

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**INFORMAL MEETING
MINUTES**

May 15, 2024

The Western Community College Area Board of Governors held an Informal Board meeting at 10:30 a.m. on Wednesday, May 15, 2024 in the Coral E. Richards Boardroom at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald on Tuesday, May 7, 2024.

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

AREA BOARD

Karen S. Anderson, Chairperson	Present
Misty L. Curtis	Absent
Linda A. Guzman-Gonzales	Present
F. Lynne Klemke	Absent
Allan D. Kreman	Present
William M. Packard	Absent
Coral E. Richards	Present
R. J. Savely, Jr	Absent
Marjorie A. Schmidt	Present
John P. Stinner, Vice Chairperson	Present

Quorum

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

Board Chairperson Comments

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

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

Community Comments

Chair Anderson asked for comments from the community. Pursuant to Board Policy BP-106, Chair Anderson reminded community members who wish to make comments will be limited to a five-minute presentation. There were no public comments.

Board Member Onboarding Session

Comprehensive Compensation and Benefits Study

Ms. Kathy Ault, Human Resources Executive Director and Ms. Lisa Gion, Human Resources Assistant Director, joined the meeting to discuss the comprehensive compensation and benefits study conducted by NFP compensation consultants. Ms. Abby Clegg and Ms. Natalie Spatola, with NFP, joined the meeting via Zoom and shared a PowerPoint presentation that addressed the study. Ms. Clegg mentioned a lot of preparatory work was conducted by WNCC Human Resources staff before engaging a study such as this. Ms. Gion and her team reviewed and updated job descriptions as part of the project, eighty-five positions were benchmarked for marketplace comparison. A comprehensive Fair Labor Standards Act (FLSA) audit was also conducted, which included a review against the job duties test the Department of Labor sets out for exempt and non-exempt status.

Ms. Clegg noted three primary sources owned and operated by salary.com were utilized for the study. The NFP team honed in on their colleges and universities module, which has a national perspective and can be narrowed down to state and metro areas as well.

Match Based on Job Duties, Not Title

- Always pull survey data based on actual duties
- Reference the years of experience and/or education needed for the job (if applicable)

Primary Focus

- Key responsibilities and skills
- Experience
- Education, certification, or licensure requirements, if applicable

WNCC Strengths

- Majority of employees fall between the recommended entry rate and midpoint threshold of the new structures.
- All jobs at WNCC now have market pay range recommendations to help ensure external competitiveness, giving WNCC the ability to retain and attract top talent going forward.
- Overall evaluation of other aspects of the total rewards package at WNCC, outside of compensation, were at or above market benchmarks.
- WNCC is set up for success when it comes to the FLSA analysis and classification considering the majority of the reviewed roles.

WNCC Opportunities

- Potential to capitalize on a richer approach to base compensation for employees by evaluating the perceived worth and anticipated organizational cost of other aspects of the total rewards program.
- WNCC could benefit from a more standardized approach when it comes to internal job architecture and job leveling, including the creation of a job title rubric and job family framework.
- Local, State, and Federal legislation continues to push the narrative of needing to update minimum wage standards to be more representative of living wage expectations. WNCC should ensure compliance with these expectations and look to review living wage assessments regularly and adjust accordingly.

President's Evaluation Timeline

Chair Anderson reminded Board members that the President's Performance Evaluation should be completed and submitted by May 30. The Human Resources Department will compile the results, which will be discussed in an executive session at the June Regular Board meeting.

Shared Governance

President Dart explained that shared governance refers to the joint responsibility of faculty, administration, and governing boards to govern colleges and universities. Differences in the weight of each group's voice on a particular issue should be determined by the extent of its responsibility for and expertise on that issue.

The governance structure at WNCC consists of the Board of Governors, the President, the Executive Planning Team, and councils, committees, teams, task forces in which the business of the College is conducted in which faculty, staff, and students serve.

Shared governance recognizes that decision making for the College ultimately rests with the Board of Governors. All policy decisions are made by the Board with input from administrators and stakeholders impacted by the outcomes. The Board entrusts day-to-day and operational decisions of the College to the President, who in turn, delegates authority to the individuals and select campus groups that possess the expertise necessary to make topic-specific decisions at the institution.

Board member Comments

Ms. Anderson thanked President Dart for his transparency when sharing information with Board members, which assists with their learning curve.

Next Regular Meeting: Wednesday, May 15, 2024, 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 12:05 p.m.

Karen S. Anderson, Chairperson

Susan L. Verbeck, Secretary