

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, March 17, 2021
1:08 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:08 p.m. on Wednesday, March 17, 2021, 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, March 10, 2021.

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, Vice Chair	Present
Margaret R. Crouse	Present via Zoom
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	Absent
Coral E. Richards	Present via Zoom
R. J. Savely, Jr.....	Present
Richard G. Stickney.....	Present via Zoom

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 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.

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:

Consent Calendar

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s) Kimberly Marcy and Thomas Perkins

- c. Minutes
 - i. Regular Meeting, February 17, 2021
- 2. Claims:
 - a. WCCA Unrestricted Fund - \$2,714,451.85
 - b. WCCA Restricted Fund - \$25,002.60
 - c. WCCA Federal Fund - \$2,369.06
 - d. WCCA Agency Fund - \$1,518.38
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$30,857.00
 - g. WCCA Auxiliary Fund - \$85,023.22
- 3. City Planning Commission Reports (No Reports)

CONSENT CALENDAR

Approval

Chair Klemke inquired if there were any items on the Consent Calendar which any Board member wished to have extracted for separate consideration.

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

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

Voting No: None

Abstain: None

Absent: Marcy, Perkins

MOTION CARRIED

CONSENT CALENDAR

Consider Item Extracted

No items were extracted.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Richards **MOVED** to approve the following travel expenses: Ms. F. Lynne Klemke for \$87.36, Mr. Allan D. Kreman for \$21.84. **SECONDED** by Ms. Anderson.

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

Voting No: None

Abstain: Klemke, Kreman

Absent: Marcy, Perkins

MOTION CARRIED

BID CONSENT CALENDAR

Review of Bid Consent Calendar

Bid Number 21-EQ-08 Institutional PC Replacement

Ms. Lynne Koski, Vice President of Administrative Services, explained that after review of the bids received, it was determined that Staples does not meet the requirements of the bid

request. Therefore, the Finance and Facilities Committee is recommending the acceptance of the bid from Sterling Computers in the amount of \$160,362.50.

Company	City/State	Total Amount
Staples	Deerfield Beach, FL	\$157,460.75 (does not meet requirements)
Sterling Computers	North Sioux City, SD	\$160,362.50
CDWG	Vernon Hills, IL	\$165,375.00
Mvation	Glen Cove, NY	\$175,147.25

Approval of Bid Consent Calendar

Mr. Savely MOVED to approve the bid from Sterling Computers in the amount of \$160,362.50 for Bid Number 21-EQ-08, Institutional PC Replacement. SECONDED by Ms. Anderson.

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

Consideration of Items Extracted from Bid Consent Calendar

No items were extracted.

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

- a. Resignation(s):
 - i. Mr. Christopher Armstrong, Instructional Technology Systems Specialist, Information Technology Department, Scottsbluff Campus Effective February 28, 2021
 - ii. Mr. Tracy O'Neal, Anatomy & Physiology Instructor, Mathematics and Science Division, Effective August 31, 2021
- b. Appointment(s)
 - i. Mr. Christopher Armstrong, Associate Systems Administrator, Information Technology Department, Scottsbluff Campus Effective March 1, 2021

Approval of Personnel Consent Calendar

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

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

Voting No: None

Abstain: None

Absent: Marcy, Perkins

MOTION CARRIED

Consideration of Items Extracted from Personnel Consent Calendar

No Items were extracted.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

REPORTS AND RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE

Chair Klemke commented on the Informal Meeting held March 16, 2021 with ACCT Facilitator Pamela Fisher to discuss the President's Evaluation and Governing Board Self-Assessment. This was a long day with honest and open communication, which helped the Board accomplish a lot. It was historic, as the Board of Governors has never allowed evaluation input from other groups. The Board was aware of campus climate issues for many years, so with that in mind, the Board chose to use a data based approach to evaluate the President with an invitation to stakeholders throughout the campus and the community.

Allowing the Board to hear input from others signifies that we are all in this together, and now we have a responsibility to work to improve the identified issues. Chair Klemke expressed her appreciation to Dr. Simone to allow a 360 approach, which is a developmental tool. Both the Board and Dr. Simone had a de-brief session with Employer's Council and learned a lot about data driven evaluations. We know that improving the student life at WNCC involves everyone.

REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE

Second and Final Read: BP-322 Fundraising Board Policy

Information Only: PP-322 Fundraising President's Procedure

Ms. Lynne Koski explained that there was a minor change to BP-322 Fundraising Board Policy, which modifies the description of Fundraising. This change will be incorporated into the Policy and the President's Procedure.

Ms. Anderson MOVED to approve BP-322 Fundraising Board Policy. SECONDED by Ms. Richards.

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

Voting No: None

Abstain: None

Absent: Marcy, Perkins

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE

Plans for Release of Bids for Pod Renovations

Ms. Koski explained that staff has been working with Carlo Holmes, Architect with Baker and Associates and Nancy Hall, Administrative Management Director to develop plans for the Pod Renovation. This item is a request for the approval of Phase 1 of the renovation. Ms. Hall explained that they have been meeting with staff and students. It was important for the committee to get student feedback, as the primary reason for the renovation is to modernize the classrooms and common area spaces to meet the learning needs of the students.

This renovation will be completed in multiple phases. The first phase includes the "B" Pod and "C" Pod offices. Mr. Holmes shared the plans with the Board, which will tie the improvements in with the renovations completed two years ago. Construction on Phase 1 will begin this summer. The goal is to tie in the classrooms to look like the recently renovated classrooms. The committee has worked with the IT Department to incorporate their Strategic Plan into the classrooms. They will be equipped with TV screens, provide flexibility with outlets and furniture so the rooms can be re-configured to meet the changing needs. The center of the pods will be designed to house offices and common use space. In addition, restrooms will be remodeled to comply with ADA requirements. The common area will be renovated to replicate the recently renovated spaces, and will include a faculty lounge.

Ms. Koski explained the need for the expedited timeline; their goal is to begin construction after spring semester ends and have it completed by fall semester. Since there is no plumbing and they are not moving walls, they hopefully can meet the goal. The budget for Phase 1 is \$1.5 million and Phase 2, under \$2 million.

Mr. Kreman MOVED to approve the Plans for Release of Bids for Pod Renovations. Seconded by Ms. Anderson.

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

Voting No: None

Abstain: None

Absent: Marcy, Perkins

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE

Second and Final Read: BP-716 Weather Closures Board Policy

Information Only: PP-716 Weather Closures President's Procedure

Ms. Lynne Koski reported that there have been no revisions to the policy or procedure since the first read.

Ms. Richards MOVED to approve BP-716 Weather Closures Board Policy. SECONDED by Mr. Savely.

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

Voting No: None

Abstain: None

Absent: Marcy, Perkins

MOTION CARRIED

INSTITUTIONAL REPORTS

WNCC Wellness Program (Cougar Strides)

Ms. Jenny Keener, Human Resource Generalist, gave an overview of the WNCC Wellness program. While 2020 has been challenging as far as group activities, they have provided some virtual activities such as walking at lunch, and biking to work challenges. Many of the activities not only help promote wellness, but the purchase of prizes helps invest in our community by buying locally.

Other activities included flu shots and breast cancer awareness in October; diabetes awareness featuring the nutritional benefit of beans in November; and a "Caption the Picture Contest" and "Merry Fitmas" challenge in December.

The Cougar Strides 2021 Theme is "Be Human Kind". This has been a very difficult year, so the committee is working on programs to bring back our community with group photos, giveaways and working with student engagement with "We Were Not on a Break", to serve the community. Spring Break activities included guest speaker, DeeDee Raap – Making Your Journey Great and Art Meditation with Yelena Khanevskaya. In March, Cougar Strides paid tribute to Colon Cancer Awareness by wearing blue.

Cougar Strides is the in-house Wellness Committee and also participates with the Educational Health Association with a number of challenges and helpful wellness programs, providing incentives for participation. Ms. Keener reported that going forward, the committee will assess survey results, review incentives, learn objectives, work on an art exhibit, apply for the Governor's Grower Award and prepare for a 10th Anniversary Celebration.

Student Report – Ms. Devany Turner, President of Cougar Council

Ms. Turner explained that since the students did not have spring break, they decided to help out the communities during this time by performing random acts of kindness such as helping the elderly, volunteering at pet shelters, donating clothing, etc. They also wrote thank you cards to professors expressing their appreciation.

Cougar Council is working on locations to display student art work throughout the campus. They organized Safety Days, providing information about safety protocols, and handed out safety gift items. They initiated many on-line weekly activities, with the latest one being You Stuff It – stuffing WNCC animals, then selling them.

The Annual Student Award events will be April 13, 2021 in Alliance at the Knight Museum; April 22, 2021 in Sidney at the Elks Lodge; and April 29, 2021 in Scottsbluff at the Harms Center.

Ms. Turner expressed how grateful she is for the many opportunities provided to her by WNCC.

Faculty Report – Mr. Brian Croft, Ms. Amy Winters

Ms. Winters reported that faculty is approaching mid-terms, so they are busy working on grades. Faculty is also participating in a virtual spring break and providing random acts of kindness.

On March 15, Dr. Patrick Newell conducted the Western Trails Conference Honor Choir at Mitchell High School. The performance was live-streamed and featured 45 area High School students. Yelena Khanevskaya presented a webinar for a Russian University on Modern Art Education Technology. Olivia Schaub was named a New Century Transfers Scholar, which is International recognition for PTK. Four of our students have been named to the All-Nebraska PTK team.

Students are still doing a great job following the COVID protocol, so we are hoping to return to some normalcy soon.

Nebraska Community College Association – Dr. Perkins

No Report

Association of Community College Trustees – Dr. Perkins

No Report

Western Nebraska Community College Foundation – Ms. Anderson

Ms. Alena Haun, Foundation Program and Giving Coordinator, explained that March is Foundation Awareness Month. This is an opportunity to share with the faculty and staff about what the Foundation does to support the mission of the college. We started the month with the Annual Employee Giving Campaign - "It Starts with Us". The brochures provided to all employees shares the impact of giving through the words of scholarship and student emergency fund recipients.

Each week Ms. Haun sends an informational email and list of activities for faculty and staff that celebrates our Cougar Family for Foundation Awareness Month (FAM). By participating in activities, employees can win gifts and random raffle prizes. Some of the activities include:

- Creating a Cougar Family Cookbook, encouraging staff to submit recipes
- Conducting a mini workshop for Inside Internal Grants to faculty and staff. The Foundation sets aside \$20,000 annually to fund internal grants, which is available to staff to receive assistance for programs or projects.
- St. Patty's day was celebrated with Get your Green On, which provided games and treats for staff.
- Week of March 22, the Foundation will talk about Planned Giving; a chance for staff to check out resources for Personal Estate and Will Planning, and ways to leave a legacy through gifts.

The Foundation also had an opportunity to coordinate with the Cougar Cupboard alternative spring break activities. In May, the Foundation will participate with WyoBraska Gives in fundraising efforts.

PRESIDENT COMMENTS

President Simone expressed her appreciation to the Board for their participation in the lengthy informal Board meeting on March 16, 2021, which was filled with honest, heart-felt conversation. It was a day filled with soul-searching and confirmed what we already knew, that Western Nebraska Community College could not ask for a more committed and caring Board of Governors. The Board asked great, guiding questions; they listened without judgment; they are aware of our challenges and they are always doing what is right for our institution.

Dr. Simone extended a heart-felt "thank you" to the Cougar Strides Wellness Committee for their insightful work within their "Be Human Kind" theme this year. Jenny Keener and Paula Abbott worked hard with our most recent guest speaker – Dee Dee Raap – who visited with us last Friday about making our Journey Great. She confirmed that our faculty and staff are so lucky to have committed and caring colleagues like Jenny, Paula and the entire Cougar Strides team.

Dr. Simone introduced Dr. Grant Wilson, Vice President of Educational Services. In less than eleven weeks Dr. Wilson will be a full-time administrator at WNCC. Dr. Simone thanked Dr. Wilson for the time he has spent getting to know us.

Dr. Simone reported that the Nebraska Community Colleges are seeking additional state funding to support our dual credit programs. For this and many other reasons, we are beginning our own review process of the WNCC *CollegeNOW!* program. A task force has been seated and their work will soon begin. We are currently gathering anecdotal feedback from our school district partners to inform this discussion. As a reminder, 19% of our credit count and over 30% of our head count comes from dual credit, so obviously, our *College NOW!* Program is already a significantly important component of our mission.

Our participation in the federal financial aid program finally received official recertification from the Kansas City Office. Following their guidance, Financial Aid Director Sheila Johns then submitted our new Diesel, Truck and Heavy Equipment offerings for review, including two certificates and a diploma. Approval came very quickly. Although we continue to field requests from the Department of Education, we have permission to offer financial aid for this new program. The next step is to find a qualified instructor for this program.

President Simone reported on the latest COVID dashboard number, which stands at three student cases. There were two reported student cases last month, however, those points in time are deceptive; over the past several weeks, we actually spiked with over twenty cases and many of them quarantined in our residence halls. The pandemic response team met and assured communication with our faculty, staff and students. Our residence life staff, along with our student life team, did an outstanding job of containing the virus and supporting our students. With incredible support from FBG, they worked night and day under difficult circumstances. Dr. Simone expressed gratitude for their commitment to the safety of our students and for the leadership of Molly Bonuchi and Norman Coley.

Work continues on the development of a written agreement to support the partnerships that we would like to solidify with our community resource providers. Many thanks to Jason Ossian for his thoughtful approach on this project. As we get closer to implementation, Board

members will be asked to assist us with these discussions. Our goal is to form sustainable, lasting relationships and in the end, our students and our communities will both benefit from this work.

Dr. Simone reported that she participated in her first Twin Cities Development Board meeting last week. She added that she is looking forward to becoming more involved in local economic development efforts. There are many ways for the College to support this work and Board Chair Todd Lewis expressed excitement to have us represented. Our work with the Box Butte Development Corporation is ongoing and we are taking steps to become more involved in the Chadron area with Deb Cottier. Dr. Simone thanked Paula Abbott for her continuing partnership efforts throughout the 17,000 square miles of the Panhandle territory.

The Alliance Poverty Taskforce plans to host a *Bridges Out of Poverty* training in June. With our interest in addressing poverty in the Panhandle and through our continuing relationship with the Panhandle Partnership, we were asked to cosponsor this event. The President's Committee on Diversity, Equity and Inclusion considered this request a few weeks ago and they supported making an institutional commitment. Our Workforce Coordinator, Deb Davis, is spearheading our discussions in Scottsbluff and Paula Abbott is leading our efforts in Alliance. This local involvement will make a positive impact.

The American Association of Community Colleges has decided to abandon their plan to host a live event in Nashville, TN this April. Our presentation on the development and submission of emerging or E grades during the pandemic has been shifted to the digital event in May. Jon Leever has agreed to share how this impacted the Aviation Maintenance Program. We are exploring the best way to share our creativity with our colleagues at this virtual conference.

We are currently half-way through Spring 2021. Many of our team members have taken on additional and in some cases, temporary responsibilities as we patiently wait for the impending leadership transition in Educational Services. I appreciate the extra efforts of Jackie Cawiezel, Dan Joppa, Amy Winters, Scott Winters, Marcene Elwell, Charlie Gregory, Hallie Feil, Bill Knapper, Patrick Fortney, Norman Coley and Paula Abbott.

BOARD MEMBER COMMENTS

Mr. Savely expressed his appreciation to President Simone for her willingness to participate in the 360-evaluation process. He mentioned that the entire community helped with this process.

Mr. Stickney gave a special thank you to Susan Verbeck for getting the large packet of information to the Board in time for the informal meeting on March 16, 2021.

Chair Klemke expressed her gratitude to Susan Verbeck and Chris Armstrong for supplying the tech equipment and support for the retreat on March 16, 2021. She reminded the Board to submit their evaluation to Dr. Pamila Fisher regarding the evaluation session.

We had a 72% participation rate in the 360 evaluation, which is a tremendous response. Chair Klemke said she was grateful to everyone who responded. The passion and concern for WNCC was indicated in the comments.

Dr. Packard shared the following Aboriginal Proverb which sums up the evaluation experience: *If you have come here to push me, you are wasting your time,*

*But if you've come because your worth and your liberation are bound up with mine,
Then let us walk together.*

UPCOMING MEETINGS AND EVENTS

1. WNCC Collegiate Chorale Gala
March 26 and 27, 2021
Gering Civic Center
2. ACCT Governance Leadership Institute (virtual)
March 30-April 1, 2021
3. Higher Learning Commission 2021 Annual Conference (virtual)
President's Program
April 5, 2021
4. Annual Student Awards Event
Sidney Campus
April 27, 2021 (4:30 p.m.)
Elks Lodge, Sidney
5. Jump Jive and Swing
May 2, 2021
Scottsbluff Hampton Inn
6. NCCA Second Quarter Meeting
May 3, 2021
Lincoln, NE
7. GED Graduation
May 7, 2021 (7:00 p.m.)
Scottsbluff Campus
8. WNCC Commencement
May 8, 2021 (10:00 a.m.)
Scottsbluff Campus
9. Nurse Pinning Ceremony
May 8, 2021 (1:00 p.m.)
Scottsbluff Campus
10. NCCA Third Quarter Meeting
August 2, 2021
Lincoln, NE
11. NCCA Fourth Quarter Meeting
October 3 and 4, 2021
Scottsbluff, NE

12. ACCT Leadership Congress
October 13-16, 2021

13. WNCC Homecoming
"A Dream is a Wish Your Heart Makes"
October 18-23, 2021

Next Regular Meeting: Wednesday, April 21, 2021, 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 2:54 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary