

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

Wednesday, April 15, 2020
1:11 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:11 p.m. on Wednesday, April 15, 2020, 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 Wednesday, April 8, 2020. Due to the COVID-19 Social Distancing restriction issued by the Office of the Governor limiting the public gathering number to ten people, some of the Board members and staff members attended the meeting electronically through Zoom video conference.

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

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 830.1000.79, 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 front of the room.

CONSENT CALENDAR

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

- 1) Agenda
- 2) Excuse Absent Board Member(s)
- 3) Minutes
 - a. Regular Meeting, March 18, 2020
- 4) Claims:
 - a. WCCA Unrestricted Fund - \$1,965,407.37
 - b. WCCA Restricted Fund - \$2,255.14
 - c. WCCA Federal Fund - \$465.99
 - d. WCCA Agency Fund - \$8,579.88
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$-0-
 - g. WCCA Auxiliary Fund - \$62,345.49
- 5) City Planning Commission Report
 - a. City of Gering

Chair Klemke inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration. Ms. Anderson requested the item payable to Leadership Scottsbluff for the Hoops for Heroes event in the amount of \$500.00 be extracted from the consent calendar. Ms. Anderson explained that she is a member of Leadership Scottsbluff.

CONSENT CALENDAR

Approval

Dr. Perkins MOVED to approve the amended Consent Calendar. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

CONSENT CALENDAR

Consider Item Extracted

Ms. Guzman-Gonzales MOVED to approve the extracted item payable to Leadership Scottsbluff for the Hoops for Heroes event in the amount of \$500.00. SECONDED by Ms. Marcy.

Voting Yes: Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke

Voting No: None

Abstain: Anderson

Absent: None

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Dr. Margaret Crouse and Ms. Lynne Klemke

Ms. Anderson MOVED to approve the following travel expenses: Dr. Margaret Crouse \$119.60; Ms. Lynne Klemke \$179.40. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson

Voting No: None

Abstain: Crouse, Klemke

Absent: None

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Mr. Alan Kreman and Ms. Kimberly Marcy

Dr. Perkins MOVED to approve the following travel expenses: Mr. Allan Kreman \$44.86; Ms. Kimberly Marcy \$108.68. SECONDED by Ms. Anderson.

Voting Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Klemke

Voting No: None

Abstain: Kreman, Marcy

Absent: None

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Dr. Tom Perkins, Mr. R.J. Savely, Jr., and Mr. Richard Stickney

Ms. Marcy MOVED to approve the following travel expenses: Dr. Tom Perkins \$646.56; Mr. R. J. Savely, Jr. \$103.50; Mr. Richard Stickney \$60.95. SECONDED by Ms. Richards.

Voting Yes: Marcy, Packard, Richards, Anderson, Crouse, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: Perkins, Savely, Stickney

Absent: None

MOTION CARRIED

BID CONSENT CALENDAR

1. Review of Bid Consent Calendar
 - a. Bid Number 20-SE-34 Gramm Leach Bliley
 - b. Bid Number 20-EQ-33 Auto Body Compressor
 - c. Bid Number 20-EQ-30 Dell Desktop PC's
 - d. Bid Number 20-FAC-28 Theater Painting
 - e. Bid Number 20-FAC-30 Conestoga Hall Drainage/Foundation
 - f. Bid Number 20-FAC-31 Irrigation System
2. **Approval** of Bid Consent Calendar
3. Consideration of Items Extracted from the Bid Consent Calendar. Mr. Savely requested extraction of the Gramm Leach Bliley bid and Mr. Kreman requested extraction of the Auto Body Compressor bid.

BID CONSENT CALENDAR

Approval

Ms. Guzman-Gonzales MOVED to approve the amended Bid Consent Calendar. SECONDED by Ms. Anderson.

Voting Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Regarding the Gramm Leach Bliley bid, Mr. Knapper explained that previously, Ms. Koski had discussed the need to have an audit and assessment performed by a third party who could audit the College in terms of the requirements of Gramm Leach Bliley, therefore a Request for Proposal was prepared and advertised throughout the country. Two responses were received, one from Reid Larson (\$62,500) from San Francisco, CA and one from BerryDunn (\$85,500) from Portland, ME. In reviewing the low bid from Reid Larson, it was noted that they have a strong background in the corporate and financial sectors. Their materials did not list any institutions of higher education.

BerryDunn has a very strong background in working with institutions of higher learning. They have minimal experience with Gramm Leach Bliley in higher education because this has only become a recent requirement. BerryDunn has a strong background in Information Technology Security Risks, and Internal Control and Compliance for higher learning institutions. Based on review of the proposals, staff is recommending working with BerryDunn. Mr. Knapper explained that even though there is a financial difference in the two bids, this would be spread over a three-year period.

Ms. Koski reminded the Board that this is a Federal requirement and any findings may jeopardize the College's ability to receive financial aid for our students, so this is a very critical assessment.

Company	City/State	Total Amount
Reid Larson	San Francisco, CA	\$62,500
BerryDunn	Portland, ME	\$85,500

Dr. Perkins MOVED to approve awarding the bid from BerryDunn for the Gramm Leach Bliley Audit and Assessment in the amount of \$85,500.00. SECONDED by Ms. Anderson.

Voting Yes: Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Regarding the Auto Body Compressor bid, Mr. Knapper explained that the current air compressors are unable to supply the necessary air pressure for use in the Applied Technology Center. The following bids were received for replacement of the compressors: Snell Services, Inc. in the amount of \$18,670.00 and Independent Plumbing in the amount of \$19,449.00. Staff is recommending awarding the bid to Snell Services as the lowest and best bid.

Company	City/State	Total Amount
Snell Services, Inc.	Gering, NE	\$18,670.00
Independent Plumbing	Scottsbluff, NE	\$19,449.00

Mr. Savely MOVED to approve awarding the bid from Snell Services, Inc. for an Auto Body Compressor in the amount \$18,670.00. SECONDED by Ms. Anderson.

Voting Yes: Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

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. Mr. Loren Moench, Information Technology Associate Director, Information Technology Department, Scottsbluff Campus, effective April 1, 2020.
 - b. Mr. Roger Hovey, Registrar, Student Services Department, Scottsbluff Campus, effective September 30, 2020.
2. Appointment(s)
 - a. Mr. Loren Moench, Information Technology Director, Information Technology Department, Scottsbluff Campus, wage to be \$80,500 for the full-time position for the twelve-month fiscal year, i.e. July 1, 2019 through June 30, 2020, effective April 1, 2020.

PERSONNEL CONSENT CALENDAR

Approval

Ms. Guzman-Gonzales MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Ms. Marcy.

Voting Yes: Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar

Chair Klemke commented that Board Policy requires staff to resign from one position prior to being appointed to another within the institution. She stated that we might need to look at this policy, as it is disconcerting for the employee to resign from a position prior to being appointed to another.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

WCCA Board of Governors Regular Meeting

Approval of Regular Meeting Locations May - December, 2020

Ms. Klemke asked Ms. Richards to present this item. Ms. Richards noted that meetings were previously scheduled in Alliance and Sidney as well as Chadron. Based on information received from Panhandle Public Health and the State regarding COVID-19 guidelines, Ms. Richards suggested moving all meetings for the rest of 2020 to the Scottsbluff campus. The Governor has approved public meetings be held via video conferencing through May 31, 2020. Chair Klemke added that June, July and August,

meetings are generally focused on the budget and it may be more convenient for the staff preparing the budget to remain at the Scottsbluff Campus. It is important that meetings are scheduled at other locations, but it may be wise to wait until after the first of the year.

Ms. Richards MOVED to approve the Regular meeting and Informal meeting locations remain at the Scottsbluff Campus for the remainder of 2020. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS WCCA Board of Governors Informal Meetings - Budget Work Sessions

1. June 17, 2020, 10:30 a.m. – General Fund
2. July 15, 2020, 10:30 a.m. – Designated Fund, Restricted Fund
3. August 19, 2020, 10:30 a.m. – Capital Construction Fund
4. September 9, 2020, 10:30 a.m. – Final Review of All Budgets

Ms. Klemke reported the Board usually holds meetings for the purpose of budget work sessions, prior to the Regular Board of Governors meeting during the months of June, July, August and September. Ms. Klemke entertained a motion to approve holding Informal meetings for the purpose of budget work sessions.

Ms. Richards MOVED to approve the Budget Informal meeting dates as presented. SECONDED by Mr. Savely.

Voting Yes: Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke

Voting No: None

Abstain: None

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.) Public Hearings on Proposed WCCA Budgets 2020-2021, September 9, 2020

Ms. Klemke reported the approved Western Community College Area 2020-2021 Adopted Budget Statement must be filed with each of the County Clerks within the Western Area and with the State Auditor's office no later than September 16, 2020. She recommended the Board hold the Public Hearing on the proposed 2020-2021 WCCA Budgets on Wednesday, September 9, 2020 at 1:00 p.m. in the Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus.

Ms. Richards MOVED to set the Public Hearing date of September 9, 2020 at 1:00 p.m. in the Coral E. Richards Boardroom on the proposed WCCA Budgets 2020-2021. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE

Second and Final Read: Records Management and Retention Board Policy

Ms. Koski, Vice President of Finance, explained that the purpose of this policy is to provide for the systematic, consistent, and documented retention and destruction of College records as mandated by State Statute. She reported that there were no changes since the policy was presented as a first read.

Mr. Savely MOVED to approve the Records Management and Retention Board Policy. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE

Second and Final Read: Budget Planning Board Policy

Ms. Koski, Vice President of Finance, reported this policy complies with Nebraska Revised Statutes and the requirements of the Nebraska Coordinating Commission for Post-Secondary Education (CCPE) as it pertains to public institutions' budgets and state aid requests. This policy applies to all Western Nebraska Community College employees with budget planning responsibilities. Ms. Koski reported that there were no changes since the policy was presented as a first read. Along with approval of the Budget Planning policy is a request for repeal of policies 310.0100.79 Budget Planning Request and 310.0200.79 Adoption.

Ms. Anderson MOVED to approve the Budget Planning Board Policy and repeal of Policy 310.0100.79 Budget Planning Request and Policy 310.0200.79 Adoption. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

**REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE (Cont.)
2020-2021 Non-Faculty Employee Compensation**

Ms. Ault, Human Resources Executive Director, explained that in conjunction with the budget process, compensation for all employees needs to be addressed. WNCC tries to maintain a fair, equitable and consistent pay practice for both faculty and non-faculty. Ms. Ault remarked she is recommending extending the same total compensation increase to non-faculty employees as is offered to the faculty. In response to an inquiry, Ms. Ault stated at this time, the affect COVID-19 has had on the budgeting process is uncertain.

Ms. Anderson MOVED to approve a total compensation increase for non-faculty employees, which is equal to the faculty total compensation increase for the 2020-2021 Fiscal Year. SECONDED by Mr. Savely.

Voting Yes: Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

**REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE
Second and Final Read: Recruitment and Selection of Employees Board Policy**

Ms. Ault, Executive Director of Human Resources explained that this policy applies to the classification, recruitment, and selection of all WNCC employees, excluding the College President. Ms. Ault reported that there were no changes since the policy was presented as a first read. Along with approval of the policy is a request for repeal of policies 410.0100.86 Vacancies; 410.0200.86 Criteria for Selection; 410.0210.13 Background Check; and 410.0300.79 Selection Procedures. The four policies to be repealed have been included in the new policy.

Ms. Richards MOVED to approve the Recruitment and Selection of Employees Board Policy and repeal of the following policies: 410.0100.86 Vacancies; 410.0200.86 Criteria for Selection; 410.0210.13 Background Check; and 410.0300.79 Selection Procedures. SECONDED by Ms. Anderson.

Voting Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

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

Second and Final Read: Employee Voluntary Separation Board Policy

Ms. Ault explained that this policy defines the various types of voluntary separation that may occur between the College and an employee. The procedure accompanying this policy contains a very helpful checklist that is used during the separation process.

Ms. Ault reported that there were no changes since the policy was presented as a first read. Along with approval of the policy is a request for repeal of policies 420.0500.79 Resignation (support staff); 420.0900.79 Separation Pay (support staff); 450.0250.92 Early Release from Employment Contract (administrative/professional staff); 410.0100.86 Vacancies. This action will collapse the three policies to be repealed into one policy.

Ms. Marcy MOVED to approve the Employee Voluntary Separation Board Policy and repeal of the following policies: 420.0500.79 Resignation (support staff); 420.0900.79 Separation Pay (support staff); 450.0250.92 Early Release from Employment Contract (administrative/professional staff). SECONDED by Ms. Richards.

Voting Yes: Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE

Second and Final Read: Residency Board Policy

Ms. Grant, Vice President of Student Services, explained that this policy applies to all students seeking admission to Western Nebraska Community College. The policy states that the College shall establish guidelines and procedures for determining residency status.

Ms. Grant reported there were no changes since the policy was presented as a first read. Along with approval of this policy is a request for repeal of policy 500.1100.83 Residency Requirements.

Dr. Perkins MOVED to approve the Residency Board Policy and repeal of Policy 500.1100.83 Residency Requirements. SECONDED by Ms. Anderson.

Voting Yes: Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)

Second and Final Read: Housing and Food Service Board Policy

Ms. Grant, Vice President of Student Services reported that this updated policy authorizes Western Nebraska Community to offer housing and food service to students.

Ms. Grant reported there were no changes since the policy was presented as a first read. Along with approval of the policy is a request for repeal of policy 500.3000.79 Housing and Food Service.

Mr. Kreman MOVED to approve the Housing and Food Service Board Policy and repeal of Policy 500.3000.79 Housing and Food Service. SECONDED BY Ms. Guzman-Gonzales.

Voting Yes: Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)

Second and Final Read: Curricular and Co-Curricular Program Review Board Policy

Dr. Feil, Dean of Instruction, explained that Western Nebraska Community College is required to conduct periodic program reviews of its curricular and co-curricular programs in order to reflect on its programs; review its internal methods for assessment and program improvement; review trends in enrollment, graduation and resources; and outline plans for the upcoming years.

Dr. Feil reported there were no changes since the policy was presented as a first read. Along with approval of the policy is a request for repeal of policy 610.2300.86 Evaluation of Programs.

Mr. Savely MOVED to approve the Curricular and Co-Curricular Program Review Board Policy and repeal of policy 610.2300.86, Evaluation of Programs. SECONDED by Ms. Marcy.

Voting Yes: Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

RECESS

Chair Klemke declared a recess at 2:01 p.m.

OPEN MEETING

Chair Klemke declared the Open Meeting in session at 2:09 p.m.

INSTITUTIONAL REPORTS

Coordinating Commission for Postsecondary Education (CCPE) Program Review 2019-20

Dr. Feil reported on the required program reviews for CCPE.

The Associate of Arts with emphasis areas has met the thresholds as outlined by the Coordinating Commission for Postsecondary Education (CCPE). The degree with emphasis areas are at all WNCC sites with classes offered online, evenings, and interactive television. WNCC is a part of the Nebraska Transfer Initiative and has a cooperative relationship with Chadron State College and a number of other four-year institutions. The College continues to work closely with area high schools for general education dual credit course offerings.

The Associate of Science with emphasis areas has met the thresholds as outlined by the CCPE. The Associate of Science Degree has twenty-five emphasis areas in the following Divisions: Business, Science and Math, Physical Education and Health Occupations. The need for the Associate of Science emphasis areas continues to be strong. Students selecting this degree have the opportunity to pursue continued education at post-secondary institutions.

The Aviation Maintenance Program prepares students for entry-level aviation technician positions. Dr. Charlie Gregory, Dean of Instruction and Workforce Development explained that this program has exceeded the minimum thresholds outlined by the CCPE in regards to awards. Dr. Gregory explained that the College has a solid position with this program and it is in very good shape.

Board Faculty Representative Report

Mr. Croft, faculty representative, presented the Faculty Board Report. Patsy Yager, Early Childhood Education, reported that her classes have successfully transitioned to fully online, with students adjusting well. There have been a few internet difficulties which they need to work through.

Tiffany Wasserburger, Criminal Justice Instructor, submitted a report on Criminal Justice Day, of which there were more than 130 attendees and 8 local criminal justice agencies participating.

Yelena Khanevskaya, Art instructor, has a piece of artwork that was chosen for Celebration of Art in the Heartland auction. The auction is online, rather than live. Ms. Khanevskaya's online art classes have been very challenging, but both faculty and students are working together.

The faculty is working with their online exams and there have been training sessions with honor-lock proctor exams. There is some trepidation with the details, but everything seems to be working okay.

Chair Klemke asked if faculty members are hearing from most of the students. Mr. Croft responded that the vast majority of students have returned, using the Blackboard infrastructure and online communication. There have been some difficulties with international students staying connected. Staff is concerned about students who have issues with online work and continue to try to stay connected.

Dr. Perkins asked how they would handle the issues with students who cannot connect. Dr. Feil explained that contingency plans are in place; along with the addition of the letter grade "E" for "emerging", which is for labs, clinicals, etc. We will work with these students to reconnect over the summer to finish the class and issue a grade for those classes, so it does not impact their GPA or their financial aid. Students have always had the right to appeal for a grade of "W" after the last date to withdraw. Some of those appeals have been received, which the faculty has approved.

Board Student Representative Report

Mr. Carrillo, student representative to the Board reported that the students are engaging with online settings. The Student Government has continued activities every other week through online student outreach. They are staying connected with the Scottsbluff, Sidney and Alliance campuses, offering weekly challenges that are rewarded with a prize of a gift card.

Nebraska Community College Association

Dr. Perkins reported that the Executive Committee met April 6 via Zoom. Topics included a discussion related to the Open Meetings Law. Concern was expressed related to UNL's exemption to some aspects of the law, e.g., presidential search. The University has what is called the "enhanced public scrutiny process." As it is understood at the moment, the Board of Regents will provide public notice of the priority candidate thirty days before the date of the Board of Regents final approval. This implies only the final candidate's identity, history, etc., will be revealed.

The property tax petition was also on the agenda, however at this time the COVID-19 virus emergency may have a negative effect on the number of petitioners.

The Commission decided to cancel the May meeting. The May meeting is when the budget is presented, so in May the budget will be given to the NCCA Board Members who will present to the various colleges for review. The budgets will then be considered at the August meeting for final action. The good news is that the budget has a 1.71% increase and a 2.5 % decrease in the dues from the colleges. At this point, we do not know what the future has in store for us. The virus has had an impact on the colleges; we will need to be prepared for a decline in state revenues.

Greg Adams, NCCA Director, is optimistic that August enrollment will be in our favor, as students may want to stay closer to home. Tuition at WNCC is less expensive and more affordable for those with fiscal concerns. It is also anticipated that people between the ages of 25-45 may want to return to college to pursue careers that are more fiscally secure.

Association of Community College Trustees

There was no report at this time.

Western Nebraska Community College Foundation

Ms. Anderson asked Ms. Reisig, Foundation Executive Director, to present the Foundation information. Ms. Reisig reported that we were at the end of Foundation Awareness Month when the virus hit. Therefore, the final wrap up was through a Zoom get together. WyoBraska Gives was cancelled, so we shifted to a social media campaign highlighting how the situation has impacted students. This campaign will end with graduation, having the class of 1970 congratulating the class of 2020.

The Foundation has experienced increased requests for Student Emergency Funds; Ms. Reisig asked staff to direct students to the Foundation Office if they hear of a student in need of assistance. Regarding the Cougar Pantry for students with food concerns, the Foundation office has worked with food pantries and the United Way to make sure students get the food they need.

The Monument Marathon is scheduled for September 26, 2020, and they are already seeing an impact on registrations and sponsor ads. They are being very sensitive about approaching sponsors who are also impacted by COVID-19. Ms. Reisig met with the Marathon Steering Committee regarding challenges and decided they would offer refunds if they need to cancel the marathon due to the coronavirus.

BOARD MEMBER COMMENTS

Dr. Perkins expressed his appreciation to the WNCC Theater Group for their innovative Shakespeare presentation.

PRESIDENT'S COMMENTS

Dr. Simone expressed her appreciation to the staff for making adjustments to deal with our current situation. She met with Senator Stinner along with Mr. Knapper and Ms. Koski to discuss budget issues. The shift in leadership in the Bookstore and Food Service will assist with meeting the needs of the students.

Dr. Simone deferred to staff members to report on the most recent important concerns for our campus related to COVID-19 and the Higher Learning Commission.

Josh Vesper, Environmental Health and Safety Coordinator, gave a timeline about how the coronavirus became a health emergency. He attended many meetings to learn how to deal with this pandemic to protect our campuses, students, faculty and staff. Many protective procedures were put into place immediately. He will continue to monitor the situation and document all phases of the protection procedures to use for any future incidences and to apply for recovery funding.

Bill Knapper, Vice President of Administrative Services, reported that the maintenance staff has been working very hard to keep all areas of the campus clean. The purchasing departments are working remotely. Officer Broderick has returned to Scottsbluff Police Department and we have cut back on security as all campus offices are locked. We are providing rooms in Conestoga Hall to the Fire Department.

We are eligible for Federal Coronavirus Aid Relief and Economic Security (CARES funding) in the amount of \$805,697. One-half of the funding must be used for student emergency aid. Student funds will be available first; the rest of the funds will be available later for loss of revenue.

Kathy Ault, Human Resources Executive Director, explained that the Human Resource department has prepared an Emergency Leave Procedure to cover global pandemics, local public health emergencies, and other disasters. They have created a special leave code and conducted additional training. We will need to track employee's time if they cannot come to work for a variety of reasons, to know what the financial impact is for the College. The Families First Coronavirus Response Act is a Federal Act, which allows employees to receive eighty hours of paid leave.

The Human Resource Department is trying to keep people connected, as it is very difficult working from home. We are working on some creative wellness programs and encouraging employees to use the Employee Assistance Program.

Lynne Koski, Vice President of Finance, reported that Bishop Dining Hall continues to serve meals to the students who are still here. All meals are carryout. The Business Office has made a conversion of the payable and billing systems. They are scheduling virtual meetings with departmental employees and encouraging discussion of issues. They have closed the bookstore, so staff is working on other projects throughout the campus.

John Marrin, Vice President of Educational Services, reported that spring break was extended by one week, and then they decided to go online with all classes. The only face-to-face activities were labs, and some practicums. The plan was to cancel all classes until we had a case in the Panhandle, which did happen. Now, over 250 courses, labs, and the library are all virtual. Mr. Marrin expressed his appreciation of the staff; the

support from all offices is phenomenal. We are currently talking about a recovery plan when we get the clearance from the Governor.

Nina Grant, Vice President of Student Services, expressed her appreciation to all who have provided help and assistance to provide best practices to protect the students and staff. The top priority is to limit exposure and provide remote contact. The goal is to make sure that all students receive all information they have received in the past. The Admissions Office has mobilized an online appointment system. This has become a huge benefit. International students have received assistance with travel and accommodations. Since graduation has been shifted online, graduates will receive a surprise graduation packet. Student Services is providing many alternative ways to recognize their accomplishments.

Kim Reichert, Educational Services Senior Coordinator, gave an update on the Higher Learning Commission accreditation visit. The dates for the virtual visit are April 27 and 28. Ms. Reichert has received the schedule for the visit, which includes a session with students. There will be open forums for all criterion and all faculty and staff are invited. The three areas of focus that the team will look at include: Strategic Planning and Leadership; Enrollment Management; and Assessment. The staff are all well prepared, and look forward to the visit. The Board should be prepared to answer questions and be familiar with Criterion 2 and 5.

Dr. Simone expressed how proud she is of the faculty, staff and students during this very challenging time. The virtual classes, recognition, and awards are all much appreciated.

UPCOMING MEETINGS AND EVENTS

HLC Meeting with Board of Governors
April 27, 2020
Time to be determined

NCCA Board of Directors Second Quarter Meeting
May 4, 2020
Lincoln, NE
CANCELLED

GED Graduation
May 9, 2020
Scottsbluff Campus
POSTPONED

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Nursing Pinning Ceremony
May 9, 2020
Scottsbluff Campus
POSTPONED

Commencement
May 9, 2020
Scottsbluff Campus
ALTERNATE PLAN

NCCA Board of Directors Third Quarter Meeting
August 3, 2020
Lincoln, NE

ACCT Leadership Congress
September 30 - October 3, 2020
Chicago, IL

NCCA Board of Directors Fourth Quarter Meeting and Annual Conference
October 11 - 12, 2020
Scottsbluff, NE

Next Regular Meeting: Wednesday, May 20, 2020, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 3:01 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary