

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, September 9, 2020
1:34 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:34 p.m. on Wednesday, September 9, 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, September 2, 2020.

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. AndersonPresent
Margaret R. CrousePresent
Linda A. Guzman-GonzalesPresent
F. Lynne Klemke, Chair.....Present
Allan D. KremanPresent
Kimberly A. MarcyPresent
William M. Packard.....Present
M. Thomas Perkins.....Present
Coral E. Richards.....Present
R. J. Savely, JrPresent
Richard G. Stickney, Vice-ChairPresent

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 back of the room.

CONSENT CALENDAR

Chair Klemke reviewed the contents of the Consent Calendar, which includes the following items:

1. Agenda
2. Excuse Absent Board Members: No absent members
3. Minutes
 - a. Regular Meeting, August 19, 2020
4. Claims:
 - a. WCCA Unrestricted Fund - \$1,950,984.50
 - b. WCCA Restricted Fund - \$3,350.00
 - c. WCCA Federal Fund - \$144.71
 - d. WCCA Agency Fund – \$4,054.29
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$90,979.67
 - g. WCCA Auxiliary Fund - \$159,783.50
5. City Planning Commission Reports
 - a. No Reports

CONSENT CALENDAR

Approval

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

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

CONSENT CALENDAR

Consider Item(s) Extracted

There were no extractions.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Richards MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$114.08 and Dr. Tom Perkins for \$593.18. SECONDED BY Ms. Anderson.

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

Voting No: None

Abstain: Crouse, Perkins

Absent: None

MOTION CARRIED

BID CONSENT CALENDAR

There were no bids to be considered.

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

Chair Klemke reviewed the contents of the Personnel Consent Calendar, which include the following resignations and appointments:

1. Resignations
 - a. Mr. John Sherwin Cataraja, Associate Systems Administrator, Information Technology Department, Scottsbluff Campus, Effective September 2, 2020.
 - b. Ms. Mai Lee Olsen, Career Pathways Advisor, Scottsbluff Campus, Effective September 1, 2020.
 - c. Mr. Brian Elkins, Assistant Registrar and International Student Specialist, Scottsbluff Campus, Effective September 3, 2020.
2. Appointments
 - a. Mr. Daniel Gregory, Associate Systems Administrator, Information Technology Department, Scottsbluff Campus, Effective September 8, 2020. Contract period July 1, 2020 through June 30, 2021. The wage for this full-time position for the twelve-month fiscal year is \$19.32 per hour.
 - b. Ms. Mai Lee Olsen, College NOW! Director, Scottsbluff Campus, Effective September 3, 2020. Contract period July 1, 2020 through June 30, 2021. The salary for this full-time position for the twelve-month fiscal year is \$51,000.
 - c. Mr. Brian Elkins, Registrar, Scottsbluff Campus, Effective September 3, 2020. Contract period July 1, 2020 through June 30, 2021. The salary for this full-time position for the twelve-month fiscal year is \$65,000.

PERSONNEL CONSENT CALENDAR

Approval

Mr. Stickney MOVED to approve the Personnel Consent Calendar as presented. 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

PERSONNEL CONSENT CALENDAR

Consider Items Extracted

No items were extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Approval of WCCA Board of Governors Informal Meeting

Higher Learning Commission Verification Visit September 14, 2020 - 11:45 a.m. – 1:30 p.m.

College Attorney Phil Kelly explained that the notice for this meeting was published last week, in order to meet the notice deadline, which was prior to this formal request to hold the Informal Meeting. This meeting will be with the Higher Learning Commission Team Chair, Dr. Jackie Freeze, to complete our Verification Visit.

Dr. Perkins MOVED to approve the WCCA Board of Governors Informal Meeting for completion of the Higher Learning Commission Verification Visit on September 14, 2020 at 11:45 a.m. SECONDED by Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Approval of WCCA Board Member Conference Registration

2020 ACCT Leadership Congress Virtual Event (October 5-8, 2020)

1. Ms. Karen Anderson
Dr. Margaret Crouse
2. Ms. Linda Guzman-Gonzales
Ms. Lynne Klemke
3. Ms. Kimberly Marcy
Dr. Tom Perkins
4. Ms. Coral Richards
Mr. R. J. Savely, Jr.

Mr. Stickney MOVED to approve WCCA Board Member Conference Registration for Ms. Karen Anderson and Dr. Margaret Crouse. SECONDED by Ms. Marcy.

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

Voting No: None

Abstain: Anderson and Crouse

Absent: None

MOTION CARRIED

Ms. Richards MOVED to approve WCCA Board Member Conference Registration for Ms. Guzman-Gonzales and Ms. Klemke. SECONDED by Ms. Anderson.

Voting Yes: Perkins, Richards, Stickney, Savely, Anderson, Crouse, Kreman, Marcy, Packard
Voting No: None
Abstain: Guzman-Gonzales and Klemke
Absent: None
MOTION CARRIED

Ms. Guzman-Gonzales MOVED to approve WCCA Board Member Conference Registration for Ms. Marcy and Dr. Perkins. SECONDED by Mr. Savely.

Voting Yes: Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Klemke
Voting No: None
Abstain: Marcy and Perkins
Absent: None
MOTION CARRIED

Ms. Guzman-Gonzales MOVED to approve WCCA Board Member Conference Registration for Ms. Richards and Mr. Savely. SECONDED by Ms. Anderson.

Voting Yes: Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Klemke
Voting No: None
Abstain: Richards and Savely
Absent: None
MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE

Approval of Board Policy: Second and Final Read

BP-100 Authority to Establish Western WNCC Community College Area and Board Policy

Dr. Simone explained that this is the second and final read of Board Policy BP-100 Authority to Establish Western Community College Area and Board. She added that staff is in the process of reformatting every policy into a new format for the Board Policy Manual. Policy BP-100 gives us the authority to establish the Western Community College Area and Board.

Ms. Guzman-Gonzales MOVED to approve BP-100 Authority to Establish Western Community College Area and Board Policy. SECONDED by Ms. Marcy.

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

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

INSTITUTIONAL REPORTS

2019-2020 Athletic Report

Mr. Ryan Burgner, Athletic Director, thanked the Board for the opportunity to share information about the Athletic Department. He added that he appreciates the support from the faculty and staff, as well as our coaches and student-athletes who are all committed to their success.

Mr. Burgner stated that the Athletic Department at WNCC believes they provide a valuable supplement to the college curriculum. Participating in intercollegiate athletics promotes not only physical fitness, but also characteristics of leadership, community awareness, and personal growth. The College is supportive of intercollegiate athletics and complies with the regulations set forth by the National Junior College Athletic Association.

The intercollegiate athletic program at WNCC is designed to develop a value system, which views academics and athletics in the proper perspective. The different sport programs will assist each student-athlete in preparing themselves academically, physically, and socially to fulfill a meaningful place in society beyond college.

It is not only on the court where the student-athletes excel, the average overall student-athlete GPA is 2.8, which is an improvement over the previous year. WNCC student-athletes had a 61% graduation rate over the last five years.

Mr. Burgner reported that in the community, they participated in numerous community service projects. The coaches encourage the student-athletes to help with various community projects. Making connections in the community hopefully makes a positive impact on the area youth, which in turn helps to bring more people to the camps and games.

This is the first year WNCC has not won the Region IX title due to sports being cut short because of COVID-19. We have the talent, just not the opportunity to compete.

In conclusion, Mr. Burgner thanked President Simone and the coaching staff for their support and guidance. He expressed appreciation for everything the institution does to assist the coaches and the student-athletes.

INSTITUTIONAL REPORTS

Ten-Day Enrollment Report Fall 2020

Mr. Hovey presented the Ten-Day Enrollment Report for Fall 2020. He reported that as of the tenth day of the semester, there were 711 full-time and 914 part-time students. This is a collective decrease of 5.6% from last year, which could be considered a creditable outcome, given the potential impact of the pandemic. The expected end-of-semester count should reach 721 full-time and 954 part-time students.

The aggregate number of re-admitted students, continuing students and transfer students (both full-time and part-time) shows an increase of 33 students over the same group last year. Unfortunately, the first-time student number shows a decline despite the dedicated efforts of the admissions and advising staff.

The male to female ratio and age distribution of WNCC students remain largely unchanged over the past several years. Of our total students, 62.6% are female and 37.4% are male. Among age ranges, the highest percentage is 46.9% for those 18 to 24 years of age.

Hispanic enrollment is now at a record 28.2% of the full-time student body and 27.2% overall. Due to COVID-19 preventing many international students from attending, our full-time international number dropped from 65 to 39. We did pick up 11 students attending part-time in their home country.

The Fall 2020 end-of semester FTE is projected to reach close to 600, but there is not much confidence in projecting non-credit reimbursable FTE due to the pandemic and the decline in corporate training.

From the 24 high schools in the WNCC service area, the College attracted 14.1% of the 2020 senior class, which is not as high as in recent years. There is a tendency for recurring waves in the student yield particularly from the larger high schools. For example, Gering High School showed a record yield in 2019 (53), but is much lower this year (30).

This year we have full-time students representing every county in the service area, which has not always been the case. Nebraska students outside of the service area increased by eight while out-of-state students increased by 25 over last year.

Programs that have grown over the last year include Information Technology (64 students now compared to 50 last year), Exercise Science (25 now/5 last year), Associate of Fine Arts (28/10), Powerline Construction and Maintenance (28/20), Medical Lab Technology (11/3), and Pre-Dental Hygiene (27/18).

INSTITUTIONAL REPORTS (Cont.)

Enrollment Management Report

Mr. Knapper reported on the Strategic Enrollment Management Plan submitted by SEM Works. This is a higher education enrollment management consulting firm contracted by WNCC to undertake a comprehensive review of the institution's Enrollment Management

function and develop an actionable Strategic Enrollment Management (SEM) plan. Dr. Jim Black from SEM Works, is the enrollment consultant and conducted an admissions audit on campus November 4-8, 2019, followed by constituent focus groups.

Critical elements to the success of the College's Strategic Enrollment Management (SEM) efforts include the ability to attract high priority student populations and increase market share in the Panhandle, ensure that all students receive the support required to succeed, foster academic program innovation aligned with the needs of the market, and strategically invest in human and organizational capacity.

Four primary strategic points of leverage have been identified to increase new student enrollment and improve student retention through to completion. The strategic points of leverage are encapsulated within the following broad thematic areas:

1. Integrated Marketing and Recruitment
2. Communication Relation Management (CRM) Communications
3. Student Success
4. Strategic Enrollment Intelligence

Actionable strategies associated with each of these strategic points of leverage comprise the core of this SEM Plan. The enrollment plan is driven by institutional strategic imperatives and informed by internal and external factors that will impact the College's enrollment and revenue streams in the future.

SEM is largely about changing the campus culture to adopt a heightened marketing, recruitment, retention, and service orientation as well as academic program relevance, at both the tactical and strategic levels. Like any plan, this document is valuable only if the college uses it as a roadmap for daily operations.

Chair Klemke commented that this is a very lengthy report with a lot of detail, which holds us to task and identifies the work we still have to complete. The budget supports the plan to move forward.

RECESS

Ms. Klemke declared a recess at 2:32 p.m.

OPEN MEETING

Ms. Klemke declared the Open Meeting in session at 2:41 p.m.

INSTITUTIONAL REPORTS

Partnerships and Inclusion Report

Ms. Paula Abbott, Partnership and Inclusion Executive Director, explained that her goal is to pull the Panhandle together and build trust among the communities and to deliver consistent WNCC services to the service area. This has resulted in some restructuring and readjustment of supervisors at the Alliance and Sidney campuses. They have worked on their Smart Goals for this year, which has been extremely beneficial. COVID-19 has been

very challenging as we are working to be purposeful and thoughtful regarding partnerships and the needs of each community.

To give an example of using local resources, we work very closely with the Our Lady of Guadalupe Center, Mr. Doug Mader has an entire series of classes that are in Spanish that we are able to utilize. In addition, we can include citizenship in our English as a Second Language (ESL) class. We are working on finding out what each community wants for classes, rather than offering the same classes at each location.

We have been attending the Business Resource meetings, which offer efficient partnerships in the Panhandle to assist businesses. In addition, the Workforce Retraining Initiative Grant has been another great resource, which also works with the Department of Labor to assist displaced workers.

In addition, we have been promoting the WNCC/Chadron State College partnership to reinforce our vision of Diversity, Equity and Inclusion throughout the Panhandle. Our goal is to create a holistic team to assist our service area. We are continuing to build relationships with superintendents at all area schools.

Our goal is to create comradery among all three campuses, Alliance, Sidney and Scottsbluff; we are one college with three locations. To positively impact each student at each location, we are looking for people in each community to help develop programs depending on what is needed in each location. With the team we have in place, WNCC is enriching lives, invigorating communities, and creating futures.

INSTITUTIONAL REPORTS

Faculty Report – Mr. Brian Croft, Ms. Amy Winters

Mr. Croft reported that the faculty has been focusing on keeping their rooms clean and monitoring students. On the whole, the faculty has been pleased with how the students dealt with controversies around the nation in the last week. Students were coordinated to speak their minds about an issue on campus, which was conducted in a respectful manner, keeping in mind that free speech is a privilege of our society.

Regarding faculty shared governance issues, the newly created Operations Council allows the group to come together twice a month to share concerns and review policies. The faculty informally voted to continue with the faculty assembly to meet with President Simone via zoom to discuss current issues.

Ms. Winters reported on her involvement with Phi Theta Kappa (PTK), which focuses on service and other student organizations. PTK recently partnered with Keep Scottsbluff Gering Beautiful to pick up trash, picking up 250 pounds of litter over 4.5 miles. They are trying to volunteer for more projects, which is a little difficult at this point. The students are doing a great job cleaning their areas and wearing masks.

INSTITUTIONAL REPORTS

Nebraska Community College Association – Dr. Tom Perkins

Dr. Perkins reported that the executive committee would meet on September 21.

INSTITUTIONAL REPORTS

Association of Community College Trustees – Dr. Tom Perkins

Dr. Perkins reported that WNCC personnel would conduct three presentations at the ACCT Congress. The Spotlight on WNCC will include Ms. Paula Abbott, Mr. R.J. Savely, Dr. Carmen Simone and Dr. Tom Perkins. In addition, Ms. Lynne Klemke has been invited by Dr. Pam Fisher to participate in a panel discussion. Dr. Perkins added that he would be giving a presentation on Mental Health in Rural Community Colleges. This is a great opportunity, as WNCC will be featured nationally.

INSTITUTIONAL REPORTS

Western Nebraska Community College Foundation

Ms. Anderson reported that the Foundation Strategic Plan would be presented in October. The focus this month is the Monument Marathon. There are currently 525 runners registered (122 full marathon, 267 half marathon and 109 5K) and only 27 opted to defer to next year. So far, there are 296 volunteers signed up. They have made \$75,625.00 in sponsorships and \$25,500.00 in runner registration revenue.

Homecoming is October 16 – 23, which will be completely virtual. The Alumni Award Ceremony is scheduled for October 16th at 5:30 p.m.

PRESIDENT'S COMMENTS

Dr. Simone expressed how proud she is of the faculty, staff and students, as they are mitigating fear, dealing with stress and uncertainties. We continue to focus on the health and safety of all and our goal is crossing the finish line in three months.

She commented on how fortunate we are to have Kathy Ault, Lisa Gion, Jenny Keener and Connie Lutz in our Human Resources Department. They are a great team, working with our greatest resource – the people in this institution.

Next Monday, we are hosting our HLC verification visit. Dr. Simone commented on how appreciative she is of the support during this lengthy process. We are working to always keep this institution compliant, relevant and truly engaged.

Dr. Simone thanked Lynne Koski for her tireless work on the budget. We have been able to minimize our impact on taxpayers this year while fulfilling our obligation to provide the best possible learning environment for our students. Our funds have been invested wisely; she thanked the Board Members for holding the staff accountable.

Mr. Bill Knapper is focusing on building our team to grow our enrollment; Ms. Paula Abbott is focusing on building our team to build the Panhandle. These individuals hold the future of our institution and are fearlessly moving forward.

In the next few days, we will launch the national search to replace Mr. John Marrin, Interim Executive Vice President. This is the last phase of the leadership transition that began in March of 2019. Open and honest communication is critical for us as we move forward and build our team. We are supporting multiple communication venues, formal and informal. My commitment is to the faculty and staff so their voices can be heard and perspectives understood to enable us to serve our students and communities.

Chair Klemke expressed her appreciation for the newly organized Operations Council and the opportunity it offers to improve communication and trust.

BOARD MEMBER COMMENTS

Ms. Anderson encouraged the Student Representative to continue to attend meetings, as the students are the future leaders and the reason the Board is here.

Chair Klemke expressed the Board's gratitude to Mr. Hovey for his many years of service.

UPCOMING MEETINGS AND EVENTS

WNCC Monument Marathon
September 26, 2020
Scottsbluff, NE

ACCT Leadership Congress (**Virtual Event**)
October 5 - 8, 2020

NCCA Fourth Quarter Board Meeting
October 12, 2020
Lincoln, NE

WNCC Alumni Virtual Event
October 23, 2020
Scottsbluff Campus

NEXT REGULAR MEETING: Wednesday, October 21, 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 3:19 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary