Order 20-03 and 20-24 of Governor Pete Ricketts concerning limited waiver of certain requirements of the Nebraska Open Meetings Act. SECONDED by Dr. Perkins.

**Voting Yes:** Perkins, Richards, Savely, Anderson, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

## **REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE**

### **Board Policy: Second and Final Read**

#### **BP-313 Unclaimed Property Board Policy**

Ms. Lynne Koski, Vice President of Administrative Services, reported that the first policy to consider is the Unclaimed Property Board Policy, which is a new policy that brings the College in line with State Statute.

Ms. Anderson MOVED to approve BP-313 Unclaimed Property Board Policy. SECONDED by Dr. Packard.

**Voting Yes:** Richards, Savely, Anderson, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

### **Board Policy: Second and Final Read**

#### **BP-321 Board Awards, Performance Grants and Waivers Board Policy**

Ms. Koski explained the Performance Grants and Waivers Policy is a consolidation of three policies into one. Verbiage was changed to awards instead of scholarship to clarify that it is an award should a student withdraw from class, since the funds are not refundable. In addition, the Senior Citizen tuition waiver for the Gold Club is included in this policy.

Ms. Anderson MOVED to approve Board Policy BP-321 Board Awards, Performance Grants and Waivers Board Policy. SECONDED by Dr. Packard.

**Voting Yes:** Savely, Anderson, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

### **Policies to Repeal**

#### **BP-321 Board Awards, Performance Grants and Waivers Board Policy**

Chair Klemke explained that with the approval of BP-321 Board Awards, Performance Grants and Waivers Board Policy, the following three policies need to be repealed:

- 500.0750.10 Senior Citizen
- 500.2800.79 General Scholarships
- 500.2900.83 Performance Scholarships

Mr. Savely MOVED to approve the Repeal of Policies 500.0750.10 Senior Citizen; 500.2800.79 General Scholarships; and 500.2900.83 Performance Scholarships. SECONDED by Ms. Anderson.

**Voting Yes:** Anderson, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Savely, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

### **REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE**

#### **Board Policy First Read**

##### **BP-100 Authority to Establish Western Community College Area and Board Policy**

Dr. Simone explained that this policy, which defines the authority to establish the Western Community College Area, has been updated and formatted to conform to our new policy manual. This is for informational purposes; no action is required at this time.

### **REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE**

#### **Information Only: President's Procedure**

##### **PP-721 Sexual Harassment Grievance and Investigation Procedures**

Ms. Kathy Ault, Human Resources Executive Director, explained that the completed procedure contains all requirements based on Nebraska State Statute. Staff and faculty have been trained on this procedure via Zoom. The main focus of training was the change of definition of Responsible Employee and Mandatory Reporter. This procedure contains a number of flow charts which are very helpful tools when going through the procedure. Ms. Ault explained that Mandatory Reporter is now defined as Responsible Employee. This definition includes everyone who may have knowledge of complaints or harassment, to report as a Responsible Employee. Ms. Ault stated that the goal is to provide a safe environment for all of our students. This is for informational purposes; no action is required at this time.

### **Policies to Repeal**

- 415.0855.15 Mandatory Reporters
- Appendix A-1.2-14 Sexual Misconduct Complaint Procedures

Ms. Guzman-Gonzales MOVED to approve the Repeal of Policies 415.0855.15 Mandatory Reporters and Appendix A-1.2-14 Sexual Misconduct Complaint Procedures. SECONDED by Ms. Richards.

**Voting Yes:** Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Savely, Anderson, Klemke

**Voting No:** None

**Abstain:** None

**Absent:** Crouse, Stickney

**MOTION CARRIED**

## **INSTITUTIONAL REPORTS**

### **Faculty Report**

Mr. Brian Croft reported that classes have begun, which many people are nervous about, but the majority of faculty wanted to have live classes again. There have not been many issues with using masks and following the rules as they pertain to COVID-19. There is solid on-line back up for all classes if there is a need to transition to virtual classes. We are working to make sure students are safe, including our emergency RAVE program for campus alerts. Students will be reminded daily to conduct a self-check regarding their health warning checklist.

Regarding faculty, Mr. Lorin King, Science Instructor, received permission to do more extensive fossil digging in Wyoming and Ms. Patsy Yager, Ms. Amy Winters and Mr. Norman Coley attended a PTK Conference.

Faculty have their first meeting August 25, 2020 regarding going forward with teaching during this challenging time. Gathering faculty together has been difficult with recent scheduling conflicts. They will be sharing ideas on what is working well for them, including cleaning between classes, spacing students, etc. There is some discomfort for faculty and students, but they are all working together to make the classroom as normal as possible.

Chair Klemke, on behalf of the Board, expressed her appreciation to the faculty and staff for all of the extra work they are doing, as life is more complex functioning in this new reality.

### **Nebraska Community College Association**

Dr. Perkins reported that the NCAA Board met on August 3. Among the items presented was the FY21 NCCA Budget. Since they did not meet in July, the budget was discussed and passed during the third quarter session.

New officers were appointed for the ensuing year; Diane Keller from Central Community College is the new President. Dr. Perkins will remain as a member of the Executive Committee, as it is policy that the immediate past President serves on the committee one more year.

A NCCA concern is that Nebraska has not set education attainment goals. Dr. Michael Baumgartner, Executive Director of the Coordinating Commission for Postsecondary Education, led discussion on the Nebraska Attainment Goals. The purpose of having State Attainment Goals is to “organize policy and funding for support to increase college and career readiness and improve enrollment, retention and completion of students in higher education.” Such a policy will also improve the level of skills and education of Nebraska citizens.

Due to pandemic concerns, it was decided to postpone the Annual Meeting to next October, which was scheduled to be held in Scottsbluff. Mr. Tom Bordenkircher, HLC Vice President, will be invited to attend next year to discuss changes in the accreditation process.

### **Association of Community College Trustees**

There was no report.

### **Western Nebraska Community College Foundation**

Ms. Jennifer Reisig, Foundation Executive Director, reported on the update of the Strategic Plan at the July 30, 2020 Foundation Board Meeting. The Board voted to extend the plan through 2022 to better align with the College strategic plan. This plan will be presented at the October Board meeting.

Ms. Reisig commented that they are excited to have students back on campus. Ms. Mary Sheffield, Foundation Alumni Relations/Stewardship Director, conducted a WNCC history training for all student ambassadors. The Foundation has received a number of requests for student emergency funds from students for books, school supplies and additional student needs.

Ms. Reisig gave an update on the Marathon, which is a big part of the strategic plan. The final push for volunteers is this week; there are many opportunities for volunteers to help. The marathon registrations are higher at this point than this same day last year. Additionally, the full marathon registrations are higher now than on race day last year. There is a lot of exposure nationally, as there are not as many marathons right now. The goal for the marathon is to raise funds for scholarships, but also to raise awareness about WNCC.

### **PRESIDENT'S COMMENTS**

President Simone commented on how wonderful it is to have students back on campus. As of yesterday, 1,438 students were enrolled, compared to 1,498 last year, so we are down by about 4%. Of these students, 48 are international students compared to 66 international students last year; 35 international students are on campus, and 13 are enrolled in on-line courses with the hope of joining us physically in the spring.

Today, we have 66 faculty members, with Ms. Kelsey Starks joining our nursing staff in January. The faculty members are supported by 115 staff members who fall into three



categories: support staff, professional staff and administrative staff. We have a strong, committed personnel at WNCC.

Our Higher Learning Commission verification visit is scheduled to begin September 14, 2020. Team Chair, Dr. Jackie Freeze will be joining us for the visit. We have prepared a draft Institutional Update, which is out for comments and review by our staff and the HLC Board Committee. This document must be finalized and uploaded into the HLC Assurance System by Friday, August 28, 2020. Dr. Simone expressed special thanks to Ms. Kim Reichert, Mr. Norman Coley, Mr. Patrick Fortney and Mr. Brian Croft for working with her on that project.

We are participating with the Nebraska Department of Economic Development and the Nebraska Department of Labor on a statewide workforce retraining initiative. Mr. Doug Mader is the Institutional Lead on this project. There are 70 applicants for that program so far, 40 of which have met the criteria to become approved students. Each of those students are eligible for a \$1,100.00 scholarship for their training. Computer Support Specialist and Commercial Drivers License have been the most popular training. Ms. Tonya Hergenrader and her team have been instrumental in assisting with the inquiries.

Progress continues with our proposed Diesel Program, with a fall 2021 start, and a focused curriculum underway. We are grateful for the partnership with Aulick Industries, for the leadership provided by Mr. Doug Mader and the expertise of our automotive instructor Mr. Frank Riley.

WNCC has been selected for a presentation at the Association of Community College Trustees Annual Congress this October. The convention will be virtual; however, we will participate with a recorded session, thanks to the help of Dr. Perkins and Mr. Savely. Ms. Paula Abbott and myself will be sharing our story on the Innovation and Entrepreneur Center in Sidney. This is a great opportunity to share our college nationally.

Dr. Simone delivered contracts to College faculty last week. She expressed her appreciation to the faculty for their dedication and our staff for guiding our students in their learning process.

This week marks the beginning of a new semester. This will be a semester like no other. We are prepared, we are ready, and we will not be perfect. Dr. Simone asks the college community to have patience with one another as we navigate these uncharted waters.

Dr. Simone recognized the contributions of Mr. John Marrin and confirmed that John is owed a debt of gratitude for his leadership over these past 14 months. Dr. Simone stated that over the next four months she has no doubt that he will continue to serve WNCC with unparalleled devotion and love. Mr. Marrin's contract ends in December, and he is ready to pass his baton on to our next Vice-President.

Ms. Guzman-Gonzales asked what the protocol is if someone tests positive for COVID-19. Dr. Simone responded that we have rooms set aside for quarantine. All students are currently in single rooms. The student can then choose whether they want to stay at the campus or move home.

Ms. Richards asked what will happen if a non-resident student tests positive for COVID. Dr. Simone explained that we work closely with Panhandle Public Health, who will do the contact tracing and notification. We will also do our own contact tracing so we know which classrooms need to be deep cleaned. Mr. Josh Vesper, Environmental Health and Safety Coordinator, has done a great job with this plan.

### **BOARD MEMBER COMMENTS**

Chair Klemke commented that the Board joins Dr. Simone in thanking Mr. John Marrin for his guidance and expertise and his passion for WNCC. He will be sorely missed.

Dr. Perkins commented that he received a comment from the Director of Education Policy Center, Professor of Higher Education and Political Science and Senior Fellow of the College Promise Campaign in Alabama. He said his career has taken him to more than 500 Community Colleges including Mid-Plains in Nebraska. He has not had the privilege of visiting WNCC, but had the opportunity to listen to two WNCC Chief Academic Officers speak to his graduate students. The long-standing reputation of creative, innovative leadership produced by WNCC is known beyond your college area and it is a record you can be justly proud of.

Chair Klemke thanked the Board Members who signed up for the Virtual ACCT Leadership Conference. She also expressed her appreciation to the staff in getting the year off to a great start, and to Ms. Paula Abbott and her team for the proposal they wrote and were accepted to present at the Leadership Congress.

Ms. Karen Anderson commented that the last webinar was very informational and helpful. Chair Klemke explained that the four-hour webinar was recorded and is available to any Board member who was not able to participate.

### **Upcoming Meetings and Events**

1. Budget Work Session/Final Review of All Budgets  
September 9, 2020  
10:30 a.m.  
Scottsbluff Campus
2. Public Hearings on Proposed WCCA Budgets 2020-2021  
September 9, 2020  
1:00 p.m.  
Scottsbluff Campus

3. WNCC Monument Marathon  
September 26, 2020  
Scottsbluff, NE
4. ACCT Leadership Congress (Virtual Event)  
October 5 - 8, 2020
5. NCCA Fourth Quarter Board Meeting  
October 12, 2020  
Lincoln, NE
6. WNCC Alumni Banquet (Virtual Event)  
October 23, 2020  
Scottsbluff Campus

**Next Regular Meeting:** Wednesday, September 9, 2020, approximately 1:15 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, Nebraska.

#### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 1:57 p.m.

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F. Lynne Klemke, Chairperson

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Susan L. Verbeck, Secretary