

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING
MINUTES**

June 19, 2024

The Western Community College Area Board of Governors held a Regular Board meeting at 1:00 p.m. on Wednesday, June 19, 2024, at the Western Nebraska Community College Alliance Campus, 1750 Sweetwater Avenue, in the City of Alliance, in the County of Box Butte, in the State of Nebraska, as per the publicized notice in the Star-Herald on Tuesday, June 11, 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.....	Present
Linda A. Guzman-Gonzales.....	Present
F. Lynne Klemke.....	Present
Allan D. Kreman.....	Present
Lori J. Liggett.....	Present
William M. Packard.....	Present
Coral E. Richards	Present
R. J. Savely, Jr.....	Present
Marjorie A. Schmidt.....	Present
John P. Stinner, Vice Chairperson.....	Present

QUORUM

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

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 CHAIRPERSON COMMENTS

Chair Anderson announced for public information there was a copy of the Nebraska Open Meetings Act available on the table at the back of the room.

Chair Anderson announced 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.

CONSENT CALENDAR

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s)

- c. Minutes
 - i. April 17, 2024 Informal Meeting
 - ii. April 17, 2024 Regular Meeting
- 2. **Claims:** April 2024
 - a. WCCA Unrestricted Fund - \$2,469,927.19
 - b. WCCA Restricted Fund - \$3,429.50
 - c. WCCA Federal Fund - \$6,070.46
 - d. WCCA Agency Fund - \$4,931.31
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$130,993.25
 - g. WCCA Auxiliary Fund - \$102,277.47
- 3. City Planning Commission Reports (no reports)
- 4. Approval of Consent Calendar
- 5. Consideration of Items Extracted from Consent Calendar

Chair Anderson inquired if there were any items on the Consent Calendar to be extracted for separate consideration. There were no items extracted from the Consent Calendar.

CONSENT CALENDAR

Mr. Savely MOVED to approve the Consent Calendar. SECONDED by Ms. Curtis. The vote was, Yes: Curtis, Guzman-Gonzales, Klemke, Kreman, Liggett, Packard, Richards, Savely, Schmidt, Stinner, Anderson. No: None. Abstain: None. Absent: None. Motion carried.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Ms. Lynne Klemke for \$105.59 and Mr. Allan Kreman for \$52.26. SECONDED by Ms. Liggett. The vote was, Yes: Guzman-Gonzales, Liggett, Packard, Richards, Savely, Schmidt, Stinner, Curtis, Anderson. No: None. Abstain: Klemke, Kreman. Absent: None. Motion carried.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Mr. R. J. Savely for \$120.60 and Ms. Marjorie Schmidt for \$171.52. SECONDED by Mr. Kreman. The vote was, Yes: Klemke, Kreman, Liggett, Packard, Richards, Stinner, Curtis, Guzman-Gonzales, Anderson. No: None. Abstain: Savely, Schmidt. Absent: None. Motion carried.

PRESIDENT'S PERSONNEL REPORT

Resignation(s)

Mr. William Engel, Head Men's Basketball Coach, Effective June 3, 2024

Ms. Baily Clear, CollegeNOW! Director, Effective June 7, 2024

Ms. Susan Stephenson, Enrollment Management Executive Director, Effective June 12, 2024

Mr. David Hessler, Technical Support Specialist, Effective June 14, 2024

Ms. Allie Tyree, Alliance Campus Director, Effective July 15, 2024

PRESIDENT'S PERSONNEL REPORT

Appointment(s) (cont.)

Ms. Molly Bonuchi, Student Life Director, Effective July 1, 2024

The salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2024, through June 30, 2025, is \$68,000.

Ms. Audrey Murphy, Lifelong Learning Manager, Effective July 15, 2024

The salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2024, through June 30, 2025 is \$60,000.

Ms. Lisa Blair, Dean of Instruction-Arts, Sciences and Online Education, Effective July 15, 2024

The salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2024, through June 30, 2025, is \$105,000.

Mr. Roybell Baez, Head Men's Basketball Coach, Effective June 18, 2024

The annual salary for this full-time position is \$51,300.

Ms. Joann Jones, Instructional Technology Specialist, Effective July 1, 2024

The hourly wage for this full-time position is \$22.79.

Mr. Connor Larsen, Instructional Technology Specialist, Effective July 1, 2024

The hourly wage for this full-time position is \$22.79.

Chair Anderson entertained a motion for approval of the President's Personnel Report.

Ms. Schmidt MOVED to approve the President's Personnel Report as presented. SECONDED by Dr. Packard. The vote was, Yes: Kreman, Liggett, Packard, Richards, Savely, Schmidt, Stinner, Curtis, Guzman-Gonzales, Klemke, Anderson. No: None. Abstain: None. Absent: None
Motion carried.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

New Program for Construction Trades AAS Degree

Dr. Grant Wilson, Executive Vice President of Educational and Student Services explained this program is the next step of work done since the listening tours were conducted for the strategic plan. Almost all communities expressed the need for construction trades.

The Construction Trades program started over a year ago on the non-credit side, offering plumbing, HVAC, electrical and carpentry training. The courses were non-credit, and could be set up and running quickly. Recently, high school partners and others requested credit bearing programs so courses could be offered via dual credit, hence the construction trades AAS degree was drafted and includes several Professional Skill Awards (PSA). The program was put together so a student can start just about anywhere, if they are interested in construction trades, and can be done using a stackable method. Credit can be offered for prior learning and if the student starts on the non-credit side, they can transition into one of the credit bearing programs. Work continues with partners on a Bachelor of Applied Science degree in construction management type courses. This information will be forwarded to the Coordinating Commission for Postsecondary Education for approval then onto the Higher Learning Commission. The expectation is to have the degree implemented by fall 2025.

New Program for Construction Trades AAS Degree (cont.)

Ms. Curtis MOVED to approve the new program for the Construction Trades AAS Degree. SECONDED by Mr. Savely. The vote was, Yes: Liggett, Packard, Richards, Savely, Schmidt, Stinner, Curtis, Guzman-Gonzales, Klemke, Kreman, Anderson. No: None. Abstain: None. Absent: None. Motion carried.

Use of Cash on Hand to Continue the Operations of the College Pending Final Approval of the 2024-25 Budgets in September 2024

Ms. Lynne Koski, Vice President of Administrative Services reported this is an annual request for use of cash reserves to continue operations of the College pending final approval of the budget. The current budget expires June 2024 and because the new budget is not officially adopted until September, this action enables staff to use funds during the gap period from the previous year's budget until the new budget is approved.

Mr. Savely MOVED to approve the Use of Cash on Hand to Continue the Operations of the College Pending Final Approval of the 2024-2025 Budgets in September 2024. SECONDED by Ms. Curtis. The vote was, Yes: Packard, Savely, Schmidt, Stinner, Curtis, Guzman-Gonzales, Klemke, Kreman, Liggett, Richards, Anderson. No: None. Abstain: None. Absent: None. Motion carried.

**Reports and Recommendations from the Board Finance and Facilities Committee
 Bids/Contracts**

Bid #24-SE-14 Customer Relationship Management (CRM) Solution

Tabulation:

Company	City/State	Total Amount
EAB Global Inc.	Washington, DC	\$210,060.00
Element451	Raleigh, NC	\$163,950.00
LeadSquared Inc.	Edison, NE	\$97,464.00
Liaison International	Watertown, MA	\$89,250.00
Carnegie (Slate)	New Haven, CT	\$96,500.00

Ms. Lynne Koski, Vice President of Administrative Services reported the CRM selection committee, with representation from College Admissions, Student Success, Educational Services, PR/Marketing, Institutional Research, and Information Technology spent the last few months evaluating customer relationship management systems to replace the current platform, FireEngine RED. Due to lack of support in addressing increasing numbers of technical issues with the software, exploration of a new CRM began in fall 2023. In March 2024, FireEngine RED notified WNCC it will no longer operate the software effective December 2024.

Bid #24-SE-14 Customer Relationship Management (CRM) Solution (cont.)

The CRM selection committee focused on three key areas the CRM needed to address.

- 1) Must be implemented by December 2024 to replace the current CRM.
- 2) Improve the recruitment process by leveraging a state-of-the-art application process along with AI (artificial intelligence) (e.g. chat bots) to help guide students through the admissions and registration processes.
- 3) Interface with Colleague to produce quality analytics supporting student enrollment, retention, and success.

Ms. Koski mentioned this was not a low bid process; it was a selection process where specific criteria were designated through an RFP. Six vendors were interviewed and provided product demonstrations. During the evaluation process, the committee used a scoring method to rate the features, as well as ease in usability, user experience and effectiveness. Staff were involved in demos, test scenarios, and reference checks to ensure a thorough evaluation was completed. The committee spent multiple sessions working through the information to make the right strategic decision. The selection committee recommends accepting the bid from Element451 as the CRM choice for WNCC.

Mr. Savely MOVED to award Bid #24-SE-14 Customer Relationship Management (CRM) Solution to Element451 in the amount of \$163,950.00. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Richards, Savely, Schmidt, Stinner, Curtis, Guzman-Gonzales, Klemke, Kreman, Liggett, Packard, Anderson. No: None. Abstain: None. Absent: None. Motion carried.

Bid #24-EQ-17 CDL Stationary Simulator

Tabulation:

Company	City/State	Total Amount
Advanced Training Systems, LLC	St. Petersburg, FL.	\$78,346.00
Doron Precision Systems, Inc.	Binghamton, NY	\$99,500.00

Ms. Koski reported in cooperation with Northeast Community College, the CDL program received grant funding toward the purchase of a CDL stationary simulator. The simulator will replace a ten-year old simulator that is at the end of life. The simulator will provide a better tool for training on weather and emergency situations that cannot be safely replicated in real life. This tool will also be used for recruiting and increasing interest in CDL careers. It was the recommendation of the selection committee to accept the bid from Advanced Training Systems, LLC.

Ms. Richards MOVED to award Bid #24-EQ-17 CDL Stationary Simulator to Advanced Training Systems, LLC in the amount of \$78,346.00. SECONDED by Ms. Klemke. The vote was, Yes: Savely, Schmidt, Stinner, Curtis, Guzman-Gonzales, Klemke, Kreman, Liggett, Packard, Richards, Anderson. No: None. Abstain: None. Absent: None. Motion carried.

Harms Health Science Renovation Guaranteed Maximum Price (GMP)

Ms. Koski explained funding for this project is provided by ARPA funds through the State of Nebraska. Ms. Koski referenced the bid information handout. The purpose of the document was to communicate to the Board the work Beckenhauer Construction provided with bid solicitation for the project and the breakdown of each bid package, and the number of bids received for each. Two thirds of the bidders were either local or Nebraska companies. Ms. Koski added they are pleased with the work both the architect and construction manager have done to get to this point.

Ms. Koski reported the total project is just over \$12 million dollars with \$9 million funded through ARPA. The College has been working with the architects on the design of the facility and the total budget and process was approved by the Coordinating Commission for Postsecondary Education (CCPE). The project bids have been received and came in under budget. This bid is a portion of the \$12 million budget. The budget specific to the construction piece was \$10.7 million. The guaranteed maximum price proposed today is \$10,202,651 not to exceed without approved change orders.

Dr. Packard MOVED to approve the Harms Health Science Renovation Guaranteed Maximum Price (GMP). SECONDED by Ms. Klemke. The vote was, Yes: Schmidt, Stinner, Curtis, Guzman-Gonzales, Klemke, Kreman, Liggett, Packard, Richards, Savely, Anderson. No: None. Abstain: None. Absent: None. Motion carried.

INSTITUTIONAL REPORTS

Student Report

Ms. Jessica Stanton joined Board members at lunch and attended the Regular meeting. Ms. Stanton reported she was a recent graduate of the ADN program and a few years ago, completed the LPN program at WNCC. Her plan is to continue her education in nursing and work toward acquiring a bachelor's degree. Ms. Stanton added she was grateful for her time as a student at WNCC; it was a very positive experience.

Faculty Report

Mr. King reported recently, he and instructor Jennifer Mills, Health Sciences instructor, attended the National Higher Education Teaching Conference. Mr. King stated this was a great conference and a significant amount of helpful information was provided.

Nebraska Community College Association

Ms. Courtney Wittstruck, NCCA Executive Director joined the meeting and mentioned information will be provided to the Board representatives for the upcoming NCCA strategic planning workshop. The NCCA retreat is scheduled on August 12 in Lincoln, NE and the NCCA annual meeting is scheduled on November 3 and 4 in Norfolk, NE.

Western Nebraska Community College Foundation

Ms. Mary Sheffield, Foundation Alumni Relations/Stewardship Director shared information regarding her work through the WNCC Alumni Association to identify, engage, and support WNCC alumni throughout the Panhandle. The belief is that an individual's journey to a successful career begins at the College. Ms. Sheffield stated we are proud of our alumni and their achievements inspire us every day through their stories celebrating their successes. The Alumni Association showcases the powerful connection between a student's work and their time at WNCC.

Western Nebraska Community College Foundation (cont.)

The Alumni Association co-hosts events with local business and community entities to demonstrate the meaningful impact and strong bonds the College builds within the community, educating community members about the invaluable asset WNCC represents in the Panhandle.

Ms. Sheffield reported the Alumni Association co-hosted events at Chadron Community Hospital and Sidney Regional Medical Center this month. A successful event starts with collaborating with the right people at these organizations to create an event that fits their needs. For instance, at Scottsbluff Public Schools, they participated in their mandatory staff day, at Box Butte General Hospital, they were included in a quarterly Town Hall meeting, and at Morrill County Community Hospital, a tour was provided, and they were introduced to employees.

The quotes and stories gathered at these events are shared with businesses, as well as WNCC's Admissions and Marketing departments, to assist in recruitment efforts and to highlight the value that WNCC alumni bring to their organizations.

President Comments

President Dart reported this time of year students are enrolling for next fall. Enrollment was up fifteen students for summer, which was encouraging. The Powerline program is full for the fall semester. Powerline is a one-year program and requires annual recruitment because there are no continuing students.

Numbers continue to increase in both LPN and ADN programs are offered from the Alliance campus. The summer BNA class is also full. There is a need to expand the BNA capacity, so instructors are needed at all three campuses.

As of today, student Julio Sanchez, a student who recently graduated from the Powerline program is now the one hundredth graduate from our CDL program. He is headed to Wayne, NE to work for their power company. This is a milestone for the CDL program that is expanding not only in this area with those students in the Powerline program, but also expanding throughout the panhandle through additional grants.

President Dart mentioned that today, Juneteenth, which commemorates the end of slavery in this country, is a federal holiday. This day is significant to many of our students. We have students from all over this world, with many different backgrounds and experiences, so days like today are very important.

The four-year assurance argument was recently submitted to the Higher Learning Commission and needed one more approval, which has been received. The College has just under 800 days until submission of the next monitoring report. A retreat will be scheduled with members of the Executive Planning Team to focus on accreditation and preparation for the monitoring report as well as proposing a quality initiative. WNCC is one year into the strategic plan, so work will continue on that as well.

Searches continue for an Alliance Campus Director and Vice President of Educational Services. President Dart explained the Executive Vice President position will be separated into a Vice President of Student Services and Vice President of Educational Services.

President Comments (cont.)

Work continues with the budget to include alignment with our strategic plan. Discussion has focused on what the budget model looks like going forward and that WNCC implements a new budget model to ensure everything done aligns with the strategic plan.

Monday, a Regional Development meeting is scheduled in Gering. The meeting is regarding economic development in the state. Governor Pillen and economic development and business leaders will join the meeting. These meetings are scheduled in the regions of each community college. A Regional Navigator for the region will be based on our campus in Sidney. The Regional Navigator is not a position the College funds; however, will be housed at the College to support the opportunity for interaction.

Mr. Stinner departed at approximately 2:00 p.m.

Board Member Comments

Chair Anderson reminded Board members that work continues on the 100 series Board policies so information will be forwarded for review. A Board retreat will be scheduled in August and additional information about the retreat will be forthcoming.

Executive Session

Personnel Matters – College President's Evaluation

Ms. Richards MOVED pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Ms. Kathy Ault, Human Resources Executive Director and Ms. Susan Verbeck, Board Secretary, for the purpose of discussion of Personnel Matters.

She further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of individuals and that strategy sessions with respect to personnel matters are specifically authorized by the Nebraska Public Meetings Law. SECONDED by Mr. Savely.

The vote was, Yes: Curtis, Guzman-Gonzales, Klemke, Kreman, Liggett, Packard, Richards, Savely, Schmidt, Anderson. No: None. Abstain: None. Absent: Stinner. Motion carried.

Chair Anderson stated the reason for the Executive Session is discussion of personnel matters.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 1:54 p.m.

The Executive Session ended at 3:15 p.m.

Open Meeting

Chair Anderson declared the Open meeting in session at 3:15 p.m.

Upcoming Meetings and Events

1. NCCA Third Quarter Meeting
August 12, 2024
Lincoln, NE
2. NCCA Fourth Quarter Meeting and Annual Conference
November 3 and 4, 2024
Northeast Community College, Norfolk, NE

Next Regular Meeting: Wednesday, July 17, 2024, 1:00 p.m., Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE.

Adjournment

The meeting was adjourned by unanimous consent at 3:15 p.m.

Karen S. Anderson, Chairperson

Susan L. Verbeck, Secretary