

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS  
MAY 9, 2019  
AGENDA**

**SPECIAL MEETING – 10:00 A.M.**

**LUNCH – 12:00 P.M.**

Western Nebraska Community College  
Scottsbluff Campus  
The Plex, John N. Harms Center  
2620 College Park, Scottsbluff, Nebraska

**PROPOSED AGENDA**

- A. Call to Order**, Ms. F. Lynne Klemke
  
- B. Roll Call**
  
- C. Approval of Agenda**
  
- D. Introduction of Visitors**
  - a. Community Comments
  
- E. Chairperson Comments**
  - a. Copy of Nebraska Open Meetings Act Available at the Back of the Room
  
- F. Excuse Absent Board Member(s)**
  
- G. Personnel Calendar**
  - a. Consideration of Resignation of Dr. Todd Holcomb
  - b. Effective Date of Resignation
  
- H. President's Report** – Status Report Concerning Pending Projects; Recommendation for designation of Responsible Staff; and Review of Chain of Command.
  
- I. ACCT Search Process, Dr. M. Thomas Perkins; ACCT Representative, Ms. Pam Fisher**
  - a. Discussion of Presidential Search Process
  - b. Approve Contract with Search Consultant

**J. Discussion and Action Regarding Interim President Selection Process**

- a. Appointment of Interim President Search Committee
- b. Approve Contract for Interim Search Consultant

**K. Discussion and Action on Selection of Screening and Interview Committee**

- a. Form Screening and Interview Committee per Board Policy
- b. Direct Human Resources Executive Director to Coordinate Selection of Representatives from Faculty, President's Executive Team, and Mid-level Administrator Group
- c. Direct Norman Coley, Dean of Students to Coordinate Selection of Student Government Representative
- d. Direct Selection of Five Community Representatives from each Election District and Two At-large Community Representatives by Board Members

**L. Lunch/Discussion Regarding Community Representation for Screening and Interview Committee**

**M. Board Member Comments**

**N. Adjournment**

**MISSION STATEMENT**

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**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Thursday, May 9, 2019  
10:00 a.m.

The Western Community College Area Board of Governors held a special Board meeting at 10:00 a.m. on Thursday, May 9, 2019, in The Plex, John N. Harms Center, Western Nebraska Community College, Scottsbluff Campus, located at 2620 College Park, 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 Saturday, April 27, 2019.

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

**OTHERS PRESENT**

Pamila Fisher, Association of Community College Trustees Consultant  
Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary  
Todd R. Holcomb, President  
Philip M. Kelly, College Attorney  
William D. Knapper, Administrative Services Vice President and Board Treasurer  
Aletia Norwood, Faculty Representative  
Stacey Wilson, Faculty Representative

**QUORUM**

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

**APPROVAL OF AGENDA**

Ms. Klemke called for a motion to approve the Agenda. Mr. Stickney MOVED the Agenda be approved as presented. SECONDED by Ms. Guzman-Gonzales.

## **APPROVAL OF AGENDA (Cont.)**

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

## **INTRODUCTION OF VISITORS**

### **Community Comments**

Ms. Klemke welcomed visitors to the meeting.

Ms. Klemke introduced Dr. Pamila Fisher, Lead Search Consultant of the Association of Community Colleges, who joined the meeting via conference call.

Ms. Klemke asked for comments from the community. Pursuant to Board Policy 830.1000.79, Ms. Klemke reminded community members that any speaker wishing to make a comment would be limited to a five minute presentation. There were no community comments.

## **BOARD CHAIRPERSON COMMENTS**

Ms. Klemke announced that for public information a copy of the Nebraska Open Meetings Act was available on the table at the back of the room.

Ms. Klemke reported Ms. Kimberly A. Marcy notified the Secretary she would be unable to attend the meeting because of Personal Health. Ms. Klemke further reported Mr. R. J. Savely, Jr. notified the Secretary he would be unable to attend the meeting because of Personal Business.

## **EXCUSE ABSENT BOARD MEMBERS**

Ms. Richards MOVED Board members Mr. Savely and Ms. Marcy be excused from the meeting. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

## **PERSONNEL CALENDAR**

### **Consideration of Resignation of Dr. Todd R. Holcomb & Effective Date of Resignation**

Ms. Klemke stated the next order of business was to consider the resignation of Dr. Todd R. Holcomb, College President. Ms. Klemke referred Board members to the handout materials which include Dr. Holcomb's official letter of resignation effective June 26, 2019.

## **PERSONNEL CALENDAR (Cont.)**

### **Consideration of Resignation of Dr. Todd Holcomb & Effective Date of Resignation**

Dr. Gramberg MOVED the Board accept the resignation of Dr. Todd R. Holcomb, as College President of Western Nebraska Community College effective June 26, 2019. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

### **MOTION CARRIED**

## **PRESIDENT'S REPORT**

Ms. Klemke referred Board members to the handout materials which include a memo from Dr. Holcomb with the current status on pending projects at the College and asked Dr. Holcomb to further speak on it.

Dr. Holcomb reported on the current status of each of the following projects:

- 1) Higher Learning Commission Steering Committee
- 2) Policy Task Force
- 3) Facilities Updates and Scottsbluff Renovation
- 4) Strategic Action Plan and Key Performance Indicators
- 5) Proposed New Funding Distribution Model for Dissemination of State Funds
- 6) Website Redesign
- 7) Future Facilities
- 8) Great Colleges to work for Survey
- 9) Human Resources
- 10) Fundraising Match
- 11) Budget Development
- 12) Consultants
- 13) Educational Services Update
- 14) Miscellaneous

A complete copy of Dr. Holcomb's report on the current status on pending projects can be found attached to the official meeting minute book.

## **ACCT SEARCH PROCESS, Dr. M. Thomas Perkins; ACCT Representative, Dr. Pamila Fisher Discussion of Presidential Search Process**

Ms. Klemke introduced the Association of Community College Trustees Search Process item and asked Dr. Perkins, and Dr. Fisher to further speak on it. Dr. Perkins shared personal testimonies with the Board members, Faculty and Staff, and encouraged them to remain calm during this time of transition. He acknowledged stress may be a factor in the next few months, however, together they would find a president for the College.

**ACCT SEARCH PROCESS, Dr. M. Thomas Perkins; ACCT Representative, Dr. Pamila Fisher (Cont.)  
Discussion of Presidential Search Process**

Dr. Perkins recommended the board secure an interim president to allow the Board time for thoughtful conversations as it searches for the next president.

Ms. Klemke reported there are two different searches. One search pertains to the Interim Presidential Search, which will be spearheaded by the Association of Community College Trustees Search Services, and the Interim President Search Committee. The other search pertains to the College President, which will be an effort by the Screening and Interview Committee.

Ms. Klemke explained the Screening and Interview Committee, pursuant to Board Policy, will be responsible for reviewing and narrowing down resumes for the College President. The Committee will consist of Faculty, Support Staff, Administrators, Students, and a community member from each district of the Western Community College Area.

Ms. Klemke reported the Committee will meet a total of three times; June 19, 2019, October 8, 2019, and October 22, 2019.

Dr. Fisher reported on the President Search Timeline and recommended the initial orientation and community forum take place on June 19, 2019. This will allow the Association of Community College Trustees to compile all the information presented at the June 19, 2019, Committee meeting and create a profile for the College to be used for recruiting efforts.

Dr. Fisher reported the months of July through September will be used for recruiting, with a target date for receipt of applications set for September 25, 2019. The Committee will review applications from September 27 through October 3, 2019.

On the week of November 12, 2019, finalists will be invited for a public forum, campus tours, informal meetings, and interviews with the Board members. The Board would then announce the new College President in late November, with a start date of January 1, 2020.

Board members expressed concern with the times proposed for the June 19, 2019, meeting, and made the recommendation for the Search Committee to meet for orientation and training at 4:00 p.m., and hold the Board of Governors Regular meeting at its usual time at 1:00 p.m., to accommodate community members who hold regular jobs.

Mr. Stickney MOVED the Board approve the President Search Timeline with the changes presented. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

**ACCT SEARCH PROCESS, Dr. M. Thomas Perkins; ACCT Representative, Dr. Pamila Fisher  
Approve Contract with Search Consultants**

Dr. Packard MOVED, pursuant to Board Policy 845.0100.05, that Western Nebraska Community College hire the Association of Community College Trustees Search Services, as a consultant to assist and facilitate the process for a comprehensive search for the College President. SECONDED by Mr. Stickney.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

**DISCUSSION AND ACTION REGARDING INTERIM PRESIDENT SELECTION PROCESS**

**Appointment of Interim President Search Committee**

Ms. Klemke made the recommendation to appoint the following Board members to serve on the Interim President Search Committee: Dr. Merlyn L. Gramberg, Ms. Coral E. Richards, Ms. Karen S. Anderson, Dr. M. Thomas Perkins, and Mr. Richard G. Stickney, with Dr. Perkins serving as Chair of the Committee.

Mr. Stickney MOVED to approve the Board Chair's appointment of Committee to make recommendations to the Board members for the interim position of President of the College. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

**DISCUSSION AND ACTION REGARDING INTERIM PRESIDENT SELECTION PROCESS**

**Approve Contract for Interim Search Consultant**

Ms. Richards MOVED, pursuant to Board Policy 845.0100.05, that the College hire the Association of Community College Trustees Search Services, as a consultant to assist and facilitate the process for a search for an Interim President for Western Nebraska Community College. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

### **DISCUSSION AND ACTION ON SELECTION OF SCREENING AND INTERVIEW COMMITTEE**

Ms. Anderson MOVED, pursuant to Board Policy 845.0100.05, that the Board form and create a Screening and Interview Committee, and that Ms. Kathy Ault, Human Resources Executive Director, coordinate selection of representatives from the Faculty, President's Executive Team, Mid-level Administrative group, and Support Staff. That Mr. Norman Coley, Jr., Dean of Students, coordinate selection of a representative from the Student Government, and that the Board members representing each of the five Board Districts coordinate a recommendation for selection of community representatives from each election district to serve on the Screening and Interview Committee.

Furthermore, Ms. Anderson moved that the Board Executive Committee coordinate recommendations for two community representatives-at-large to serve on the Screening and Interview Committee. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Savely

**MOTION CARRIED**

### **LUNCH/DISCUSSION REGARDING COMMUNITY REPRESENTATION FOR SCREENING AND INTERVIEW COMMITTEE**

Ms. Klemke reported the Board will be using their lunchtime to discuss possible community representation for the Screening and Interview Committee. Ms. Klemke asked members of the Board from the same elected districts to sit next to each other during lunch to draft a list of names of potential persons from their elected districts to be invited to serve on the Committee. Selected persons for the Committee will receive a personal invitation from the Board Chair.

### **RECESS**

Ms. Klemke declared the Special meeting in recess at 11:34 a.m.

### **OPEN MEETING**

Ms. Klemke declared the Open meeting in session at 12:28 p.m.

### **BOARD MEMBER COMMENTS**

Ms. Klemke referenced the handout given to Board members containing the script to follow when contacting constituents who may be interested in serving on the Screening and Interview Committee. She reminded Board members the Committee must consist of one community representative from each of their elected districts. Ms. Klemke asked Board members to aim for a June 1, 2019, deadline, and asked that all names of community representatives interested in participating be sent to her.



**BOARD MEMBER COMMENTS (Cont.)**

Ms. Klemke reminded Board members to be prepared to have their pictures taken on May 15, 2019, at 11:30 a.m. in the Pioneer Hall Activities Center.

Dr. Perkins reported the Graduation Ceremony will take place on Saturday, May 11, 2019, at 4:00 p.m., and encouraged Board Members to attend. He stated it is a time to celebrate student's achievements and their hard work, as well as the culmination of the work Board Members have done as they promote programs and services for the students.

Ms. Richards thanked Ms. Klemke and Dr. Perkins for their hard work in preparing for the meeting.

Ms. Klemke thanked everyone in the room for their hard work and effort in the process. She stated change causes stress, but it also provides opportunities.

**ADJOURNMENT**

The meeting was adjourned by unanimous consent at 12:35 p.m.

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F. Lynne Klemke, Chairperson

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Rosie Hernandez, Secretary