

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES
May 18, 2022**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:00 p.m. on Wednesday, May 18, 2022 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, May 11, 2022.

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

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.

Chair Klemke reported Mr. Kreman and Ms. Marcy notified the Secretary that they would be unable to attend the meeting today because of Personal Health. Mr. Savely notified the Secretary that he would be unable to attend the meeting today because of Personal Business.

CONSENT CALENDAR

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

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s) Mr. Allan Kreman, Ms. Kimberly Marcy, Mr. R. J. Savely, Jr.
 - c. Minutes
 - i. Regular Meeting, April 20, 2022
2. Claims:
 - a. WCCA Unrestricted Fund - \$2,737,688.32
 - b. WCCA Restricted Fund - \$94,581.16
 - c. WCCA Federal Fund - \$1,577.75
 - d. WCCA Agency Fund - \$11,369.34

- e. WCCA Loan Fund -0 -
 - f. WCCA Plant Fund -0 -
 - g. WCCA Auxiliary Fund – \$71,131.60
3. City Planning Commission Reports
- a. City of Alliance – TIF Redevelopment Project Progress Report
 - b. City of Gering – TIF Redevelopment Project Progress Report
 - c. Village of Hemingford – TIF Redevelopment Project Progress Report
 - d. City of Scottsbluff – TIF Redevelopment Project Progress Report
4. **Approval of Consent Calendar**

CONSENT CALENDAR (amended)

Approval

Chair Klemke inquired if there were any items on the Consent Calendar which any Board member wished to have extracted for separate consideration. Ms. Karen Anderson requested extraction of the items payable to the Scottsbluff/Gering United Chamber of Commerce.

Dr. Perkins MOVED to approve the Amended Consent Calendar. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Anderson, Crouse, Guzman-Gonzales, Packard, Perkins, Richards, Stickney, Klemke. No: None. Abstain: None. Absent: Kreman, Marcy, Savely. Motion carried.

CONSENT CALENDAR

Consider Item(s) Extracted

Ms. Anderson reported that the expense payable to the Scottsbluff/Gering United Chamber of Commerce represents payment in the amount of \$215.00 for the Foundation Membership. Ms. Anderson is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Ms. Guzman-Gonzales MOVED to approve the extracted item payable to the Scottsbluff/Gering United Chamber of Commerce in the amount of \$215.00 for the Foundation Membership. SECONDED by Ms. Richards. The vote was, Yes: Crouse, Guzman-Gonzales, Packard, Perkins, Richards, Stickney, Klemke. No: None. Abstain: Anderson. Absent: Kreman, Marcy, Savely. Motion carried.

Board Member Mileage and/or Expense Reimbursement

Approval of Board Member Mileage and/or Expense Reimbursement

Ms. Anderson MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$110.88 and Ms. Kimberly Marcy for \$58.24. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Guzman-Gonzales, Packard, Perkins, Richards, Stickney, Anderson, Klemke. No: None. Abstain: Crouse. Absent: Kreman, Marcy Savely. Motion carried.

Board Member Mileage and/or Expense Reimbursement

Approval of Board Member Mileage and/or Expense Reimbursement

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Dr. Thomas Perkins for \$329.28 and Mr. R. J. Savely, Jr. for \$143.36. SECONDED by Ms. Anderson. The vote was, Yes: Packard, Richards, Stickney, Anderson, Crouse, Guzman-Gonzales, Klemke. No: None. Abstain: Perkins. Absent: Kreman, Marcy, Savely. Motion carried.

Bid Consent Calendar

There were no bids.

Personnel Consent Calendar

Review Contents of Personnel Consent Calendar

Resignation(s):

- a. Ms. Maricia Guzman, Multicultural/International Student Support Director
Student Life Department, Effective May 14, 2022
- b. Ms. Mai Lee Olsen, CollegeNOW! Director
Educational Services Department, Effective July 29, 2022

Appointment(s)

- a. Mr. Jared Gruber, Powerline Construction & Maintenance Tech Program
Coordinator, Alliance Campus, Effective May 16, 2022

Approval of Personnel Consent Calendar

Consideration of Items Extracted from Personnel Consent Calendar

Dr. Perkins MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Dr. Crouse. The vote was, Yes: Perkins, Richards, Stickney, Anderson, Crouse, Packard, Klemke. No: None. Abstain: Guzman-Gonzales. Absent: Kreman, Marcy, Savely. Motion carried.

Consideration of Items Extracted from Personnel Consent Calendar

No items were extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Public Notice – RE: Settlement of Mr. Zhaoxin Chen Political Subdivision Tort Claim

College attorney, Mr. Phil Kelly reported that Nebraska statute requires political subdivisions to report any settlements in excess of \$50,000 and to make a public notice at the Board meeting. Pursuant to section 84-713 of Nebraska Statute, Mr. Kelly reported that a political subdivision tort claim was filed by the estate of Mr. Zhaoxin Chen concerning the incident that occurred April 1, 2021 at the Sidney, Nebraska campus involving personal injury to Mr. Chen. The College has entered into a settlement agreement with the estate of Mr. Chen that provides for payment of \$700,000 to be paid by the College insurance company. In addition to the \$700,000 settlement, the College shall pay to the estate of Mr. Zhaoxin Chen \$10,000 as reimbursement for out of pocket expenses, including funeral and travel expenses incurred by the student's family. Mr. Kelly stated that pursuant to statute, no public official is required to comment on the settlement agreement.

Approval of Informal Meetings – Budget Work Sessions

June 15, 2022 – General Fund

July 20, 2022 – Designated Fund, Restricted Fund

August 17, 2022 – Capital Construction Fund

September 14, 2022 – Final Review of All Budgets

Chair Klemke reported the Board usually holds Informal meetings for the purpose of budget work sessions prior to the Regular Board of Governor's meeting during the months of June, July, August and September. Chair Klemke reminded members that the Regular meeting is scheduled immediately following the Public Hearings on the Proposed Budgets scheduled September 14.

Approval of Informal Board Meetings – Budget Work Sessions (cont.)

Ms. Richards MOVED to approve the Informal Board meetings scheduled June 15, July 20, August 17, and September 14. SECONDED by Ms. Anderson. The vote was, Yes: Richards, Stickney, Anderson, Crouse, Guzman-Gonzales, Packard, Perkins, Klemke. No: None. Abstain: None. Absent: Kreman, Marcy, Savely. Motion carried.

Approval of Board Member Conference Registration and Travel

Mr. R. J. Savely, Jr., 2022 ACCT Leadership Congress, October 26-29, 2022, New York, NY

Chair Klemke commented that Mr. Savely has requested attendance at the 2022 ACCT Leadership Congress scheduled October 26-29 in New York. This is a request for approval of payment for the conference registration, hotel accommodations, and travel expenses.

Ms. Guzman-Gonzales MOVED to approve the registration, hotel accommodations and travel expenses for Mr. R. J. Savely's attendance at the ACCT Leadership Congress scheduled October 26-29, 2022 in New York. SECONDED by Dr. Perkins. The vote was, Yes: Stickney, Anderson, Crouse, Guzman-Gonzales, Packard, Perkins, Richards, Klemke. No: None. Abstain: None. Absent: Kreman, Marcy, Savely. Motion carried.

Approval of 2022-2023 Non-Faculty Employee Compensation

Ms. Ault, Human Resources Executive Director reported that to be fair, equitable and consistent with all employees, both faculty and non-faculty, WNCC administration proposes the Board extend a similar total compensation increase of 2.9% for Support Staff, 2.26% for Professional Staff, and 2% for Administration.

Ms. Anderson MOVED to approve a total compensation increase for non-faculty employees that would allow all WNCC employees, both faculty and non-faculty, to have the same average total compensation increase for the 2022-2023 Fiscal Year. Non-faculty staff total compensation increases would be: Support Staff 2.9%, Professional Staff 2.26%, and Administration 2%. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Anderson, Crouse, Guzman-Gonzales, Packard, Perkins, Richards, Stickney, Klemke. No: None. Abstain: None. Absent: Kreman, Marcy, Savely. Motion carried.

Approval of Resolution: CDL Certificate Program - Academic Standards, Policies and Requirements

Workforce Development Director, Mr. Doug Mader explained that this resolution is an attempt to gain approval of the CDL Certificate program so that students can use their GI Bill benefits. The CDL program is non-credit, but meets the standards of the State of Nebraska and the Federal Motor Carrier Safety Administration Standards for entry level driver training. So that students can access GI Bill benefits, the Department of Veteran Affairs requires documentation that the program is listed in the College catalog or has been approved by the Board of Governors. Due to the non-credit status, the program is not listed in the catalog. After consulting with the College attorney, it was determined that a resolution, along with the Board meeting minutes would fulfill the VA requirements. Chair Klemke entertained a motion for approval of the resolution presented at the meeting today.

Dr. Perkins MOVED to approve the Resolution regarding the CDL Certificate program. SECONDED by Mr. Stickney. The vote was, Yes: Crouse, Guzman-Gonzales, Packard, Perkins, Richards, Stickney, Anderson, Klemke. No: None. Abstain: None. Absent: Kreman, Marcy Savely. Motion carried.

Approval of Resolution: CDL Certificate Program - Academic Standards, Policies and Requirements (cont.)

RESOLUTION

WHEREAS, the Board of Governors of Western Community College Area have determined that it is in the best interest of Western Nebraska Community College and its students to offer a Commercial Driver's License Program; and

WHEREAS, it is in the best interest of Western Nebraska Community College to establish standards for the program so the program participants may qualify for third-party financial assistance; and

THEREFORE, be it resolved:

1. *Western Nebraska Community College shall institute a program as part of its Workforce Development Division to offer Commercial Driver's License training.*
2. *The program shall meet the requirements for the Federal Motor Carrier Safety Administration entry level driver training rules.*
3. *The program shall be conducted in compliance with the standards for Workforce Development non-credit programs at Western Nebraska Community College.*
4. *The program shall meet the standards of the State of Nebraska Department of Motor Vehicles for commercial motor vehicle training sites and curriculum.*

PASSED AND ADOPTED by the Community College Board of Governors of the Western Community College Area in the State of Nebraska, this ___day of ___.

**A signed and dated copy of the Resolution is included in the 2022 Board meeting minute book.

Reports and Recommendations from the Student Success Committee

Approval of Second and Final Read: BP-610 Academic Calendar Board Policy

Info Only: AP-610 Academic Calendar Administrative Procedure

Ms. Reichert reported that as the 2023 Academic Calendar was being created, minor tweaks were suggested by Dr. Wilson and the Academic Council. As reflected in the document presented for approval, there is nothing of major significance in the revisions. Chair Klemke entertained a motion for approval of the revised Academic Calendar Board Policy, BP-610.

Mr. Stickney MOVED to approve BP-610 Academic Calendar Board Policy. SECONDED by Ms. Anderson. The vote was, Yes: Guzman-Gonzales, Packard, Perkins, Richards, Stickney, Anderson, Crouse, Klemke. No: None. Abstain: None. Absent: Kreman, Marcy, Savely. Motion carried.

Reports and Recommendations from the Finance and Facilities Committee

First Read: BP-306 Equipment and Technology Replacement Funding Board Policy

Ms. Koski, Vice President of Administrative Services reported that this is a new policy that establishes an annual target funding level for equipment and technology. The policy was recently reviewed by the Board Finance and Facilities Committee and their recommendation was a 3% target, which is up to the Board's discretion. When budgeting for equipment and technology needs each year, the goal is to try to budget at 3% of the General Fund budget.

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

First Read: BP-306 Equipment and Technology Replacement Funding Board Policy

Once the amount is determined, there are multiple options for funding, some of which are already familiar such as: General Fund appropriation, private gifts, donation grants and a new item that has been included is the General Fund reappropriation of unexpended balances. Toward the end of the year, when finalizing financial statements, if the College would have revenue exceeding expenses, this would authorize administration to appropriate up to 50% of that amount into an account set aside specifically for equipment and technology. This allows administration to start building a fund as needs increase and budgets decline. This has been a practice, but there was no policy or target amount that the Board would like to see expended specifically for equipment and technology related expenses.

Ms. Koski mentioned that Ms. Reisig, Foundation Executive Director has shared that when working with area businesses to procure donations for CTE equipment, one of the questions asked is what does the College do to maintain or replace equipment. This policy would be a step toward providing written documentation explaining how we would do that. Chair Klemke commented that this is a first read, so no action is required by the Board.

Reports and Recommendations from the Human Resources Committee

First Read: BP-420 Family and Medical Leave Act Board Policy

Ms. Ault, Executive Director of Human Resources reported that this policy has been updated in an attempt to make it easier for employees to read and understand. The definitions provide explanations of eligibility and employee responsibilities as well as those of the institution. Chair Klemke commented that this is a first read, so no action is required by the Board.

Reports and Recommendations from the Board Policy Committee

First Read: BP-703 Video Surveillance for Safety and Security Board Policy

Info Only: AP-703 Video Surveillance for Safety and Security Administrative Procedure

Ms. Koski, Vice President of Administrative Services reported this is a new policy that has been carefully reviewed over the course of a couple of years. This establishes a policy that relates to video surveillance for safety and security purposes and outlines the appropriate placement of cameras. Meetings were scheduled with the Student Council to address concerns and gather input. Chair Klemke commented that this is a first read, so no action is required by the Board.

First Read: BP-712 Grants Development and Management Board Policy

Info Only: AP-712 Grants Development and Management Administrative Procedure

Ms. Koski, Vice President of Administrative Services reported this is a new policy that will replace the current Grants Management manual. Work with grants often involves several offices, so this policy outlines who is responsible for each area and provides additional internal controls on the process. In particular, the policy ensures that before grant proposals are signed by the Vice President of Administrative Services or the President, the information is appropriately reviewed by each area and individuals are aware of their role as use of the grant progresses. Chair Klemke commented that this is a first read, so no action is required by the Board.

INSTITUTIONAL REPORTS

Student Report

There was no student report at this time.

Faculty Report

In the absence of Ms. Winters, Mr. Croft shared a combined report.

Over the semester, faculty have been working to determine the role of the Faculty Assembly and how decisions are made within that body. Mr. Croft reported that faculty truly love working with students in the classroom and outside the classroom as well. This might include assistance in the Math Lab or Writing Lab or assisting organizations such as PTK. A lot of faculty attempts to assist students and some have done some amazing things.

- Violette Briggs, Theatre Arts instructor, will be offering student matinees for the fall and spring plays each Friday morning at 10:30. This would allow students either at the College or area schools to attend the performances. Additionally, this is an opportunity to highlight the theatre department and attract students who are involved with drama.
- Corey Batt, Auto Body instructor, hosted eight individuals from around the Panhandle through the Nebraska Auto Body Association. Trainings like this allow businesses to see what WNCC offers and hopefully, get students connected, so as they graduate with a certificate or degree, they choose to stay in the area and work at a local business.
- Scott Schaub, Physics instructor and Erandi Gunapala, Math instructor, over the past couple of years hosted or participated in the Student Mathematics League competition. The competition takes place each fall and spring and last fall five WNCC students participated and placed tenth out of the fifty-four teams that were in the competition. Mr. Schaub and Mr. Gunapala coordinated the event and the Foundation provided scholarship support.
- Bill Loring, Information Technology instructor, has been conducting work on his own research project and has been collaborating with UNL and Southeast Community College to add elements and to put scaffolding into the Computer Science program. Coordination with other institutions is important not only for the sake of equality, but also in transitioning students to four-year universities. Mr. Loring and a student, Joanne Jones, presented at the Nebraska Academy of Science meetings and Ms. Jones received a NASA Fellowship and a STEM Connect scholarship.
- Tom Robinson, Math Instructor, recently hosted a viewing of the eclipse at the Wildcat Hills. Equipment was provided so people could view the eclipse and just hang out. The event was well supported, so this type of event provides awareness of the College, which is what a lot of the faculty and staff attempt to do.

Mr. Croft commented that the semester is wrapping up and with that is a transition into a slightly modified online platform. The NAV system allows for consolidation, so when faculty go into Blackboard, the online learning platform is set up for access to the classes, announcements, and emails. As the name implies, Base Navigation allows the students fairly easy access to their class, the course syllabi, and emails. Training opportunities have been helpful and work continues with the design.

With the renovation in the B-Pod, strides are being made in regard to technology in the classroom and what will go on next year to ensure the classrooms have what faculty and the students need.

In response to an inquiry regarding the Friday matinees, Mr. Croft explained that there is usually a Sunday afternoon or Friday and Saturday evening play. The matinees will be scheduled Friday mornings, so students here or off campus can coordinate with their schools to participate or see a play.

Nebraska Community College Association

Dr. Crouse provided a summary of the Legislative Bills that affect the community colleges. LB-1014 includes ARPA funding for assistance with workforce training. Even though the funding is not the amount originally anticipated, it is a fair amount, and will be helpful. LB-873 is the property tax relief bill and provides property tax refunds to property owners for taxes paid in support of community colleges. LB-1012 is regarding community college tuition for dependents of state employees. The colleges would not pay the full tuition if the dependent has scholarships or other funding. LB-1130 is regarding reporting requirements under the Nebraska Statewide Workforce and Education Reporting System Act. Access to the data would assist the colleges with making sound decisions. A Legislative Resolution was passed that set a goal for 70% of the Nebraska population to have either a degree, certificate or license. Nebraska is currently at approximately 35-36%, so there is work ahead. This should be good for the community colleges because they have short term educational programming.

Dr. Crouse mentioned the upcoming Nebraska Community College Association (NCCA) retreat scheduled May 23 and 24. The group will be discussing a strategic plan for the organization.

Board members were reminded that the NCCA Annual Conference scheduled November 6 and 7 will be located at Central Community College in Grand Island, NE. Trustee training will be provided by ACCT.

Western Nebraska Community College Foundation

In the absence of the Foundation Executive Director, Ms. Anderson reported that the Monument Marathon kickoff is scheduled the morning of Thursday, May 19.

Dr. Wilson will be meeting with the rural electric partners at Wheatbelt Public Power. The group will be discussing ways the industry partners can help support the WNCC Powerline program equipment needs.

President Comments

President Marrin commented that the graduation ceremony was very nice. Ms. Benedict Nsenga Manvuwa, Board student representative, provided a very nice speech. That morning, the GED graduation was scheduled along with the Nurse Pinning Ceremony that afternoon at 1:00. All three events were well orchestrated and well attended, so it was a nice day of celebration for WNCC.

The employee awards luncheon was scheduled Tuesday, May 17. In response to an inquiry, Mr. Marrin offered to forward additional information regarding student award recipients along with the employee award recipients.

The Listening Sessions have been going well with only three sessions remaining. Along with WNCC, Mid-Plains Community College also serves an area of Cherry County, so following a conversation with MPCC President Ryan Purdy, it was decided that a joint session would be advantageous. Date and location options are being discussed and details will be shared once finalized.

The strategic planning process continues and a draft of the plan is in the works. The draft should be ready for review this fall and the plan in place January 2023.

Board Member Comments

Dr. Crouse commented that she has been reading the book *The Great Upheaval* written by Arthur Levine. This is the text mentioned by the group who attended the recent HLC Annual Conference. The book is very informative and a bit scary when it mentions the change in higher education and the need for the schools to adapt.

Chair Klemke commented that the graduation ceremony was very inspirational and both speakers were wonderful.

Chair Klemke noted that three professors were awarded emeritus status and recognized at the graduation ceremony: Mr. Gustavo Seminario, 1984 to 2021; Ms. Jeanette Johnson, 1988-2022; and Dr. David Nash, 1990 to 2022. Those are long-term commitments to the community, the college and the students. A huge thank you to all three for their time at WNCC.

Upcoming Meetings and Events

1. NCCA Third Quarter Meeting
August 1, 2022, Lincoln, NE
2. 2022 ACCT Leadership Congress
October 26-29, 2022, New York, NY
3. NCCA Fourth Quarter Meeting
November 6 - 7, 2022, Central Community College
4. Theatre West 2022 Performance Dates
Million Dollar Quartet
June 9, 10, 11, 15, 16, 17, 18
After-Party Cabaret
June 16 – 18, June 23 – 25

The Last Five Years
June 23, 24, 25, 26

Clue on Stage
June 30, July 1, 2, 7, 8, 9

Legally Blonde (the musical)
July 14, 15, 16, 20, 21, 22, 23

The Little Mermaid (JR)
July 23, 24

Next Regular Meeting: Wednesday, June 15, 2022, 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 2:34 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary