

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, October 23, 2019  
1:00 p.m.

The Western Community College Area Board of Governors held a regular Board meeting at 1:00 p.m. on Wednesday, October 23, 2019, 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 Wednesday, October 16, 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 .....	Present
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr .....	Absent
Richard G. Stickney, Vice-Chair .....	Present

**OTHERS PRESENT**

Paula Abbott, Sidney Campus Executive Director  
Kathy Ault, Human Resources Executive Director  
Marcus Carrillo, Scottsbluff Campus Student Representative  
Brian Croft, Faculty Representative  
Susan Dickinson, Faculty Representative  
Ellen Dillon, Associate Dean of Instructional Support  
Taylor Dudley, Alliance Campus Student Representative  
Hallie Feil, Dean of Instruction  
Nina Grant, Vice President of Student Services  
Charlie Gregory, Dean of Instruction and Workforce Development  
John Harms, Interim President  
Tonya Hergenrader, Career Pathways and Advising Director  
Roger Hovey, Registrar  
Nino Kalatozi, Institutional Effectiveness Director  
Philip Kelly, College Attorney  
Lynne Koski, Vice President of Finance  
John Marrin, Interim Executive Vice President  
Scott Miller, Media (KNEB)  
Aletia Norwood, Faculty Member  
Kimberly Reichert, Educational Services Senior Coordinator  
Jackie Smith, Alliance Campus Director

Luke Stobel, Student Success Director  
Susan Verbeck, Executive Administrative Assistant to the President and Board Secretary  
Amy Winters, Faculty Member

### **QUORUM**

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

### **COMMUNITY COMMENTS**

Ms. Klemke asked for comments from the community. Pursuant to Board Policy 830.1000.79, Ms. Klemke reminded community members who wish to make comments that each speaker will be limited to a five-minute presentation. There were no community comments.

### **BOARD CHAIRPERSON COMMENTS**

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

Ms. Klemke reported Mr. Savely is unable to attend the meeting because of Personal Business.

### **CONSENT CALENDAR**

#### **Review Contents**

Ms. Klemke reviewed the contents of the Consent Calendar, which include the following item(s):

- 1) Agenda, October 23, 2019
- 2) Excuse Absent Board Member(s) - Mr. R.J. Savely, Jr.
- 3) Minutes
  - a. Regular Meeting, September 11, 2019
- 4) Claims for September 2019
  - a. WCCA Unrestricted Fund - \$ 3,838,111.24
  - b. WCCA Restricted Fund - \$ 20,532.19
  - c. WCCA Federal Fund - \$ 15,495.19
  - d. WCCA Agency Fund - \$ 5,445.10
  - e. WCCA Loan Fund - \$-0-
  - f. WCCA Plant Fund - \$ 331,430.00
  - g. WCCA Auxiliary Fund - \$ 161,489.19
- 5) City Planning Commission Report(s)
  - a. There were no reports.
- 6) Reports and Proposals
  - a. From the Students - There were no reports.
  - b. From the Faculty – There were no reports.
  - c. From the Administration – There were no reports.
  - d. From the Board – There were no reports.

Ms. Klemke inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration. There were no items extracted.

### **CONSENT CALENDAR**

#### **Approval**

Mr. Stickney MOVED to approve the Consent Calendar as presented. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

### **CONSENT CALENDAR**

#### **Consider Items Extracted**

There were no items extracted from the Consent Calendar.

### **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

#### **Ms. F. Lynne Klemke, Mr. Allan D. Kreman and Ms. Kimberly A. Marcy**

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Ms. F. Lynne Klemke for \$93.26, Mr. Allan D. Kreman for \$22.26, and Ms. Kimberly A. Marcy for \$220.40. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** Klemke, Kreman, Marcy

**Absent:** Savely

**MOTION CARRIED**

### **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

#### **Mr. R. J. Savely, Jr. and Mr. Richard G. Stickney**

Ms. Richards MOVED to approve the following travel expenses: Mr. R. J. Savely for \$104.98 and Mr. Richard G. Stickney for \$62.06. SECONDED by Ms. Marcy.

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

**Voting No:** None

**Abstain:** Stickney

**Absent:** Savely

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

### **Review of the Bid Consent Calendar**

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

- 1) Bid No. 20-SE-ATIXA (Title IX) Training

Ms. Klemke asked Ms. Ault to present this item. Ms. Ault reported this is a request to hold the ATIXA/Title IX training at the Scottsbluff Campus. A trainer will be brought in and seventeen seats are available for the training. All investigators and deputies, and a handful of additional participants will go through the investigation training. This includes participants from Western Wyoming, Eastern Wyoming, MidPlains, the University of Wyoming, and Chadron State College.

Ms. Ault reported that she has \$6,000 in the budget for deputies to be trained and \$6,000 for investigators to be trained. She would like to be able to approve the training that is over her authorization of \$7,500. Ms. Ault added that the College would not be making money on this training, proceeds will go to ATIXA.

In response to a question from the Board, Ms Ault responded that she has sent information about the training to local entities and the public schools. She is also planning to email information to the high schools.

## **BID CONSENT CALENDAR**

### **Approval**

Dr. Perkins MOVED to approve adoption of the Bid Consent Calendar Bid No. 20-SE-ATIXA (Title IX) Training proposal as presented. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

### **Consider Items Extracted**

There were no items extracted from the Bid Consent Calendar.

## **PERSONNEL CONSENT CALENDAR**

### **Review Contents of Personnel Consent Calendar**

Ms. Klemke reviewed the contents of the Personnel Consent Calendar which include the following resignation(s) and appointment(s).

- 1) Resignation(s):
  - a) Ms. Michelle R. Coolidge, Administrative Services Coordinator in the Administrative Services Department, effective October 19, 2019.
- 2) Appointment(s):
  - a) There were no appointments.

Dr. Harms commented on the resignation of Ms. Coolidge. He reported this resignation would be a loss for the College. He had the opportunity to observe Ms. Coolidge at work and noted she did a good job with the move back to the main building. There were many issues involved with the move and she handled them calmly and expeditiously.

Ms. Klemke entertained a motion to approve the Personnel Consent Calendar.

## **PERSONNEL CONSENT CALENDAR**

### **Approval**

Ms. Anderson MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Dr. Packard.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

## **PERSONNEL CONSENT CALENDAR**

### **Consider Items Extracted**

There were no items extracted from the Personnel Consent Calendar.

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

### **Special Meeting – November 14, 2019 - Presidential Candidate Interviews**

Ms. Klemke reported that a Special Meeting of the WCCA Board of Governors to conduct presidential candidate interviews is scheduled for November 14, 2019. On November 13, 2019, open forums will be held where the public community is welcome to meet the three candidates, ask questions, and converse with them.

In response to an inquiry from the Board, Ms. Klemke responded that the location and start time for the November 14 meeting is yet to be determined. She added that Board members would be notified once that information is available.

Ms. Klemke entertained a motion for approval of a Special Meeting of the WCCA Board of Governors to be scheduled for November 14, 2019.

Ms. Guzman-Gonzales MOVED to approve a Special Meeting of the WCCA Board of Governors scheduled for November 14, 2019. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

## **WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.)**

### **WNCC/ESU #13 Interlocal Cooperation Agreement**

Mr. Kelly reported that previously, Mr. Knapper had shared information about this project. ESU #13 encountered issues regarding availability of facilities, which initiated discussion about allowing them to construct a building next to the current structure in Sidney. Mr. Kelly put together this interlocal agreement, which is an agreement between two political subdivisions. The agreement allows ESU #13, at their cost, to build a separate building a few feet from the existing structure in Sidney. The building will not be structurally connected to the existing WNCC structure except for two connecting corridors. The land will be made available to ESU #13 at no cost and construction of the building will allow them to offer their program in Sidney.

The agreement is in effect until it has been modified or both parties agree to termination. Additionally, the agreement addresses how the buildings are to be connected, maintenance of the structures, insurance, safety issues, and ownership of the land.

The agreement also includes construction of a garage/storage building. The cost of that building will be split equally once the agreement is approved. Mr. Kelly reported that the agreement is being presented today to request approval by the Board. Mr. Kelly added that ESU #13 would present the agreement to their Board as well.

In response to questions from the Board, Mr. Kelly responded that the agreement could only be terminated by mutual agreement of both parties. ESU #13 could ask the College to purchase the building from them, but the contract states that they cannot sell, sublease or lease the building to someone else.

Ms. Klemke entertained a motion to approve the WNCC/ESU #13 Interlocal Cooperation Agreement.

Ms. Richards MOVED to approve the WNCC/ESU #13 Interlocal Cooperation Agreement. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

## **WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.)**

### **2020 Election – WCCA Board Members**

Ms. Klemke referenced information included in the meeting packet regarding those Board members whose terms will expire and who will need to consider filing again. Ms. Klemke stated that as we go through this period of transition she hopes all will consider filing again. One member from each district is up for election in 2020. Also included in the meeting packet is a document that lists each district and the areas those districts encompass. Ms. Klemke mentioned that the deadline for filing is February 15, 2020. All others must file by March 1, 2020. The Primary election date is May 12, 2020 and the General Election date is November 3, 2020. Ms. Klemke explained that filings must be received by the Secretary of State's office by the time and date designated. The Board Secretary will assist with filing.

## **REPORTS AND RECOMMENDATIONS FROM THE EXECUTIVE COUNCIL**

### **Board Secretary Position**

Ms. Klemke reported the Executive Council met earlier in the day and conversed about separating the President's Secretary responsibilities from the Board Secretary's responsibilities. Ms. Klemke asked Dr. Perkins to present this item.

Dr. Perkins reported that with the combination of the two positions, it was realized that the work is overwhelming and the past and present secretaries worked overtime to handle presidential business and Board business. As a result of discussion of timelines and responsibilities, it has been decided to bring to the Board the proposition that the two positions are separated and to create the position once more for a Board secretary. Dr. Perkins mentioned that members may recall this discussion from a few years ago, and at that time, he was opposed to the idea knowing there is an enormous amount of responsibility for the Board secretary.

Dr. Perkins MOVED to approve the separation of the Board Secretary position and the President's Secretary position. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

**REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE – Ms. Richards**

Ms. Richards introduced the Whistleblower Protection Board Policy on Second and Final Read and asked Ms. Ault, Executive Director of Human Resources to present this policy.

Ms. Ault reported there are no repeals of policies since this is a new policy. Ms. Ault referenced the document included with the handouts. Previous suggestions included a change of wording; “fraudulent acts” was changed to “wrongful acts.” Under the heading Protected Persons Definition, the wording “officers of the Board” was changed to “members of the Board.” Ms. Ault added that she would be working with Mr. Coley to enable electronic reporting via Maxient.

Ms. Richards MOVED to approve the Whistleblower Protection Board Policy on Second and Final read. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Savely

**MOTION CARRIED**

**REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE (Cont.)**

Ms. Richards introduced the Employee Tuition Remission Board Policy on First Read and asked Ms. Ault, Executive Director of Human Resources to present this policy.

Ms. Ault reported four different policies would be collapsed into this one policy. Rather than having an Employee Tuition Remission policy for each employee classification, they will all be collapsed into one policy. The only feedback received through the portal posting came from a faculty member regarding the definition of child and dependents. The College attorney reviewed the definition and forwarded a recommendation, which was to go with the definition as defined in the Code of Federal Regulations.

The Board took no action.

**REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE - Dr. Gramberg**  
**First Read: Differentiation of Educational Programs Board Policy**

Dr. Gramberg introduced the Differentiation of Educational Programs Board Policy on First Read and asked Dr. Feil, Dean of Instruction to present this policy.

Dr. Feil reported that the Differentiation of Educational Programs Board Policy outlines the different degrees at the College; the requirements for those degrees, addresses the general education requirements for the degrees, and talks about general education goals used in assessment of courses. Dr. Feil reported that a fact some may not know is that the College can only guarantee a course transferring in any of the degree programs if a grade of C or better is earned. Not all institutions will accept a C-, and D's and F's do not transfer.

**REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)**  
**Info Only: Definition of an Academic Credit Hour President's Procedure**

Dr. Feil reported that the College is required to develop a procedure around how credits are defined. The first six items were in a prior President's Procedure and were not changed, as they are defined by statute. The institution has the prerogative to adopt either a sixty-minute hour or fifty-minute hour sometimes referred to as a Carnegie unit. The College adopted the Carnegie unit, which would count fifty minutes as an hour. Additionally, the procedure defines how much outside work is required in a lecture type class. The ratio is 2-1, for every fifty minutes in class there is a hundred minutes out of class. Dr. Feil reported that items seven through nine are new. Last year, the workload task force looked at how loads are calculated. Many on the committee felt the physical activity courses and music and art courses did not fit well into the definitions that were established. After review of what other institutions have done, the task force developed a different definition for physical activity, ensemble and the studio courses that include art, music and dance. This information was posted on the portal last May and the only comment was that the Nebraska revised statute citation had been improperly cited, but after checking, it was found to be accurate.

**REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)**  
**First Read: Confidentiality of Student Records Board Policy and President's Procedure**

Dr. Gramberg asked Ms. Grant to present this policy and procedure.

Ms. Grant reported that this policy and procedure address the way the College requires students to request their own records and how records are managed and protected. Ms. Grant explained that there are federal guidelines through FERPA that dictate that the College must be conscientious of student information in general, including their educational records as well as other records housed at the College. Ms. Grant added that a lot of this information came from the student handbook.

Ms. Grant reported that at a future meeting the Directory of Information Policy would be repealed.

The Board took no action at this time.

## **INSTITUTIONAL REPORTS**

### **NCCA Annual Meeting Roundtable Topic, Pathways to Resilience at WNCC**

Ms. Reisig reported that at the upcoming NCCA Annual meeting, there would be six round table sessions with three twenty-minute time slots, which allows attendees to choose the session they want to attend. WNCC staff will be presenting information about the Guided Pathways program. Ms. Reisig reported that the Guided Pathways program is the result of a grant awarded by the Kiewit Foundation. Ms. Reisig asked Ms. Hergenrader to present additional information about the presentation for the NCCA Annual meeting.

Ms. Hergenrader, Director of Advising and Career Pathways referenced the information included in the meeting packet. She explained that during the roundtable discussion, this information would be presented for discussion.

Ms. Hergenrader reported that the College has seventy-three different programs of study that fall under the Guided Pathways Framework. Those are programs that have been identified as having twelve credits minimum of core program requirements for that program of study. The program follows the Nebraska career cluster model and is directly connected to the Wall-to-Wall Academy programs in the high schools. The goal is to develop a seamless transfer for students and to have more transparency in career pathways so they can see what is expected every step of the way. An additional goal is to ensure that courses are available to students at the times they need to take them so they stay on track.

Ms. Hergenrader reported that employer and student engagement is important, so they are trying to increase opportunities for employers and students to connect. Internship agreements, career tracks, career backgrounds, all assist in identifying career goals early on. Based on data and so that the College is doing what is best for the students, there is constant review of what is most helpful in the way of support, intervention, and resources.

## **INSTITUTIONAL REPORTS (Cont.)**

### **Persistence and Completion Academy Team Report**

The Persistence and Completion Academy Team, consisting of Mr. Stobel, Dr. Feil, Ms. Norwood, Mr. Hovey, and Dr. Kalatozi presented an overview of where they have been, where they are at, and where they are going.

It was reported that once a data audit was completed, suspicions were confirmed that data integrity was not good and needed to be improved in a variety of ways. This led the team to form a committee to assist with Colleague training, data entry, and consideration of how to get information that is more accurate from students.

While the institution as a whole has made tremendous progress since joining the Persistence and Completion Academy, there have been many struggles along the way with regard to progress. The primary reason for this was the identification and subsequent work on too many projects at one time. The work to be done was vast but resources were limited and the team became bogged down for a period as they trudged through a huge list of initiatives.

While it seems as though the time in the academy has gone quickly, it is amazing to look back and see all the things that are taking place today at WNCC as they continue to move towards the goal of becoming a model for student success and how to work together to accomplish great things for the institution, the community, and the students.

As evidenced in the previous information, the College is doing tremendous work and making incredible progress in many ways to promote student success. Even with resources, both human and financial, that are often limited, the institution has accomplished a great deal in the time WNCC has been involved in the Persistence and Completion Academy.

### **INSTITUTIONAL REPORTS (Cont.)**

#### **Proposed 2020-2021 Student Charges, Tuition, Fees, Room and Board**

Ms. Koski referenced information included in the meeting packet and the handouts. The recommendation from administration proposes a \$2.50 increase to resident, Border States and non-resident tuition rates. A flat rate was proposed for occupancy in the residence halls. Board rates are proposed to increase approximately 3%, due to expected increases in protein sources. A table of all tuition, fees and room and board rates that are approved annually by the Board was presented for review.

Ms. Koski reported that tuition and other fees and rates along with refund schedules are presented at the October meeting as a first reading and then presented for approval at the November meeting.

### **INSTITUTIONAL REPORTS (Cont.)**

#### **ModernThink Higher Education Insight Survey**

Dr. Kalatozi reported in April 2019, WNCC participated in the Great Colleges to Work for Program. She explained this is a two-part program, the first part is a survey and the second part is a questionnaire. The Great Colleges to Work For survey was administered and compiled by ModernThink LLC for The Chronicle of Higher Education. One hundred forty-eight surveys were sent and one hundred sixteen were completed, which is an overall response rate of seventy-eight percent. Ms. Kalatozi reported participation in the survey consisted of twenty percent of the administration, forty-nine percent of the faculty, seventeen percent of exempt professional staff, nine percent of non-exempt staff and two percent of the adjunct faculty.

Dr. Kalatozi reviewed data results in all areas. The charts and graphs provided indicated areas and levels of participant approval as well as areas and levels of dissatisfaction. Disaggregated data include a breakdown of results by staff position category. Dr. Kalatozi reported that although results were generally good, some areas of concern were identified and will need to be addressed by the College. Dr. Kalatozi continued addressing the comments section of the survey. This section asked what employees appreciate most about working at WNCC and what would make the institution a better place to work.

Ms. Klemke interjected stating that the aggregate and disaggregated data provides a clear understanding of the areas that need attention. Ms. Klemke stated that for legal

reasons, and to protect the institution, the comments section of the survey will not be made public.

Faculty representative, Brian Croft, expressed concern that the comments section of the survey is not being made public. He added that faculty is concerned about which individual college officials will have access to the comments section. Mr. Croft stated the entire survey was conducted, due in large measure to the efforts of the faculty. Not revealing the comments section limits the impact of the survey. Ms. Klemke stated she does not find the survey results limiting at all, but finds it very revealing and provides a direction for future work. Mr. Croft agreed with Ms. Klemke's statement but added that from the greater perspective, there are people who do not get to see the Board in action, the people who do not get to discuss things on a personal level. Mr. Croft stated he has no doubt the Board will work with the survey results because the numbers are clear. However, he expressed concern that survey results that are not pleasant will not be shared and may not be addressed.

Ms. Klemke deferred to Mr. Kelly, legal counsel for WNCC. Mr. Kelly reported the open comments portion of the survey contains information that is, on occasion, very pointed and specific about members of the WNCC group of employees. Individuals could be identified by the comments made and the College simply cannot make those comments open and available to the public. This action is taken to protect both the institution and the individuals who may be able to be identified by the nature of the comments. To do so would be exposing the institution to potential legal claims for harassment or defamation. Mr. Kelly stated the survey provides plenty of data for the College faculty and administration to review, investigate and work on.

Mr. Croft asked for the number of administrators who have read the open comments. Dr. Harms responded that he has read the comments and agrees that some of the comments could be hurtful. Mr. Kelly reported six committee members did see the comments. Mr. Croft inquired whether the comments are deemed credible and if comments suggested a breach of board policy. Mr. Kelly reported the comments would be reviewed to make certain no allegations of misconduct were made. Mr. Croft inquired whether there is a plan for any action, positive or negative, to be taken because of the comment section. Mr. Kelly stated that it is not necessary to use comment information to address the overall results of the survey.

Ms. Klemke stated that the Board understands the faculty's frustration; however, WNCC must follow legal guidance that the open comments will not be disseminated. Ms. Klemke noted that the data generated by the survey validates faculty concerns that lead to the demand to conduct this survey. Ms. Klemke added that survey results give the Board marching orders; areas to address, and work to be done. Mr. Croft stated that it gives the faculty direction as well. Ms. Klemke maintained that, as WNCC brings a new president on board, all would need to rally together.

## **RECESS**

Ms. Klemke declared a recess at 2:59 p.m.

## **OPEN MEETING**

Ms. Klemke declared the Open meeting in session at 3:16 p.m.

## **INSTITUTIONAL REPORTS (Cont.)**

### **Presidential Search Update**

Ms. Klemke reported that on October 22, 2019, eighteen people met from 8:00 in the morning to 7:30 that night to interview candidates for the president position. She thanked everyone for their assistance and time. Ms. Klemke reported that the group consisted of people with a lot of expertise and by the end of the day, three finalists were identified. The finalists will be on campus November 13 and 14, 2019. Open forums are scheduled November 13 with three individual time slots allowing the opportunity to interact with the candidates. On November 14, the Board will conduct interviews. By the evening of November 14, the hope is to have an individual identified as a new president. The reason the names are not being released today is the finalists need to go back to their respective areas to inform their employers that they are a finalist and to gather bio information and photos for the College Public Relations Department. Hopefully, information can be released by the weekend.

Ms. Klemke reported the consultant that was hired did an amazing job of leading eighteen people not once, but twice, through a consensus process. At the end of the night, after everyone had left she stated that there was a great pool of people and she believed that the best three were chosen as finalists. Dr. Fisher is in the business of looking at resumes and seeing people's credentials so her comment was reassuring.

Ms. Judy mentioned they have been working with the IT Department to set up a live stream for the forums. Notification of the three finalists will go to the Board and the staff before it is sent to the media.

## **INSTITUTIONAL REPORTS (Cont.)**

### **Nebraska Community College Association**

Dr. Perkins reported that the Annual meeting would be held in Lincoln with Southeast Community College acting as host. With this meeting, Round Table discussions will be scheduled.

Dr. Perkins reported that the Board meeting itself is actually a celebration of life. What we are going to celebrate are men and women who have made a mark on their respective community colleges and that in and of itself will be a very special event for all of us to recognize people who believe that community colleges are important not only in their communities, but well beyond that.

Dr. Perkins reported that he previously commented that the Gates Foundation is going to support a rural community college research project. The project will last for eighteen months and he quickly sent a letter to Noah Brown who is the CEO and President of ACCT suggesting that WNCC would like to participate in that process. The fact of the matter is that five-community college states had already been identified by the Gates Foundation. They chose North Carolina, Kentucky, Iowa, Texas and California. However, in the discussion he attended regarding this research project, they were assured that the researchers would need information beyond those five states. He indicated at that time

that WNCC would be most willing to participate in the project in some fashion or other and he was assured that that would happen. Dr. Perkins stated that he made comments publicly at that session, and noted how rural we are. Seventeen thousand square miles with a population of 90,000 people. He also stated that for ten years he cornered whenever he could, a Gates representative to inquire when they were going to start doing research for rural community colleges, as we need to be recognized. At this point in time, it is being recognized that we in rural America are in serious trouble. It is time to address what is happening in rural America, loss of population, hard to get to services. It was noted that they wanted feedback and he is confident that WNCC will be part of that.

### **INSTITUTIONAL REPORTS (Cont.)**

#### **Association of Community College Trustees, 2019 ACCT Annual Leadership Congress Report – Dr. Perkins and Ms. Guzman-Gonzales**

Dr. Perkins reported that this year's Congress was good and he is proposing that more Board members attend these events. He is suggesting that at least two Board members attend the National Legislative Session. It is important that the Board attend these sessions so that they can come back and report about what is going on around us.

This session was special in that it was the 50<sup>th</sup> anniversary of ACCT. A highlight of the anniversary celebration was the brief appearance of the founder of ACCT: E. Dale Ensign, who described how the Association began. Mr. Ensign, in his nineties, expressed his appreciation for the work that the Association has accomplished.

Dr. Perkins reported one of the sessions he attended was discussion on "Congressional Priorities for Reforming Higher Education. "The session included dialogue about one aspect of the Higher Education Act, which includes the funding of colleges and universities. The reform that the title references includes "reform to accreditation, simplifying federal student aid and loan repayment, reducing regulatory burden, and creating new institutional accountability standards. Andres LaCasse, education policy advisor to Senator Alexander and Bryce McKibben, policy advisor to Senator Murray were the presenters.

Both Senators have a history of working together on education bills, but have reached an impasse regarding the reauthorizing of the Higher Education Act. The problem lies with the fact that funding for black and Hispanic community colleges ran out on September 29 and needs to be reauthorized on a temporary basis until the Education Act is reauthorized. Senator Alexander has held the reauthorization in committee and Senator Murray wants the minority serving colleges to be funded on a temporary basis. The issue is that Senator Alexander wants to make the Higher Education Act permanent, which will take upwards to a year to accomplish.

Senator Murray, while not disagreeing with Senator Alexander's interest, is concerned that the funding for minority colleges will be held for a year, which places a great fiscal burden on the colleges.

Dr. Perkins reported another session he attended was "First Amendment Update, Title IX Developments, and Review of the Latest Higher Education Legal Issues Facing

Community Colleges." Ira Shepard, ACCT General Counsel and Robert Duston, Attorney, were the presenters. Dr. Perkins noted that they presented several cases and Ira Shepard challenged the audience to make decisions regarding the cases he outlined.

Ms. Guzman-Gonzales reported her focus was on Board governance. There were good sessions on boards and how they work with their president, how they handle conflict and how they deal with issues. Ms. Guzman-Gonzales reported there was a lot of onboarding information for new board members and information on how to keep continuity when new members join the Board. Ms. Guzman-Gonzales encouraged Board members to attend these events, as there were good ideas that could be implemented with this Board.

Mr. Stickney inquired whether there was discussion about classes, books, or literature for boardmanship for new members. Dr. Perkins shared that he sits on the ACCT Board Advisory Committee and they recently talked about revising the Board book that addresses boardmanship. Mr. Stickney stated the problem with boards is that they are different in every state, there is such a variation it is hard to define what a Board is because some are elected, some are appointed and some are being paid. Dr. Perkins responded there are certain qualities that all board members should have no matter how they come to be a board member.

Ms. Klemke reported she and Dr. Perkins have visited about the fact that the Board should write their own manual. Information can be gathered from ACCT but they have an idea about what new members need to be introduced to. This manual could be a supplement to what ACCT provides. Ms. Klemke added that perhaps new members, such as Mr. Kreman, could assist with determining what sort of information would be helpful.

### **INSTITUTIONAL REPORTS (Cont.)**

#### **Western Nebraska Community College Foundation – Ms. Anderson**

Ms. Anderson deferred to Ms. Reisig, Foundation Director. Ms. Reisig distributed information about the Foundation's 2019 Annual Fund. The handout does not include information related to the WNCC Expanding the Possibilities Campaign as those pledges that are still coming in are not counted as a part of the annual campaign.

Ms. Reisig's report focused on unrestricted funds. Unrestricted funds allow the Foundation to be able to be responsive to a variety of needs at the College. During the Expanding the Possibilities Campaign, over a million dollars was raised in unrestricted funds. Prior to the Campaign, on an annual basis, approximately \$150,000 was raised in unrestricted funds. The goal once the Campaign pledge period is finished is to get back up to around that amount in unrestricted funds annually.

Ms. Reisig highlighted uses of unrestricted funds that include the internal grant fund and the student emergency fund. Ms. Reisig reported that twenty thousand dollars is earmarked for internal grants and those can be accessed by faculty and staff to be used toward a program or an event. This might be something they want to start, something that maybe was not part of the budget that they did not know about at the beginning of the fiscal year or prior to the fiscal year. The internal grant fund allows the Foundation

to be responsive to faculty and staff needs. There is an application process for use of those funds. The application is completed then signed by a supervisor, includes a project plan, a budget, a timeline, and an evaluation criteria. The Foundation Board Stewardship Committee meets, reviews the applications and then makes a recommendation to the full WNCC Board. A number of projects have been funded since inception of that internal grant fund.

Ms. Reisig reported that next month, Mary Sheffield, Alumni Director will report on the Student Emergency Fund.

Ms. Klemke stated the Board needs to thank the Foundation for the help they are going to provide during the interview process for the presidential candidates. Legally, the College cannot pay the expenses for spouses when they are invited to come to the interview process to check out the area. The Foundation has agreed to assist with those expenses and the Board is grateful for that assistance.

### **INSTITUTIONAL REPORTS (Cont.)**

#### **HLC Steering Committee Update**

Dr. Perkins reported that Dr. Veltri was at the College last week and continues her work on the functional organizational chart. Consultant, Therese Brown worked with a faculty team on curricular assessment and along with Dr. Veltri, agreed that this session is in good shape.

Co-curricular assessment is an area of concern, but an issue other institutions are struggling with as well. Another consultant, Kris Binard will meet with Student Services staff this week to see what work is already done and can be used for reaffirmation.

Ms. Reichert added that this week a consultant whose expertise is in co-curricular assessment spent time with all Student Affairs Directors and the Assessment Team. In talking with the consultant, there is a lot of good data out there, it is just a matter of collecting it and putting it together. It is an area a lot of colleges are concerned about, but WNCC still needs to be cognitive that it could be an area of concern.

Dr. Perkins reported that Criterion 4 is well drafted and now Criterion 3 (teaching and learning) can be edited to minimize redundancies.

Criterion 5 (finance and institutional effectiveness) will be the next focus. Criterion 2 (governance) will be the last since it is so dependent upon policy review. Dr. Perkins reported that policy work continues.

Dr. Perkins reported that the timeline has been updated. Revisions of draft arguments are to be completed by the end of the semester and to be reviewed by the campus community and the Board of Governors before the holiday. Spring 2020 faculty in-service (week of January 6) will focus on preparation for the site review. The mock peer review is scheduled late January, early February. Any rewrites will be in February and March. The student survey will occur in February and the lock date for the assurance system is March 30, 2020.

Dr. Perkins added that monthly campus-wide updates are in development as well as a means for informing students of the process.

### **INSTITUTIONAL REPORTS (Cont.)**

#### **HLC Standing Committee Update**

Dr. Perkins reported that the committee needs to organize itself, with the understanding that it is a permanent entity. Therefore, it will need to consider what will be expected of it in the forthcoming years.

One possibility is to review the history of accreditation at WNCC, and the lack of oversight of maintaining records, data, training and assigning responsibility for keeping the College current with the various criteria and regulations of the accrediting body.

At this time, the committee recognizes that the College has not kept up to date. The questions that it may ask are: "Shall the committee serve as the overseeing agent of accreditation for the Board and/or the College?" "Are there boundaries that the committee should adhere to, what is the Board responsibility regarding accreditation compared with administration?" "Are there policies that the committee should develop and recommend to the Board?" "Should the committee be responsible for reviewing policies related to the Board's work and recommend action when needed?" "Should committee members, present and future, seek HLC training and inform the Board what they have learned?"

### **BOARD MEMBER COMMENTS**

Ms. Klemke thanked everyone involved in the countless hours spent in preparation for the accreditation visit. Whether it is policy development or any other facet of HLC, it has been an enormous amount of work.

### **PRESIDENT'S COMMENTS**

Dr. Harms acknowledged that a new CEO is about to be hired, so his time has been spent trying to identify and create a pathway so that when the new person comes in, the College is running smoothly and they will know exactly where we have to go and what we need to do. Dr. Harms added that the College is fortunate that Mr. Marrin will continue in his role for an additional year or more.

Dr. Harms reported that he and Mr. Marrin have been looking at many different areas, from program development to trying to improve communications. Dr. Harms added that he is trying to do the things that will help the College grow and develop. There are some wonderful things going on and there is some great staff at the College. Dr. Harms mentioned that he has been working with the President's Cabinet on a regular basis. He stressed that the Cabinet will need to become stronger so that when the new CEO comes in, they can provide direction and guidance.

### **EXECUTIVE VICE PRESIDENT COMMENTS**

Mr. Marrin shared a list of the policies and procedures that were worked on in just one week. Mr. Marrin stated that this involves an enormous amount of review and time. Mr. Marrin commented that he is glad the Board has determined it is necessary to continue to work on policies each month and thanked Ms. Reichert for assisting with keeping everything organized.

Mr. Marrin reported that work with Chadron State College continues and their president is planning to attend the November Board meeting to share information and address a few matters.

Mr. Marrin reported that a group met with Chadron State College staff in October. Discussion involved looking at a list of low enrolled/under-enrolled courses and how we can collaborate in joining those courses together so that they will make. Discussion included shared marketing, advertising avenues and scholarship lanes, identifying all students for reverse transfer and creation of an ongoing process. This means that if someone leaves WNCC and did not graduate, they may go to Chadron State and graduate. During their time at Chadron State, they may accumulate enough credits to justify WNCC granting them a degree as well.

Mr. Marrin added that they will be designing a new memorandum of understanding to include improving student advising, registration, and methods of processes for advisor training, enhancing faculty professional development growth in teaching and learning, and various learning modes as well as shared faculty. Additional points of discussion included collaboration with online courses, programs and training, feasibility of using drones and drone training in the Ag sector, mobile welding, and development of a WNCC and Chadron State College steering committee with regularly scheduled meetings. The next meeting is scheduled for November 21 and 22, 2019.

Mr. Marrin reported that in the past, there were faculty meetings with Chadron State College and the plan is to start developing a new and improved annual meeting so that faculty from both institutions can meet regularly.

Mr. Marrin reported the College is working on developing a diesel-training program. Recently, several area businesses participated in a lunch meeting at the College. Local business representatives shared that they could use fifteen people a year, but with all shops together, there is a need for seventy to a hundred trained individuals per year. The next step for the College is to look at marketing and how to attract students.

### **UPCOMING MEETINGS AND EVENTS**

1. Nebraska Community College Association  
Fourth Quarter Meeting (Annual Meeting)  
November 3-4, 2019  
Southeast Community College, Lincoln, NE

**NEXT REGULAR MEETING:** Wednesday, November 20, 2019, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, Nebraska

**ADJOURNMENT**

The meeting was adjourned by unanimous consent at 4:12 p.m.

---

F. Lynne Klemke, Chairperson

---

Susan L. Verbeck, Secretary