

**WESTERN COMMUNITY COLLEGE AREA**

**Board of Governors**

**SPECIAL MEETING**

**MINUTES**

**December 7, 2022**

The Western Community College Area Board of Governors held a Special meeting at 10:31 a.m. on Wednesday, December 7, 2022 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, November 29, 2022.

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

**Quorum**

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

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

Chair Klemke reported that Ms. Kimberly Marcy, Dr. Tom Perkins and Mr. Richard Stickney notified the Board Secretary that they would be unable to attend the meeting today because of personal health. Ms. Karen Anderson notified the Board Secretary that she would be unable to attend the meeting today because of personal 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 comments.

### Approval of the Agenda

Chair Klemke entertained a motion for approval of the agenda for the December 7, 2022 Special meeting.

Ms. Guzman-Gonzales MOVED to approve the agenda for the December 7, 2022 Special meeting. SECONDED by Mr. Savely. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Richards, Savely, Klemke. No: None. Abstain: None. Absent: Anderson, Marcy, Perkins, Stickney. Motion carried.

### Approval of the Minutes, November 16, 2022

Chair Klemke entertained a motion for approval of the November 16, 2022 meeting minutes.

Dr. Crouse MOVED to approve the November 16, 2022 meeting minutes as presented. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Guzman-Gonzales, Kreman, Packard, Richards, Savely, Crouse, Klemke. No: None. Abstain: None. Absent: Anderson, Marcy, Perkins, Stickney. Motion carried.

### Excuse Absent Board Members

Chair Klemke entertained a motion to excuse absent Board members.

Mr. Kreman MOVED to excuse absent Board members. SECONDED by Mr. Savely. The vote was, Yes: Kreman, Packard, Richards, Savely, Crouse, Guzman-Gonzales, Klemke. No: None. Abstain: None. Absent: Anderson, Marcy, Perkins, Stickney. Motion carried.

### Review of Bid Consent Calendar

Chair Klemke reviewed the contents of the Bid Consent Calendar which include the following bid(s):

- 1) Bid #23-SE-03 Student Engagement and Communication Services

Company	City/State	Total Amount
Pathify Education Inc.	Greenwood Village, CO	\$60,000 - \$105,000
Fund Five, LLC	Wilmington, NC	\$79,500
Ready Education	Burlington, MA	\$94,500
Ex Libris	Ann Arbor, MI	\$140,337.50

WNCC has identified a critical need to enhance its ability to communicate and engage with students using mobile and other technologies. The selection committee determined that proposals from FundFive and Ex Libris did not meet core functionality requirements and invited Pathify and Ready Education to present demonstrations. The annual cost of Pathify and Ready Education were within \$1,500 of each other.

### **Review of Bid Consent Calendar (cont.)**

During the demo process, it was evident that Ready Education's package was superior in meeting WNCC's student communication needs and had many desirable options. In addition, Ready Education's messaging system and overall ease of use were rated highest by the fourteen-person reviewing panel. After review of the proposals and demonstrations, the selection committee recommended the student engagement and communications services contract be awarded to Ready Education.

### **Approval of Bid Consent Calendar**

#### **Consideration of Items Extracted from Bid Consent Calendar**

Chair Klemke inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have removed for separate consideration. Because this was not the low bid, Ms. Richards requested additional information in regard to Bid #23-SE-03 Student Engagement and Communication.

Ms. Koski explained that based on the Finance and Facilities Committee review and in accordance with Nebraska State statute §81-161, competitive bids shall be made to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to prices, other elements shall be given consideration, including:

- Ability, capacity, and skill of bidder to perform the contract required
- Character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Such other information as may be secured having a bearing on the decision to award the contract

The selection committee completed a thorough review of the bids and the items that were delineated as "required" and those designated as "optional". After interviewing the top two bidders, the committee recommended Ready Education for ease of use, provision, and ability to gain retention data, support of API integration with Colleague and Blackboard, and access students will have within the app to college services.

It is the recommendation of the Finance and Facilities committee to accept the lowest responsible bid from Ready Education in the amount of \$94,500 for a three-year agreement.

Ms. Richards MOVED to approve Bid #23-SE-03 Student Engagement and Communication Services in the amount of \$94,500 for a three-year agreement. SECONDED by Mr. Savely. The vote was, Yes: Packard, Richards, Savely, Crouse, Guzman-Gonzales, Kreman, Klemke. No: None. Abstain: None. Absent: Anderson, Marcy, Perkins, Stickney. Motion carried.

### **Personnel Consent Calendar**

Chair Klemke reviewed the contents of the personnel consent calendar.

1. Resignation(s):  
There were no resignations.
2. Appointment(s)
  - a. Mr. Arich Knaub, Enrollment Research Analytics Director, effective December 1, 2022. Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2022, through June 30, 2023, is \$70,000.
  - b. Mr. Justin Kumbal, Institutional Research Director, effective January 16, 2023

Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2022, through June 30, 2023, is \$75,000.

- c. Dr. Emily Norman, Dean of Students, effective January 3, 2023  
Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2022, through June 30, 2023, is \$100,000.

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

Chair Klemke entertained a motion for approval of the Personnel Consent Calendar.

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

### **Consideration of Items Extracted from Personnel Consent Calendar**

Chair Klemke inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have removed for separate consideration. There were no extractions.

## **WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**

### **Presentation of Nebraska Public Power District Scholarship**

Chair Klemke introduced Ms. Melody Baily, NPPD Retail Account Manager. Ms. Baily reported that she had the privilege of presenting a check in the amount of \$15,000 for WNCC student scholarships. The funds are a result of the 31<sup>st</sup> annual Wells Fargo Golf Tournament facilitated to raise funds for community college students to assist with tuition. Over the years, a grand total of \$370,000 has been raised for WNCC students. Ms. Baily stated that the Nebraska economy is strong and expressed appreciation for WNCC, as some of the students become NPPD employees. This is a statewide event and \$1,865,000 has been raised over the course of this tournament.

Chair Klemke thanked Ms. Baily for taking the time to join the meeting today, WNCC is sincerely grateful for the donation.

### **Presidential Search Process - Dr. Angela Provart, Pauly Group *Qualifications and Characteristics of Next President***

Chair Klemke introduced Dr. Angela Provart, President of the Pauly Group. The Pauly Group is the firm the Board chose to guide the presidential search process. Dr. Provart expressed gratitude for the opportunity to work with the Board of Governors and the search advisory committee.

Dr. Provart initiated discussion regarding qualifications and characteristics Board members would like to see in the next president. Input from Board members, College employees, students and the community will assist with the development of a position profile.

Board members stressed the importance of working inside the newly developed strategic plan and the current shared governance model. The candidate will need the skills to implement these practices.

Foremost is an understanding of the diverse needs and challenges associated with WNCC's

expansive service area. Western Nebraska's rural population and lifestyle can be challenging, and the candidate will need to embrace small town living.

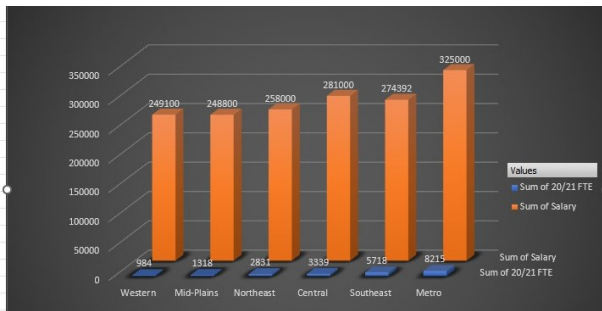
Increased presence at the Alliance and Sidney campuses and growth of Career Tech Education is a priority. Relationship building with staff, the Board of Governors and the community is vital, as is continued collaboration with area businesses and associated colleges. The College will need a visionary who is forward thinking and can lead the College through the change that comes with new leadership. Fiduciary experience is required as well.

Even though the national average is two to three years for comparable positions nationwide, Board members expressed their desire for longevity, a president who is committed long-term. The preference is to avoid past experience as a career stepping stone, the Board is hopeful that people apply for the position because they want to be at WNCC.

Dr. Provart reiterated that the Board's input will contribute to the development of the position profile, which will guide the search advisory committee as they review and interview applicants. The profile summarizes the position specifics; therefore, assists applicants as they consider applying for the position.

**Salary/Compensation Package**

Dr. Provart referenced the compensation analysis included in the meeting information. Based on FTE and enrollment number comparisons from different sized community colleges, Dr. Provart proposed a salary range of \$225,000 to \$245,000. The salary will be based on experience and level of education, but the proposed amount is comparable to that of WNCC Interim President, John Marrin. Dr. Provart added that the benefits package is competitive as well.



	Sum of 20/21 FTE	Sum of Salary
Western	984	249100
Mid-Plains	1318	248800
Northeast	2831	258000
Central	3339	281000
Southeast	5718	274392
Metro	8215	325000
<b>Grand Total</b>	<b>22405</b>	<b>1636292</b>

**\$245,000**

**Proposed Salary Range: \$225,000 -**

**Presidential Search Process**

Dr. Provart reviewed the proposed timeline for the presidential search. In January, email and recruiting call lists will be developed along with the preparation of electronic emails. The position profile will be posted with the Pauly Group associated organizations and packets will be forwarded to consultants. In addition to the Pauly Group ads, the College will submit ads to other preferred publications. The Pauly Group will place one ad at HgherEdjobs.com unless another medium is requested by the College. The week of January 9, electronic mailings go out and recruiting calls begin.

In February, recruiting calls conclude and follow-up calls are complete. February 13 is set as the close date for applicants. The search advisory committee will review the applicant pool and identify semifinalists. Interview questions will be finalized the week of February 13 or 20.

The week of March 6 the search advisory committee will conduct interviews with semifinalists and identify final candidates. The Board of Governors will review the list of finalists at the March Regular Board meeting. The Pauly Group will conduct criminal/civil background checks and final referencing begins. On-campus interviews will be scheduled the week of April 3 and April 10 and feedback will be gathered from campus communities. The Board of Governors selects a successful candidate with formal approval at the May Regular Board meeting. Summer/fall 2023, the selected candidate begins post.

In response to an inquiry, Dr. Provart reassured the Board that if the selected candidate is employed, April would not be too late for them to notify their current employer. The proposed timeline is realistic and allows time for recruiting and time for candidates to prepare.

**Next Regular Meeting**

Wednesday, January 18, 2023, Coral E. Richards Boardroom, Scottsbluff Campus,  
1601 East 27<sup>th</sup> Street, Scottsbluff, Nebraska.

**Adjournment**

The meeting was adjourned by unanimous consent at 11:53 a.m.

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F. Lynne Klemke, Chairperson

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Susan L. Verbeck, Secretary