

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**INFORMAL MEETING**

**MINUTES**

**July 17, 2024**

The Western Community College Area Board of Governors held an Informal Board meeting at 10:31 a.m. on Wednesday, July 17, 2024 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 Tuesday, July 9, 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
Linda A. Guzman-Gonzales .....	Present
F. Lynne Klemke .....	Present
Allan D. Kreman .....	Present
Lori J. Liggett .....	Present
William M. Packard .....	Absent
Coral E. Richards.....	Present
R. J. Savely, Jr.....	Absent
Marjorie A. Schmidt .....	Present
John P. Stinner, Vice Chairperson .....	Absent

**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.

**Authority to Exceed the Budget Limit for 2023-2024 Fiscal Year by an Additional 1% and Carry Forward all Unused Authority to 2024-2025**

Ms. Lynne Koski, Vice President of Administrative Services explained this item is on the Regular Board meeting agenda this afternoon. For the benefit of new Board members, Ms. Koski explained the cap on restricted funds information. Ms. Koski referenced the document included in the Board meeting information. The document includes frequently asked questions from the Nebraska Auditor of Public Accounts website.

**Authority to Exceed the Budget Limit for 2023-2024 Fiscal Year by an Additional 1% and Carry Forward all Unused Authority to 2024-2025 (cont.)**

Ms. Koski explained under state statute, the primary component of restricted funds are property taxes and state aid. State statute requires motor vehicle prorated dollars included as property tax or state aid items. When speaking of restricted funds related to the cap, it is the sum of property taxes and state aid.

If the College's growth exceeds 2.5%, the additional amount can be claimed. In this case, fiscal year 2024 had growth of 3.7%, so the difference between it and the 2.5% is 1.2%. When added together, the College is allowed to have increased budget authority of 3.7%, which is an increase of almost \$1.3 million. The actual restricted fund budget is subtracted so the total revenue expected from property taxes, state aid, and those other minor items shows unused budget authority of \$7,052,581.08. The unused budget authority carries over from year to year. If the Board approves the additional 1% override, the budget authority can be increased by 4.75% rather than 3.7%, which generates another \$350,000 in budget authority.

**Discussion of Proposed 2024-2025 WCCA Budgets**

Ms. Koski reviewed all non-tax supported funds. The designated fund is the auxiliary enterprise accounts, such as the residence halls, bookstore, food service and miscellaneous education related accounts.

At this time, the beginning balances for each fund are estimated, until year end accrual entries and close of the fiscal year and audit. Adjustments will be made prior to the September Board meeting. Receipts are estimated, so the designated fund has a projected beginning balance of about \$2.8 million, with anticipated receipts of almost \$4.5 million. Expenditures are estimated at \$7,370,115, which would be the budget amount for the designated fund.

Restricted funds are grants and contracts such as Perkins funds, HERF and ARPA funds received by the College. The anticipated budget is down about \$1 million which is a result of the conclusion of HERF funds as of June 30, 2024.

Loan funds are federal student funds related to loans the students, or their families take out. Those funds are estimated and dependent on the financial aid process which comes through the financial aid office. Ms. Koski stated she will be working with financial aid to obtain loan estimates.

Agency funds vary each year. The Agency funds are student clubs and organizations. The estimated budget is close to the number from the prior year, \$447,538.

Retirement of debt involves bond and lease purchase agreements on the main building, which includes annual interest and principal payment amounts.

The total estimated budget at this point for all funds is \$24,538,348.

**Report from Dr. Grant Wilson**  
***Educational and Student Services Update***

Dr. Grant Wilson, Executive Vice President of Educational and Student Services shared the history of the executive vice president position. This position presently oversees re-envisioning student success and academic excellence. Fifty percent of the strategic plan is regarding how students are served and educated, which means there are some big projects on the horizon. These projects initiated discussion regarding splitting the position and having a chief academic officer for educational services who can work on some of the issues while the vice president of enrollment management and student services focuses attention on other issues, rather than one person doing all the major projects.

With the resignation of the executive director of enrollment management this spring, President Dart thought it was a good time to look at this shift. Dr. Wilson mentioned he has experience and expertise in the areas of dual credit and strategic enrollment management, which have huge impacts on academics, so his choice was to stay with student services. His title would go from executive vice president to Vice President for Enrollment Management and Student Services. President Dart is currently in the process of hiring a Vice President for Educational Services. The shift will move the College back to three vice presidents.

**Report from Mr. Phil Kelly, College Attorney**  
***Review Open Meetings Act and Public Notice Requirements***

Mr. Phil Kelly, College Attorney, reported on a month-to-month meeting basis, the Board does not have many issues with the open meetings rules. There were issues during the presidential search process and the requirements the statutes imposed regarding conducting interviews in an open meeting. The rules caused a couple of candidates to withdraw because their identity could not be protected. Even though numbers were assigned to individuals in place of names, their faces had to be seen in a public meeting.

From time to time, Board members receive anonymous correspondence regarding specific issues. When Board members are out in the community and approached regarding an issue or a request for information, best practice is to ask for a note with a name and contact information and inform them their information will be shared with the board chair. If a College employee approaches the Board to complain about an employment issue, individual Board members should not respond or advocate for the individual because personnel issues should be discussed by the full Board in an Executive Session.

Mr. Kelly stated his role as legal counsel is to protect the Board by ensuring nothing embarrasses them and to avoid criticism. It is common practice for the board chair to contact him to discuss a matter and determine the appropriate approach.

Mr. Kelly mentioned that a board policy is being drafted regarding the relationship between the board and legal counsel and how matters are handled. Language will be included that states a board member cannot hire his office to assist with a personal matter because his office is the legal counsel for the board. Board members may have a confidential conversation with legal, but only as a member of the board.

**Board member Comments**

Chair Anderson shared that ACCT has sent notice of upcoming webinars regarding trusteeship. There are several interesting topics and it would be advantageous to register.

Chair Anderson congratulated previous Board member, Ms. Misty Curtis on her new role as Director of the Alliance campus.

Board members were reminded that information distributed at the last meeting is related to the Board retreat and should be reviewed prior to the meeting. Board goals and self-evaluation will be discussed. A group photo will be taken as well.

**Next Regular Meeting:** Wednesday, July 17, 2024, 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 11:43 a.m.

---

Karen S. Anderson, Chairperson

---

Susan L. Verbeck, Secretary