

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES
June 21, 2023**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, June 21, 2023 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 Tuesday, June 13, 2023.

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	Present
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

Ms. Kimberly Marcy, Dr. Thomas Perkins, and Mr. Richard Stickney informed the Board secretary that they would be unable to attend the meeting because of Personal Health.

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 announced that 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
 1. Regular Meeting, May 17, 2023
2. **Claims:** May 2023
 - a. WCCA Unrestricted Fund - \$2,563,143.90
 - b. WCCA Restricted Fund - \$128,187.03
 - c. WCCA Federal Fund - \$3,477.88
 - d. WCCA Agency Fund - \$4,981.09
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$213,523.99
 - g. WCCA Auxiliary Fund - \$125,884.77
3. City Planning Commission Reports (no reports)
4. **Approval** of Consent Calendar
5. Consideration of Items Extracted from Consent Calendar
 - a. Leadership Scottsbluff

Approval of Consent Calendar

Consideration of Items Extracted from Consent Calendar

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 item payable to Leadership Scottsbluff.

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

Ms. Anderson reported that the expense payable to Leadership Scottsbluff represents payment in the amount of \$75.00 for three WNCC staff dinners at the Leadership Scottsbluff graduation. Ms. Anderson serves as ex-officio on the Leadership Scottsbluff Board.

Chair Klemke entertained a motion for approval of the extracted item.

Ms. Richards MOVED to approve the extracted item payable to Leadership Scottsbluff in the amount of \$75.00 for three WNCC staff dinners at the Leadership Scottsbluff graduation. **SECONDED** by Ms. Guzman-Gonzales. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Richards, Savely, Klemke. No: None. Abstain: Anderson. Absent: Marcy, Perkins, Stickney. None. Motion carried.

Board Member Mileage and/or Expense Reimbursement

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Ms. Karen Anderson for \$801.88 (ACCT GLI and HLC Conferences) and Mr. R. J. Savely, Jr. for \$196.50. SECONDED by Dr. Crouse. The vote was, Yes: Guzman-Gonzales, Kreman, Packard, Richards, Crouse, Klemke. No: None. Abstain: Anderson, Savely. Absent: Marcy, Perkins, Stickney. Motion carried.

Review Contents of Personnel Consent Calendar

- a. Resignation(s):
 - i. Ms. Tiffany Wasserburger, Criminal Justice Instructor
Effective August 31, 2023
 - ii. Mr. Richard Riddick, Buddy's Books & Bistro Director
Effective June 23, 2023
- b. Appointment(s)
 - i. No Appointments

Approval of Personnel Consent Calendar

Consideration of Items Extracted from Personnel Consent Calendar

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

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Informal Meeting Schedule for Budget Work Sessions

- July 19, 2023, 10:30 a.m. - Designated Fund, Restricted Fund
- August 16, 2023, 10:30 a.m. – Capital Improvement Fund
- September 20, 2023, 10:30 a.m. - Review of All Budgets (*tentative*)

Chair Klemke explained that this is a request for approval of Informal Board meetings scheduled July 19, 2023, August 16, 2023, and September 20, 2023. The September meeting date is tentative based on budget considerations. The purpose of the meetings is for budget review. Board work sessions will be included, if time permits.

Ms. Richards MOVED to approve the July 19, 2023, August 16, 2023, and September 20, 2023 Informal meetings. SECONDED by Ms. Anderson. The vote was, Yes: Packard, Richards, Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Klemke. No: None. Abstain: None. Absent: Marcy, Perkins, Stickney. Motion carried.

Authorized Signatures for Entrance into WCCA Safe Deposit Boxes

- a. Platte Valley Bank
- b. First State Bank

Chair Klemke explained that due to staff changes, it is necessary to update the signature authority for entrance into the WCCA safe deposit boxes.

Authorized Signatures for Entrance into WCCA Safe Deposit Boxes (cont.)

Dr. Crouse MOVED that the Board authorize the following individuals to enter the Western Community College Area safe deposit boxes at Platte Valley Bank and First State Bank. Mr. Greg Dart, President, Ms. Lynne Koski, Vice President of Administrative Services, and Ms. Susan Verbeck, Board Secretary. Dr. Crouse further moved that entrance into the safe deposit box at First State Bank requires two signatures.

The vote was, Yes: Richards, Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Klemke. No: None. Abstain: None. Absent: Marcy, Perkins, Stickney. Motion carried.

Authorization to Execute Bank Account Resolutions

Chair Klemke explained that recent staffing changes require updated signatures for all financial transactions.

Dr. Packard MOVED that the Board approve the Resolution authorizing the following signatures for all financial transactions: Ms. Lynne Koski, WNCC Vice President of Administrative Services, Ms. Pauline Newman, WNCC Accounting Services Director, and Ms. Katie Markheim, WNCC Assistant Accounting Services Director. SECONDED by Dr. Crouse. The vote was, Yes: Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Richards, Klemke. No: None. Abstain: None. Absent: Marcy, Perkins, Stickney. Motion carried.

Reports and Recommendations from the Board Finance and Facilities Committee

Approval of Bids/Contracts

Bid #23-SER-11 Compensation Study

TABULATION:

Company	City/State	Total Amount
Evergreen Solutions	Tallahassee, FL	\$35,500**
Employers Council	Denver, CO	\$41,845 - \$50,900*
NFP	Indianapolis, IN	\$107,500

Ms. Koski, Vice President of Administrative Services, reported that the Board Finance and Facilities Committee met June 12, 2023 to consider the bid recommendation from the selection committee charged with review of bids for the compensation study contract.

Based on 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

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

Approval of Bids/Contracts

- 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 three bidders, the committee recommended NFP for current needs, future goals, and desired outcomes. NFP's proposal meets all requirements set forth in WNCC's request for proposal and includes annual update sessions and training for WNCC staff in the bid.

*Evergreen Solutions limits benchmarking to 80 staff positions compared to the requested 160 staff positions and was eliminated from consideration.

**Employers Council bid was incomplete and excluded several key elements involving FLSA Classification and Pay Equity Analysis that they noted would be handled and billed separately by their outside council.

It is the recommendation of the Finance and Facilities committee to accept the lowest responsible bid from NFP in the amount of \$107,500.

Ms. Anderson MOVED to approve awarding Bid #23-SER-11 Compensation Study Contract in the amount of \$107,500 to NFP. SECONDED by Mr. Savely. The vote was, Yes: Anderson, Crouse, Guzman-Gonzales, Kremman, Packard, Richards, Savely, Klemke. No: None. Abstain: None. Absent: Marcy, Perkins, Stickney. Motion carried.

Reports and Recommendations from the Board Policy Committee

Policy Repeal: 500.1200.79 Admission to Class

Chair Klemke explained that this request is for the repeal of Board policy 500.1200.79 Admission to Class. A new policy was drafted, which replaced Board policy 500.1200.79.

Mr. Savely MOVED to approve the repeal of Board policy 500.1200.79 Admission to Class. SECONDED by Ms. Richards. The vote was, Yes: Crouse, Guzman-Gonzales, Kremman, Packard, Richards, Savely, Anderson, Klemke. No: None. Abstain: None. Absent: Marcy, Perkins, Stickney. None. Motion carried.

Policy Repeal: 500.2000.79 Withdrawal from College

Chair Klemke explained that this request is for the repeal of Board policy 500.2000.79 Withdrawal from Class. A new policy was drafted, which replaced Board policy 500.2000.79.

Board Policy BP-616 New Instructional Programs – Academic and Non-Credit

Board Policy BP-617 Curricular Program Review

Chair Klemke reported this is the First Read for BP-616 New Instructional Programs – Academic and Non-Credit and BP-617 Curricular Program Review. Both policies will be presented for second and final read at the July Board meeting. The accompanying administrative procedures are information only and do not require Board approval.

Info Only: AP-616.01 Creation of New Instructional Programs

Info Only: AP-617.01 Curricular Program Review Procedure

Info Only: AP-617.02 Curricular Program Support or Program Closure

Administrative Procedures – Information Only

Chair Klemke explained that the following Administrative Procedures are information only and do not require Board approval.

Info Only: AP-320.01 Tuition and Fees: Delinquent Accounts

Info Only: AP-320.02 Refund of Tuition and Fees: Credit

Info Only: AP-320.03 Refund of Tuition and Fees – Non-Credit

Info Only: AP-630.01 Faculty Workload Calculation

Info Only: AP-630.02 Section Caps and Minimums

Info Only: AP-630.03 Directed Individual Study

Info only: AP-630.04 Strategic Course Management

INSTITUTIONAL REPORTS

Coordinating Commission for Postsecondary Education - Review of Existing Instructional Programs Business Technologies

Dr. Grant Wilson, Vice President of Educational and Student Services reported that the College Business Advisory Board informed us that they need more graduates of our programs to work in their firms. Highest in demand are executive assistants and bookkeepers. O-Net figures show that 2-year terminal degrees (AAS) and related credentials (Diplomas, Certificates, and Professional Skill Awards) are/will be in higher demand than previous years.

Justification for the program is that it is critical to the role and mission of the institution. The role of a community college is centered around the function of providing job training and essential job skills for students to enter the workforce. The importance of this role can be seen in the addition of strategic objectives in the strategic plan focusing on providing work-ready employees for the local business workforce. These programs all provide a very specific set of employee skills needed in the workforce

Courses included in the Business Technology AAS, Diploma, and Certificates are part of the broader Business Administration AA and AS transfer curriculum. Three to five gen-ed courses are required for the AAS degrees and Diplomas are the same courses required in the transfer degrees. The various awards were created as an incentive for students to continue earning a higher award. They were built to be stackable on the way to an AAS or AA/AS degree.

The training available in the programs serves a unique geographical area in Western Nebraska. There are limited opportunities for employees to get hands-on job training or improve job skills within this area. These programs seek to serve as a primary locale for improving job skills and readiness.

Criminal Justice

Criminal justice is an integral part of today's society. Critical issues exist in law enforcement, courts, and corrections all of which must be addressed by well-educated and prepared professionals. WNCC's Criminal Justice program is designed to prepare future generations of criminal justice workers to perform at optimal levels while contributing to their local communities and society as a whole. This program is dedicated to the success and empowerment of the professionals by providing solid classroom learning with hands-on, real-life experience.

Criminal Justice (cont.)

Although Nebraska's Panhandle has a smaller population, the career opportunities in criminal justice are abundant. Employment options include local police agencies, sheriffs' offices, state troopers, game and parks officers, correctional workers, attorneys, probation officers and parole officers. There has been an ongoing shortage of applicants for openings in local agencies which make the program even more essential to the area. WNCC is helping to identify, train and prepare people willing to stay local and commit to the region by working in the field. Statistics show that employment opportunities in Nebraska continue to grow in almost all areas of criminal justice: probation and parole officers (5.46%); social and community service managers (16.2%); victim advocates (11.48%); lawyers (13.42%) and police and sheriff patrol officers (5.71%). Although negative growth is reflected for correctional positions, this is not reflected locally.

Powerline Construction and Maintenance

Powerline Maintenance is considered an H3 job, High Wage, High Skill, High Demand. There is 4% projected growth to 2026 in the Panhandle, and 6.4% projected growth in the sandhills of Nebraska, WNCC services a rural area of Nebraska. The training the Powerline Maintenance program provides allows for students to enter high paying careers. Financial aid that is available for students helps those from diverse socio-economic backgrounds to have a level playing field. (h3.ne.gov website)

Surgical Technology

Per accreditation standards, WNCC's Surgical Technology Program has a Maximum Enrollment Capacity (MEC) of no more than ten students per cohort. This is based on the availability of clinical sites.

The Surgical Technology Program at WNCC is steadily increasing enrollments. Additionally, WNCC graduates are consistently sought out by health care facilities throughout the region. Graduate placement over the previous three-year reporting period has been 100%. The Surgical Technology Profession is growing quickly and a national shortage in entry-level Certified Surgical Technologists is evident. The need is so serious that some facilities are employing initiatives offering on-the-job training opportunities to fill surgical technologist vacancies. This puts patient care at risk and the importance of patient safety, and properly trained surgical technologists is paramount. Surgical technology education must maintain high standards in an effort to maintain a high level of care for surgical patients. The College accredited program is striving to grow the surgical technology profession, joining other accredited programs to provide qualified professionals to care for our communities.

Justification for the program is that it is critical to the role and mission of the institution. WNCC is committed to providing applied technology education in the community to qualify individuals to remain current, to upgrade skills, or to acquire new skills. The intent is to promote the success of a diverse student population, particularly those who have been traditionally underserved. WNCC program graduates are being employed prior to graduation in many instances, and upon graduation as well.

WNCC has a commitment to focus on engaged teaching and active learning. The Surgical Technology Program continues to improve resources, adding new classrooms and lab technologies to engage students and provide them with more interactive learning opportunities.

Student Report

There was no student report.

Faculty Report

Ms. Winters reported that in April, she accompanied students who traveled to Ohio to attend the PTK Catalyst. This year at Catalyst students received an award for Theme Seven for Honors and Action. Only three were awarded internationally out of almost thirteen hundred chapters. Students were also in the top fifty for College Project and Honors and Action and in the top thirty chapters overall. PTK advisor Patsy Yeager received an advisor award, Amy Winters received an award for continuing excellence in advising, and student, Maya Wilson, chapter officer was also recognized. Ms. Winters accompanied a regional officer to Kansas City for training, which means that the students are also engaged at the regional level.

Nebraska Community College Association

Dr. Crouse stated that this has been an unusual Legislative session. With the end of the Legislative session, everyone will be interested in the final outcome of the bundling issue. The community colleges should be okay.

Ms. Anderson mentioned that the NCCA Board retreat is scheduled August 7, 2023 in North Platte, NE.

Western Nebraska Community College Foundation

In the absence of Foundation Executive Director, Ms. Reisig, Ms. Mary Sheffield, Foundation Alumni Relations/Stewardship Director reported that the Alumni Office, as a part of the Foundation, builds connections with the community and WNCC alumni.

Ms. Sheffield reported that she had the privilege of being sponsored by the College to be part of the Leadership Scottsbluff Class of XXXIII. Graduation was April 26 and culminated ten months of networking, learning, and philanthropy. Invaluable connections were made within the class and in the community.

As the director of the WNCC Alumni office, Ms. Sheffield visited area businesses to engage with and identify WNCC alumni. Businesses she visited and that had employees who are WNCC alumni included:

- *Team Auto Center*: seven employees were alumni
- *ESU 13* meeting at the Harms Center had twelve alumni in attendance
- *Week of the Young Child* event sponsored by WNCC Early Childhood, had ten alumni in attendance.
- *Riverstone Bank*: a bank customer graduated from WNCC, two employees are current students, one employee had two children who started at WNCC; in total, ten alumni were engaged.
- *Sidney Regional Medical Center* identified forty-eight WNCC alumni employees.

Ms. Sheffield added that she is working on a project to gather and tell the success stories of WNCC alumni who are working in healthcare in the panhandle.

Western Nebraska Community College Foundation (cont.)

In conclusion, Ms. Sheffield mentioned that each year, the WNCC Alumni Association recognizes six individuals or businesses that have made a positive impact at WNCC. These will be presented at the annual Alumni and Friends banquet scheduled October 27, 2023 at 5:00 p.m. in the Harms Center Plex.

President Comments

Mr. Marrin mentioned that two years ago today, he assumed the role of WNCC Interim President. Mr. Marrin expressed gratitude to the Board, the Executive Planning Team and all who provided assistance and support during his time as the interim president.

Mr. Marrin reported that Mr. Dart recently met with the Executive Planning Team. Per his request, major projects and goals were shared and discussed.

Mr. Marrin reported that he recently reviewed the strategic plan which has four major goals. Two of those goals, student success and academic excellence should eventually be retired. The Executive Planning Team, with Dr. Wilson's guidance, should be able to retire those two goals at the end of five years. There should be an expectation of student success and academic quality, and the things being done now with assurance and assessment will move us there. The strategic plan is a living document that is ready for implementation and will be posted on the College web page. Institutional Research is in a good place, and their work has been impressive. In the past, HLC liaison, Dr. Bordenkircher spoke of continuous improvement. Continuous improvement is when you measure something and from that point, strive for improvement. We are now comfortable that we are finally able to do that.

In conclusion, Mr. Marrin thanked the Board and the Executive Planning Team for their assistance and support.

Board Member Comments

Ms. Anderson thanked Mr. Marrin and the Executive Planning Team for their role in the president's transition, which seems to be going very well.

Dr. Crouse thanked Mr. Marrin for agreeing to serve as interim president and for his work in moving the College forward.

Mr. Savely, Ms. Richards, and Ms. Guzman-Gonzales expressed gratitude for Mr. Marrin's service as interim president and for his assistance in keeping the College on course over the past couple of years.

Chair Klemke thanked Mr. Marrin for accepting a huge challenge two years ago. His ability to step in and see what needed to be done to move the College forward is truly appreciated.

Mr. Marrin received a standing ovation as an expression of gratitude for his hard work and dedication to WNCC.

Upcoming Meetings and Events

1. ACCT Governance Leadership Institute: Fundamentals of Governance
August 2-4, 2023, Washington, DC
2. NCCA Third Quarter Meeting
Monday, August 7, 2023, Lincoln, NE
3. ACCT Leadership Congress
October 9-12, 2023, Aria Resort and Casino, Las Vegas, Nevada
4. NCCA Fourth Quarter Meeting and Annual Conference
Sunday, November 5 and Monday, November 6, 2023, North Platte, NE

Next Regular Meeting: Wednesday, July 19, 2023, 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 1:41 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary