

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

Wednesday, May 20, 2020
1:08 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:08 p.m. on Wednesday, May 20, 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, May 13, 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
Margaret R. Crouse	Present – via Zoom
Linda A. Guzman-Gonzales	Present
F. Lynne Klemke, Chair.....	Present
Allan D. Kreman	Present – via Zoom
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, April 15, 2020
- 4) Claims:
 - a. WCCA Unrestricted Fund - \$2,475,037.71
 - b. WCCA Restricted Fund - \$948.59
 - c. WCCA Federal Fund - \$3,330.74
 - d. WCCA Agency Fund - \$2,233.91
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$118,258.52
 - g. WCCA Auxiliary Fund - \$66,361.69
- 5) City Planning Commission Reports
 - a. City of Gering
 - b. City of Sidney
 - c. TIF Redevelopment Project Reports
 - i. City of Scottsbluff
 - ii. City of Alliance
 - iii. City of Hemingford
 - iv. City of Gering

Mr. Phil Kelly, College attorney, gave a brief explanation of the Tax Increment Financing (TIF) Redevelopment Project Reports, explaining the development benefits and tax revenues as a result of the TIF projects.

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 the Scottsbluff/Gering Chamber of Commerce in the amount of \$205.00 be extracted from the consent calendar. Ms. Anderson explained that she is associated with the Scottsbluff/Gering Chamber of Commerce and this payment is for the Foundation Membership Investment.

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

Dr. Perkins MOVED to approve the extracted item payable to the Scottsbluff/Gering Chamber of Commerce for the Foundation Membership Investment in the amount of \$205.00. SECONDED by Ms. Guzman-Gonzales.

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

Mr. Alan Kreman

Ms. Anderson MOVED to approve the following travel expense: Mr. Allan Kreman \$22.43. SECONDED BY Dr. Perkins.

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

Voting No: None

Abstain: Kreman

Absent: None

MOTION CARRIED

BID CONSENT CALENDAR

1. Review of Bid Consent Calendar
 - a. Bid Number 20-EQ-35 Auto Tech Ford Transmission
 - b. Bid Number 20-EQ-36 Auto Tech GM Transmission
2. **Approval** of Bid Consent Calendar
3. Consideration of Items Extracted from Bid Consent Calendar

No items were extracted from the Bid Consent Calendar.

In response to an inquiry from the Board, Mr. Bill Knapper, Vice President of Administrative Services explained that the purchase of the Auto Tech Ford Transmissions for instruction in the Auto Tech Program would be 100% refunded from the Federal Carl Perkins Funds.

BID CONSENT CALENDAR

Approval

Ms. Anderson MOVED to approve Bid Number 20-EQ-35 Auto Tech Transmission and Bid Number 20-EQ-46 Auto Tech GM Transmission. Both bids were awarded to Russel's Transmission Services located in Gering, Nebraska. SECONDED by Dr. Perkins.

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

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

1. Resignation(s):
 - i. Ms. Janice M. Judy, Nurse Instructor, Health Sciences Division, Scottsbluff Campus, effective August 31, 2020.
 - ii. Mr. Harishchandra Subedi, Chemistry Instructor, Mathematics and Science Division, Scottsbluff Campus, effective August 31, 2020.
2. Appointments
 - i. There were no appointments.

PERSONNEL CONSENT CALENDAR

Approval

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

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

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Approval of Program Reviews 2019-2020 for submission to the Nebraska's Coordinating Commission for Postsecondary Education (CCPE)

- a. Associate of Arts Degree
- b. Associate of Science Degree
- c. Aviation Maintenance Program

Chair Klemke reported that information related to each of the program reviews is included in the meeting packet. At the April Board meeting, Dr. Hallie Feil shared information about each of the programs. Chair Klemke deferred the recommendation for submission to CCPE to Dr. Simone. Dr. Simone made a recommendation to approve submission of all programs to Nebraska's Coordinating Commission for Postsecondary Education. All programs are in good shape and ready to be forwarded to the Coordinating Commission.

The Board was reminded that programs require individual approvals.

Approval of the Associate of Arts Degree

Ms. Guzman-Gonzales MOVED to approve the Associate of Arts Degree for submission to Nebraska's Coordinating Commission for Postsecondary Education. 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

Approval of Associate of Science Degree

Ms. Richards MOVED to approve the Associate of Science Degree for submission to Nebraska's Coordinating Commission for Postsecondary Education. SECONDED by Ms. Marcy.

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Approval of the Aviation Maintenance Program

Dr. Perkins MOVED to approve the Aviation Maintenance Program for submission to Nebraska's Coordinating Commission for Postsecondary Education. SECONDED by Ms. Guzman-Gonzales.

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 BOARD POLICY COMMITTEE – Ms. Guzman-Gonzales
Approval of Second and Final Read: BP-117, Board Evaluation Policy

Ms. Guzman-Gonzales explained that the Board Policy Committee reviewed the second read of the Board Evaluation policy and made the following change: under “Evaluation Process”, the statement was changed to the “Board evaluation process will occur “annually” rather than every two years, using the same timeframe as the President’s Evaluation. The statement under bullet number three will be changed from the “ensuing upcoming two years to “annually” as well.

Ms. Guzman-Gonzales MOVED to approve the amended BP-117, Board Evaluation Policy. SECONDED by Dr. Perkins.

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

PRESENTATION OF PRESIDENTIAL GOALS – Dr. Simone

Dr. Simone presented a draft of her Presidential Goals for 2020-2021. Dr. Simone stated that the goals are based on the following Core Themes and Focus Areas from the current Strategic Plan.

- Student Access: Recruitment, Retention and Completion
- Student Success: Engaged Teaching and Active Learning
- Academic Excellence: Diversity, Equity and Inclusion
- Workforce Readiness: Seamless Academic and Career Pathways
- Community Development: Employer and Community Responsiveness
- Campus Development: Operational Efficiency and Effectiveness

Presidential Priorities Based on Core Themes and Focus Areas

- Priority 1: Promote a welcoming environment for the community, while fully engaging current students.
- Priority 2: Create a campus culture that values communication and celebrates multiple perspectives.

- Priority 3: Develop a collaborative leadership team that has focused commitment and credibility.
- Priority 4: Establish strategies and systems that have the potential to increase enrollment and attainment.
- Priority 5: Elevate institutional workforce and economic development efforts throughout the Panhandle.
- Priority 6: Become transparent in decision-making and rigorous in process implementation.

These six priorities are the basis for the following SMART Goals based on Policies, Planning and Personnel:

Goal 1: Policies

- By June 30, 2020: Assess current state of Board Policy manual / President's Procedure manual.
- By July 31, 2020: Adopt review calendar for all institutional policies and procedures.
- By September 30, 2020: Implement new process for development / review of policies and procedures.
- By June 30, 2021: Codify annual development and review in accordance with established calendar.

Goal 2: Planning

- By August 31, 2020: Propose first annual Implementation Plan for WNCC.
- By September 30, 2020: Adopt methodology for next strategic planning process.
- By December 31, 2020: Review and reaffirm mission, vision and values statements.
- By June 30, 2021: Collect necessary internal and external perspectives to inform planning.

Goal 3: Personnel

- By June 30, 2020: Consolidate and strengthen reporting structures for Sidney and Alliance.
- By July 31, 2020: Streamline administrative structure / reporting lines into three Vice President model.
- By September 30, 2020: Establish process for thoughtful consideration of instructional realignment.
- By June 30, 2021: Adopt model for educational services reporting structure, including faculty evaluation.

Chair Klemke expressed her appreciation for having short-term goals with deadlines established, and an annual goal for policy, planning and personnel. Dr. Simone added that under the personnel goals, the plan is to work closely with faculty to establish a faculty voice. In response to an inquiry from the Board, Dr. Simone responded that currently, faculty are involved during Board meetings with presentations by Board faculty representatives, Brian Croft and Susan Dickinson.

Chair Klemke mentioned that she is presently working on Board Goals, which will be reviewed at the June meeting. A draft will be sent out to the Board for feedback before presenting. Chair Klemke added that she has used some of the same goal titles as the President's format, with the exception of personnel, and will include Board effectiveness.

INSTITUTIONAL REPORTS

Information Technology Strategic Plan – Mr. Moench

Mr. Loren Moench presented the Information Technology Strategic Plan for 2020-2025. With the help of BerryDunn consultants and the Strategic Planning team, the plan was developed by engaging in numerous interview sessions with faculty, staff and students. The plan includes the following focus areas:

Vision 1 – IT as a Strategic Partner

1. Define IT Roles and Responsibilities
2. Establish a Communication Strategy for IT
3. Standardize IT Purchasing Processes
4. Develop an IT Governance Structure

Vision 2 – Equitable IT Support to All College Locations

1. Establish a Tiered IT Service Desk
2. Standardize Classroom Equipment and Technology
3. Support Innovative Uses of Technology in the Classroom and Work Environment

Vision 3 – Operational Efficiency and Effectiveness

1. Strategy for Core Enterprise Systems
2. Use Data to Drive IT Decision-Making
3. Create a Culture of Professional Development and Continuous Improvement

Vision 4 – Managing Institutional Risk

1. Implement an IT Security Program
2. Develop Disaster Recovery and Business Continuity Plans
3. Strengthen Technology Infrastructure

Mr. Moench stated that this plan identified many improvements that can be included in our IT system. Everything in this plan is developed to help WNCC become the technology and innovation leader that we need to be. Chair Klemke commented on how well developed this plan is, with a lot of action included.

Mr. Moench explained that BerryDunn provided the initial timeline with a priority list. It is difficult to accomplish all of the priorities, but we will shuffle them to see where they fall, which will be within the next five years. BerryDunn did a great job guiding the conversation with the staff, determining what needs to be done, therefore, the goals actually came from fellow employees.

Chair Klemke expressed concern regarding the cost of implementation. Mr. Moench responded that they will need to play catch up with equipment, etc., but will keep the budget in mind.

Partnerships and Inclusion - Ms. Abbott

Ms. Paula Abbott reported on her newly created position of Executive Director of Partnerships and Inclusion. She is working with her team on pulling the Panhandle together as a partnership. She feels that over the last few years, there has been a disconnect in the Panhandle. With the re-design of her position, this will provide a great model for the Sidney and Alliance Director Positions and the Multi-Cultural and Inclusion Director position, which will mold three positions into two positions. These positions will continually change as we connect with all communities in the Panhandle.

Ms. Abbott has been attending the Business Resource Meetings with state agencies such as PADD, Nebraska Business Development Center, the Department of Labor, Department of Educational Development, and USDA. Those groups come together to assist all communities and can be implemented across the Panhandle. Especially now, with the effects of COVID-19 and people losing their jobs or being furloughed, some people may be considering starting their own business, and could benefit from the Business Resource meetings. These organizations have funds available to assist people throughout all Panhandle communities to build their businesses. Now we have connections to work with all Panhandle High Schools, and Adult Education to build our program as the liaison between the College and the residents. She added that she sees all campuses as one college.

Faculty Report – Mr. Croft and Ms. Dickinson

Mr. Croft reported that the semester enrollment numbers were good. Summer enrollment is a little low, but not a big concern. He is hoping that fall semester will be back to live classes. However, if we go back to online classes, the faculty has a solid structure to make that work. Some of the applied tech programs may have some issues with ensuring that labs and the powerline programs continue.

Mr. Croft commented on Dr. Simone's report, and expressed the faculty's appreciation of her goals and transparency. They are excited to be a part of accomplishing those goals. He added that during this challenging time the students and faculty have shown resiliency.

Ms. Dickinson commented that she heard from faculty after the HLC review; they were relieved, very happy and have a commitment to continue with some of the projects they had started. She explained that the international students will be arriving August 10, which will create some challenges. There is a group working with their return, adding some additional protocol.

Mr. Croft added that some students are not able to participate online because of lack of electronics or computer connection. Chair Klemke added that there are K-12 electronic systems throughout Nebraska that students can access if they need

assistance. She also expressed her gratitude from the Board to the entire faculty and staff for “keeping the ship afloat” and helping the students at the forefront to continue with their education during this difficult time.

Student Report – Mr. Carrillo

Mr. Carrillo reported on the following Student Government Talking Points:

- The Student Government wants to focus intentional efforts to engage specific student populations, those specific populations being first generation, single parents, international students, and athletes. In light of the visit from the Higher Learning Commission, we found that there tends to be a disconnect between specific student groups. One example is between athletes and non-athletes, which is evident in the dining hall. The Student Government is working to fix the disconnect between these student populations.
- The Student Council, Student Government, and Student Senate across all three campuses want to have a welcome back for our students for everything they have endured during this pandemic. This could be in the form of a care package or intentional messaging from the Student Government.
- The Student Government wants to have a strong campaign to encourage more participation in clubs and organizations throughout the fall semester.
- Representatives are looking forward to meeting with President Simone to work on initiatives for the academic year.

Chair Klemke expressed her appreciation of the report on engaging specific student populations, an area of which she was not aware.

Nebraska Community College Association – Dr. Perkins

Dr. Perkins reported that the NCCA meeting was postponed until June. Mr. Greg Adams, NCCA Director, is reviewing the budget to see if it can be paired down more, to reflect the issues all colleges are currently facing.

Association of Community College Trustees – Dr. Perkins

There was no report.

Western Nebraska Community College Foundation - Ms. Anderson

Ms. Jennifer Reisig gave an update on the Foundation's Monument Marathon. They are still planning on holding the marathon on September 26, 2020. The committee continues to meet with all of the leadership committees. Of the \$70,000 sponsorship goal, they have currently raised \$50,000. This is very encouraging considering the current situation with COVID-19. Runner registrations are below what they would like to see and they are anticipating that they will not see the numbers they have in the past. They are doing some special promotions to get more local runners if people are not comfortable with traveling yet. The kick-off is planned for June 10 at Platte Valley Companies.

Ms. Reisig included an Alumni Update for the Class of 1970, who gave words of encouragement and wisdom to the 2020 graduates. These comments were posted on the Alumni Facebook page.

Regarding Foundation Stewardship events, they will still be planned for this year, depending on the Panhandle Public Health guidelines.

PRESIDENT'S COMMENTS

Dr. Simone reported that the pandemic recovery phase for WNCC has officially begun. We have started shifting some of our staff members back to campus. We are not quite ready to open to the public, but started with this very careful first step of a voluntary return to campus as an important process.

According to our Registrar, we had 123 (5%) students who received 231 grades of "E" (Emerging) for the Spring term due to the disruption of their classes. This week we are beginning to bring some of these students back to campus to finish their required face-to-face instruction in those career and tech fields. We have some great guidelines and a strategic approach for the faculty to work with students so we can stagger the time periods when students return. Welding classes have begun and Auto Tech is in the process of beginning.

There has been significant progress on reuniting our students with their belongings they left in the residence hall during spring break. We are very appreciative of Molly Bonuchi, Residence Life Director, who was instrumental in organizing this process.

The last enrollment report from Institutional Effectiveness shows 440 students registered for summer classes; 391 of them are online. Face-to-face offerings are limited to Powerline and some of the Allied Health fields. In comparison, last year 457 students were enrolled in summer classes, so we are only down by 17 students (4%).

While it is too early to tell what is happening for Fall 2020, we appear to be tracking up. Our biggest decline is the dual credit registration, mainly due to the inability of Ms. Julie Newman to be present in the high schools during the spring term. There are plans to recover that over the summer. We are hopeful that numbers will increase for Fall Semester.

The Error of Fact Request was received from the Higher Learning Commission review team, which included very few required corrections. The Institutional Action Committee meeting, which is the final stage of this process, is scheduled for June 15 and 16. Hopefully, all materials make it to that meeting to be considered; if not, July 27 and 28 is the next meeting time. We will have the final results of the review following this meeting. The team chair will return on site this fall, bringing one of the team members with her. This is a federal requirement to complete the accreditation report. Dr. Simone expressed her sincere appreciation to everyone who worked on this report.

Dr. Simone commended Ms. Paula Abbott, serving in her new role as Executive Director of Partnership and Inclusion. She will be very beneficial in serving the entire Panhandle of Nebraska as a bridge builder, which is essential.

Nearly 300 students graduated from WNCC this month, celebrating with a personal postal shipment to each student along with a virtual ceremony. There is nothing like the traditional cap and gown ceremony, however, the graduates all successfully completed their credentials. They have all been invited back next year to officially receive their cap and gown ceremony.

Chair Klemke asked if very many students have utilized the free summer tuition. President Simone responded that a significant majority of the returning students have, she will find out the exact number and report to the Board.

BOARD MEMBER COMMENTS

Ms. Guzman-Gonzales commented on the nice article in the paper about the Monument Marathon.

Chair Klemke expressed a public debt of gratitude to Dr. John Harms for moving us in the right direction to hire the consultants and get the data we needed to beef up the Higher Learning Commission process. Dr. Harms was instrumental and the perfect person at that time to make sure this was a successful review.

Mr. Savely commented that he attended the Nursing Advisory Committee last week and was encouraged by all of the adaptations they made to help the students.

EXECUTIVE SESSION - PERSONNEL MATTERS

Ms. Anderson MOVED, pursuant to Section 84-1410 of the Reissue of Revised Statutes known as the Nebraska Public Meetings Law, that the Western Community College Area Board of Governors hold a closed session with Dr. Carmen Simone, Ms. Susan Verbeck, and Mr. Philip Kelly, for the purpose of discussion of the following item(s): Personnel Matters. She further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of individuals and that personnel matters are specifically authorized by the Nebraska Public Meetings Law. SECONDED by Dr. Perkins.

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Chair Klemke reiterated that pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law that the Board hold a closed session for discussion of Personnel Matters.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:26 p.m.

The Executive Session ended at 2:49 p.m.

OPEN MEETING

Chair Klemke declared the meeting in session at 2:49 p.m.

Upcoming Meetings and Events

1. Budget Work Session/General Fund
June 17, 2020
10:30 a.m.
Scottsbluff Campus
Scottsbluff, NE
2. Budget Work Session/Designated Fund, Restricted Fund
July 15, 2020
10:30 a.m.
Scottsbluff Campus
Scottsbluff, NE
3. NCCA Board of Directors Third Quarter Meeting
August 3, 2020
Lincoln, NE
4. Budget Work Session/Capital Construction Fund
August 19, 2020
10:30 a.m.
Scottsbluff Campus
5. Budget Work Session/Final Review of All Budgets
September 9, 2020
10:30 a.m.
Scottsbluff Campus
6. Public Hearings on Proposed WCCA Budgets 2020-2021
September 9, 2020
1:00 p.m.
Scottsbluff Campus

7. WNCC Monument Marathon
September 26, 2020
Scottsbluff, NE
8. ACCT Leadership Congress
September 30 - October 3, 2020
Chicago, IL
9. NCCA Board of Directors Fourth Quarter Meeting and Annual Conference
October 11 - 12, 2020
Scottsbluff, NE
10. WNCC Homecoming Week
October 17-24, 2020
Scottsbluff Campus
11. WNCC Alumni Banquet
October 23, 2020
Scottsbluff Campus

Next Regular Meeting: Wednesday, June 17, 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 2:53 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary