

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, June 16, 2021  
1:00 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, June 16, 2021, 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, June 9, 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
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 .....	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. Savely notified the Board 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 includes the following items:

1. Review Contents of Consent Calendar
  - a. Agenda
  - b. Excuse Absent Board Member, R.J. Savely, Jr.
  - c. Minutes
    - i. Regular Meeting, June 16, 2021

2. Claims:
  - a. WCCA Unrestricted Fund - \$2,325,899.66
  - b. WCCA Restricted Fund - \$25,986.67
  - c. WCCA Federal Fund - \$3,861.03
  - d. WCCA Agency Fund - \$6,035.76
  - e. WCCA Loan Fund - 0 -
  - f. WCCA Plant Fund - \$22,300.00
3. WCCA Auxiliary Fund - \$565,226.00
4. 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. Ms. Anderson requested extraction of the items payable to the Scottsbluff/Gering United Chamber of Commerce.

Dr. Perkins MOVED to approve the Amended Consent Calendar as presented. SECONDED by Ms. Richards.

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

**MOTION CARRIED**

## CONSENT CALENDAR

### Consider Item(s) Extracted

Ms. Anderson reported that expenses payable to the Scottsbluff/Gering United Chamber of Commerce include Marketing and Public Relations advertising for \$750.00 and Business and Community Education advertising for \$225.00. Ms. Anderson explained that she is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Ms. Richards MOVED to approve the extracted items payable to the Scottsbluff/Gering United Chamber of Commerce for Marketing and Public Relations advertising for \$750.00 and Business and Community Education advertising for \$225.00. SECONDED by Mr. Kreman.

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

**MOTION CARRIED**

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

Ms. Anderson MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$867.85, Ms. Lynne Klemke for \$262.08, and Mr. Allan Kreman for \$21.84. SECONDED by Ms. Guzman-Gonzales.

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

#### **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT (cont.)**

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Mr. R. J. Savely for \$201.38 and Mr. Richard Stickney for \$59.92. SECONDED by Ms. Anderson.

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

#### **BID CONSENT CALENDAR**

##### **Review of Bid Consent Calendar**

There were no bids.

#### **PERSONNEL CONSENT CALENDAR**

Review Contents of Personnel Consent Calendar

- a. Resignation(s):
  - i. Mr. Jon Leever, Aviation Technology Instructor, Applied Tech Division, Effective, August 31, 2021
  - ii. Ms. Brooke Samuelson, Graphic Artist, Public Relations and Marketing Department Effective, August 2, 2021
- b. Appointment(s)  
There were no appointments.

##### **Approval of Personnel Consent Calendar**

Ms. Richards MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Dr. Crouse.

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

#### **WCCA Board of Governors Conference Registration**

#### **Governing for Equity: 2021 ACCT Virtual Diversity Institute**

**Tuesday, June 22, 2021 and Tuesday, June 29, 2021**

- a. Ms. Linda Guzman-Gonzales

Dr. Perkins MOVED to approve the Governing for Equity: 2021 ACCT Virtual Diversity Institute event registration for Ms. Linda Guzman-Gonzales. SECONDED by Ms. Richards.

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

#### **Reports and Recommendations from the Executive Committee**

#### **Resignation of Dr. Carmen Simone and Approval of Severance Agreement**

Chair Klemke reported that the Board Executive Committee met on June 9, 2021 and at that time, decided to make a recommendation to the full Board to accept the resignation of Dr. Carmen Simone and a severance agreement. Chair Klemke asked College attorney, Mr. Phil Kelly, to provide additional information.

Mr. Kelly reported that Dr. Simone resigned effective last week. The severance agreement provides for six months of pay with no benefits. The resignation and severance agreement is presented today for Board approval.

Ms. Richards MOVED for approval of the resignation of Dr. Carmen Simone. She further moved to approve the severance agreement as presented. SECONDED by Dr. Perkins.

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

## **Reports and Recommendations from the Executive Committee**

### **Appointment of Interim President**

Chair Klemke reported that the Board Executive Committee recommends the appointment of Mr. John Marrin as interim president. College attorney, Mr. Phil Kelly, was asked to provide additional information.

Mr. Kelly reported that he will meet with Mr. Marrin to discuss a proposed written agreement. The agreement will include language that allows either party to terminate the contract for any reason upon thirty days' notice. Compensation and benefits will be negotiated and the contract will be presented to the full Board for approval at the July meeting. Mr. Marrin has agreed to a start date of Monday, June 21, 2021.

Dr. Crouse MOVED to approve the appointment of Mr. John Marrin as Interim President. SECONDED by Mr. Stickney.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

## **Reports and Recommendations from the Board Finance and Facilities Committee**

### **Proposal for Redistricting Services**

College attorney, Mr. Phil Kelly, was asked to provide information regarding redistricting services. Mr. Kelly reported that as a result of the 2020 census, the state requires all political subdivisions to revisit redistricting to ensure that the population within each district Board members are elected, is as equal as possible. Dramatic population changes are not expected, but the Secretary of State is requiring the political subdivisions to provide electronic data maps for those districts. Mr. Kelly recommends working with the University of Nebraska at Omaha Center for Public Affairs Research. The redistricting service fee is approximately \$4,000.00, which is below the amount that requires Board approval. This information is presented to provide Board members an update on the fact that there will be some changes in districts for representation purposes.

### **2021-2022 General Operating Budget Update**

Ms. Lynne Koski, Vice President of Administrative Services, referenced the General Operating Budget information included with the meeting material. The first page of the report provided a projection of revenue at this point in time. The amount of state aid will not be known until around the first of September and the same is true with county assessments. Tuition revenue is based on a total enrollment projection and there have been some shifts between regular credit courses and dual credit courses, which impacts our tuition because dual credit is half the price of the regular courses. Currently, approved in the budget for the total community college system is a 2% increase. Until our enrollment audit is complete, we do not know what our final state aid number will be. Regarding property taxes, we have an estimate of valuation based on information from the Department of Revenue. Currently, that is an estimate of a 1.91% increase for the twelve and a half county area.

Ms. Koski reviewed the revenue information which included a comparison of the current year budget to the estimated budget for 2021-2022. She reported that there is not a significant change

between the property tax, state aid or tuition. The expenditure budget information contained a summary of expenditures and the percent of total expense that each category makes up.

Ms. Koski stated that currently, based on the revenue projection and the expenditure requests that have been identified, we have a deficit of just under \$800,000. That will be the focus as we finalize our revenue budget. We need to bring our expenses and or revenue in line so that we have a balanced budget.

**Reports and Recommendations from the Board Policy Committee**

***Second and Final Read: BP-115 Board Policies and Administrative Procedures Board Policy***

Ms. Richards reported that Board Policy BP-115 Board Policies and Administrative Procedures was reviewed by the Board Policy committee and there have been no changes since the first read.

Ms. Richards MOVED for approval of BP-115 Board Policies and Administrative Procedures. SECONDED by Ms. Anderson.

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

**Reports and Recommendations from the Board Policy Committee (cont.)**

***Second and Final Read: BP-118 Succession of Presidential Authority Board Policy***

Ms. Richards reported that Board Policy BP-118 Succession of Presidential Authority Board Policy was reviewed by the Board Policy committee and there have been no changes since the first read.

Ms. Richards MOVED for approval of BP-118 Succession of Presidential Authority Board Policy. SECONDED by Mr. Stickney.

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

**Reports and Recommendations from the Board Policy Committee (cont.)**

***Second and Final Read: BP-808 Information Security Board Policy***

Ms. Richards reported that Board Policy BP-808 Information Security Board Policy was reviewed by the Board Policy committee and there have been no changes since the first read.

Ms. Richards MOVED for approval of BP-808 Information Security Board Policy. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

**Reports and Recommendations from the Board Policy Committee (cont.)**

***Second and Final Read: BP-809 Acceptable Use Board Policy***

***Information Only: PP-809 Acceptable Use President's Procedure***

Ms. Richards reported that Board Policy BP-809 Acceptable Use Board Policy was reviewed by the Board Policy committee and there have been no changes since the first read.

Ms. Richards MOVED for approval of BP-809 Acceptable Use Board Policy. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

**Reports and Recommendations from the Student Success Committee**

***Second and Final Read: BP-501 Standards of Satisfactory Academic Progress Board Policy***

***Information Only: PP-501 Standards of Satisfactory Academic Progress President's Procedure***

Dr. Crouse reported that she did not receive comments from the Student Success committee following the first read of Board Policy BP-501 Standards of Satisfactory Academic Progress so she is assuming there are no changes.

Dr. Crouse MOVED for approval of Board Policy BP-501 Standards of Satisfactory Academic Progress. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

**Reports and Recommendations from the Student Success Committee (cont.)**

***Second and Final Read: BP-502 Federal Title IV Funds Board Policy***

***Information Only: PP-502 Financial Aid – Return of Title IV President's Procedure***

Dr. Crouse reported that she did not receive comments from the Student Success Committee following the first read of Board Policy BP-502 Federal Title IV Funds, so she is assuming there are no changes.

Dr. Crouse MOVED for approval of Board Policy BP-502 Federal Title IV Funds. SECONDED by Mr. Stickney.

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

### **Reports and Recommendations from the Student Success Committee (cont.)**

#### ***Second and Final Read: BP-520 Admission, Continued Enrollment & Re-Enrollment of Students Board Policy Information Only: PP-520 General Admission Requirements for Students President's Procedure***

Dr. Crouse reported that she did not receive comments from the Student Success Committee following the first read of Board Policy BP-520 Admission, Continued Enrollment & Re-Enrollment of Students, so she is assuming there are no changes.

Dr. Crouse MOVED for approval of BP-520 General Admission Requirements for Students. SECONDED by Ms. Guzman-Gonzales.

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

## **INSTITUTIONAL REPORTS**

### **Summer School Enrollment Trend**

Dr. Dustin Eicke, Institutional Research Director, reviewed the summer headcount and demographics for the years 2017-2021. The report included headcount comparisons by gender and race. Since 2017, we have seen approximately a 23% reduction in enrollment. Those are not good numbers, but nationwide there has been about a 20% reduction in community college enrollment. In response to an inquiry, Dr. Eicke stated that of course this is speculation, but with the impact of the pandemic and shifting responsibilities for people, particularly low income families, attending college probably drops to the bottom of the priority list. Some people have multiple family members living in the same household and in order to care for those family members, they are in search of employment rather than attending school.

Dr. Eicke mentioned that he would forward information for the Summer Free program via the Board secretary.

### **Student Report**

There was no report.

### **Faculty Report**

Mr. Brian Croft stated that currently, we are here in expected and unexpected circumstances, but we can grow from a negative situation. From a personal standpoint, Mr. Marrin is a good choice for the interim president role. Mr. Croft added that faculty look forward to working with Dr. Wilson as well. Due to Dr. Wilson's involvement in virtual meetings since early March, most faculty feel that



they are not meeting him for the first time. We are all here for the students and faculty look forward to positive changes academically.

Ms. Amy Winters congratulated Ms. Mai Lee Olsen, WNCC CollegeNow Director, on her Business and Professional Women (BPW) young careerist award. Ms. Winters reported that faculty have been meeting with Dr. Grant and look forward to their first in person meeting since he came on board the first of June. She reiterated that everyone is excited to move forward.

Chair Klemke shared that as a Board, they want to assure faculty and staff that the plan is to take some time to get a clear picture of how we are going to move forward right now. We will not begin a presidential search until we have had time to understand where we are with issues and we look forward to some significant collaboration.

### **Nebraska Community College Association**

Dr. Perkins reported that NCCA Executive Director, Mr. Greg Adams, will be retiring in December. A group will meet early July to review applications for the director position. Dr. Margaret Crouse shared that Dr. Perkins is a participant in the application review, and that is good for us.

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

There was no report.

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

Ms. Anderson asked Ms. Jennifer Reisig, Foundation Executive Director, to provide Foundation updates. Ms. Reisig shared that the Aviation memorial fund was created to assist students with unexpected needs. Approximately \$19,000 has been contributed to the fund and once we are certain that we have met student needs, the remaining funds will go toward a scholarship. The scholarship will be in memory of the deceased Aviation Program students and the endowment threshold is \$20,000. Scholarship details will be finalized at the July 29, 2021 Foundation Board meeting.

Currently, \$79,000 has been raised in sponsorships for the Monument Marathon scheduled September 25, 2021. Thanks to the generosity of our title sponsor, Platte Valley Companies, we have an additional \$10,000 to double our prize purse. We are trying to reach out to runners from all over and to a more elite runner so that we can be known across the country. We are a small race, but the more well-known we are means we can bring in additional funds for our students as well as tourism to the area. This year, a half marathon relay was added. Currently, eight teams have registered and the plan is to cap the relay at thirty teams.

Ms. Reisig shared that she and Ms. Alena Haun, Foundation Program and Giving Coordinator, recently attended trainings related to alumni engagement and stewardship.

### **Board Member Comments**

Chair Klemke asked Ms. Allison Judy, Public Relations and Marketing Director, to share materials developed at the Board's request. Ms. Judy presented a two sided card that contains pertinent facts about the College. This card provides an opportunity for Board members to share facts about WNCC when they attend meetings or visit with area residents.

Chair Klemke asked the Board secretary to provide information in regard to handouts shared with Board members. Ms. Verbeck explained that she has compiled a list of trainings, by year, in which Board members have participated. Board members were asked to review the information for

accuracy. Additional information included the ACCT Trustee Weekly Newsletter and Board Buzzwords found on the ACCT web page. Chair Klemke encouraged Board members to review the documents as they contain a great deal of interesting information.

Chair Klemke was thanked for her leadership and the Board Executive committee members were thanked for time spent at numerous meetings over the past month.

#### **UPCOMING MEETINGS AND EVENTS**

1. NCCA Third Quarter Meeting  
August 2, 2021  
Lincoln, NE
2. 10<sup>th</sup> Annual Monument Marathon  
September 25, 2021
3. NCCA Fourth Quarter Meeting  
October 3 and 4, 2021  
Scottsbluff, NE
4. ACCT Leadership Congress  
October 13-16, 2021
5. WNCC Homecoming  
"A Dream is a Wish Your Heart Makes"  
October 18-23, 2021

**NEXT REGULAR MEETING:** Wednesday, July 21, 2021, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, NE

#### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 2:01 p.m.

  
\_\_\_\_\_  
F. Lynne Klemke, Chairperson

\_\_\_\_\_  
Susan L. Verbeck, Secretary