

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, November 18, 2020
1:02 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, November 18, 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, November 11, 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. Anderson	Absent
Margaret R. Crouse	Present
Linda A. Guzman-Gonzales	Present
F. Lynne Klemke, Chair.....	Present
Allan D. Kreman (joined the meeting at 1:10 p.m.).....	Present
Kimberly A. Marcy (joined the meeting at 1:04 p.m. via Zoom)	Present
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr	Present
Richard G. Stickney, Vice-Chair	Present

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 Member: Ms. Karen Anderson
3. Minutes
 - a. Regular Meeting, October 21, 2020
4. Claims:
 - a. WCCA Unrestricted Fund - \$2,394,903.81
 - b. WCCA Restricted Fund - \$11,732.41
 - c. WCCA Federal Fund - \$2,219.91
 - d. WCCA Agency Fund - \$6,616.78
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$357,372.35
 - g. WCCA Auxiliary Fund - \$154,039.12
5. City Planning Commission Reports
 - a. City of Scottsbluff (TIF Request)

CONSENT CALENDAR

Approval

Chair Klemke inquired if there were any items on the Consent Calendar which any Board member wished to have extracted for separate consideration. There were no extractions.

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

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

Voting No: None

Abstain: None

Absent: Anderson, Kreman

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Dr. Perkins MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$114.08 and \$784.78 (NCCA Meeting Expense) and Ms. Lynne Klemke for \$179.40. SECONDED BY Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: Crouse, Klemke

Absent: Anderson, Kreman

MOTION CARRIED

Dr. Crouse MOVED to approve the following travel expenses: Mr. Allan Kreman for \$22.43 and Dr. Thomas Perkins for \$88.55 and \$602.47 (NCCA Meeting Expense). SECONDED BY Ms. Richards.

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

Voting No: None

Abstain: Perkins

Absent: Anderson, Kreman

MOTION CARRIED

Ms. Richards MOVED to approve the following travel expenses: Mr. R. J. Savely for \$126.39 and Mr. Richard Stickney for \$62.06. SECONDED BY Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: Savely, Stickney

Absent: Anderson, Kreman

MOTION CARRIED

BID CONSENT CALENDAR

Review of Bid Consent Calendar

Bid Number 21-EQ-03 Active Directory PKI Upgrade

Ms. Lynne Koski, Vice President of Administrative Services, explained that because there is such a large difference between the low and high bids on this item, Mr. Loren Moench, Information Technology Director, was present to provide an explanation regarding the process of reviewing these bids.

Mr. Moench explained that AD (Active Directory) is the base system for syndication within the college network; PKI is the Public Key Infrastructure, which is used to allow all of the systems to talk on a core level. Our current system is falling behind in how they are configured. The bids for the AD/PKI Upgrade project have a wide variety of pricing ranging from \$21,000 to over \$200,000. This bid requires some further analysis as to what constitutes such a huge disparity. The base difference between the different bids is the cost per hour for providing services, project management time, documentation, and after care.

Based on Mr. Moench's past experience, he does not feel we need to go to the extent reflected in the more expensive bids. All of the companies meet the requirements. The difference in the price range is due to cost per hour for the technical staff, additional training time, additional documentation time, larger test lab builds, larger test times and project management costs. These additional services increase the overall cost

significantly. Therefore, after evaluation, the bid from Sterling is recommended due to the price to work ratio, meeting the desired requirements, and the bid is on target with previous experience regarding this type of work.

Company	City/State	Total Amount
Sterling Computers Corporation	North Sioux City, SD	\$21,725.00
RNTrust	Boston	\$108,500.00
Dell Technology	Round Rock, TX	\$139,770.00
PKI Solutions, Inc.	Lake Oswego, OR	\$199,500.00
Encryption Consulting, LLC	Prosper, TX	\$258,00.00

Approval of Bid Consent Calendar

Mr. Savely MOVED to approve Bid Number 21-EQ-03 Active Directory PKI Upgrade from Sterling Computers Corporation in the amount of \$21,725,00. SECONDED by Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: Kreman

Absent: Anderson

MOTION CARRIED

BID CONSENT CALENDAR

Consider Items Extracted

No items were extracted from the Bid Consent Calendar.

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:

Resignation(s):

1. Ms. Kevin L. Dahlstedt, Nursing Instructor, Health Sciences Division, Effective December 15, 2020

Appointment(s)

1. Mr. Jamie Keller, Customer Relations Management Coordinator, Scottsbluff Campus, Effective November 18, 2020

Dr. Perkins asked for a clarification of the new position of Customer Relations Management Coordinator. Dr. Simone explained that this is a key position that helps us communicate with prospective students and helps to organize those communications so the students are getting consistent information during the entire application and enrollment process. This is part of the Strategic Enrollment Management process.

Mr. Stickney commented on the resignation of Ms. Kevin Dahlstedt, as she was recently hired. Dr. Simone explained that she was a previous instructor and is leaving her position due to family reasons.

PERSONNEL CONSENT CALENDAR

Approval of Personnel Consent Calendar

Dr. Perkins MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Mr. Savely.

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

Voting No: None

Abstain: None

Absent: Anderson

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Consider Items Extracted

No items were extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Nebraska Community College Association – Mr. Greg Adams, NCCA Executive Director

Mr. Adams stated that one of the many valuable assets that we have within the Community College structure is that each college is an independent political subdivision with an elected governing board. In the 70's, when the Legislature created the Community Colleges, they fully intended for a partnership between the college, the citizens and the employers in this area, which is the reason for the separate subdivisions. Therefore, there is no central administration for Community Colleges like the University. The WCCA Board of Governors and five other Boards are the administration. One of the most important functions of the Association is to act, when necessary, like a quasi-central administration.

Mr. Adams stated that when there are questions about the Nebraska Community College system, they are directed to his office and it is his responsibility to respond. Specific campus questions are sent back to each college, but when the questions are about the system, he will address them. This year they have received many inquiries, mainly due to concerns about COVID-19. State Senators have inquired about enrollment and how each college is handling issues regarding COVID. The Governor's office also contacted Mr. Adams regarding COVID concerns, campus needs, data requests, etc.

Mr. Adams gave an overview of the Legislative Session. There were over forty Legislative Bills that the NCCA took positions on, either in opposition, neutral, or in support. In addition, there were carry-over Bills from the prior session. He commented that this was a good year for NCCA. None of the Bills that we opposed were passed, every one of them stayed inside the committee, most of the Bills we supported did well.

The most relevant Bill to the Community College world is LB1008, which was the Mainline Budget Bill. This is the second year of the biennium, so the budget had already been set. The community colleges were set to receive \$102,000,000 in state aid. This was set last year, so this year's Legislature could change that depending on revenue. Nebraska was very fortunate, as the revenues held steady. We received our appropriation and LB894 passed and was actually amended into the Mainline Budget Bill. LB894 is the Bill that creates money to reimburse colleges for discounting dual-credit tuition. The original Bill request was for \$7 million; we received \$1 million, which is a starting point. Mr. Adams expressed how important it was to know that each of the Senators understood the importance of dual-credit. Also in that Bill was \$500,000 in grant money for training prisoners who are about to be released. In addition, \$1 million dollars was added to the Nebraska Opportunity Grant for Pell-Eligible students of which every college receives a portion and \$1 million was included in the Governor's Talent Scholarship. These funds went to DED (Department of Economic Development), of which NCCA helped to develop guidelines to identify programs and award these funds.

The Appropriations Committee reviews what the six community colleges will request for funding in the next Biennium. They are requesting a 3% increase in appropriation; 2% for state aid to community colleges and 1% to support dual-credit. The Coordinating Commission is in support of the increase, knowing what additional expenses colleges have had because of COVID.

Mr. Adams also explained LB920, which says that any lottery money that goes to education has to be reevaluated and reenacted every five years. This includes the Nebraska Opportunity Grant of \$16 million, GAP money, and the ACE (Achieving a College Education) program. The Education Committee held a hearing last summer to explain the importance of all three programs. The Legislature put together LB920. They took away a little of the GAP funding to balance funding between K-12 and higher education, and every Community College had too much remaining in their GAP budgets from the previous year. This Bill had a committee priority on it, it went to General File, and after a 15-minute debate, the Bill has never been seen again. We now have until June 30, 2021 to reenact this bill, which is extremely important.

Mr. Adams shared information about the Data Bill, LB1160, of which the WCCA Board has already signed the Memorandum of Understanding. In 2010, during the recession, we needed the American Recovery Act money, but there was a stipulation to enact legislation to create a data share system. LB1160 gives new life to the data system and brings the Department of Labor into the data system.

Mr. Adams also discussed the Open Meeting Laws. When COVID broke out, the Governor created exemptions in the Open Meeting Act to allow Boards to meet remotely. The exemption ran out and the Governor did not want budget hearings at remote sites. So, with the assistance of the League of Municipalities, an amendment was added to the Open Meetings Law allowing remote meetings due to emergency health situations. The Open Meetings Law is currently being revised to address these challenging situations.

The Board expressed their appreciation to Mr. Adams for his report and the great job he does as the Executive Director of the Nebraska Community College Association.

REPORTS AND RECOMMENDATIONS FROM THE FINANCE & FACILITIES COMMITTEE

Presentation of Proposed 2021-2022 Academic Year Student Charges – Ms. Lynne Koski

Ms. Koski explained the following recommended changes for tuition and fees: no increase in resident tuition rate, \$2.00 increase in Border State tuition and a \$3.00 increase in Non-Resident tuition. They are recommending a 3% increase in Room and Board expenses for the 14 and 19 meal plans. In addition, there were minor increases to Course Fees for Third Party Testing and Background Checks.

Approval of Proposed Rate Changes

Mr. Savely MOVED to approve the proposed rate changes for 2021-2011 Academic Year Student Charges. SECONDED by Dr. Crouse.

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

Voting No: None

Abstain: None

Absent: Anderson

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE FINANCE & FACILITIES COMMITTEE

Approval of Aulick Industries Lease – Ms. Lynne Koski

Ms. Koski presented the Proposed Lease Agreement with Aulick Industries for the Diesel Technology Program. This is a five-year lease with the total lease amount at \$31,680.00 per year. Aulick Industries has offered to donate that same amount back to the Foundation. WNCC will be responsible for utilities and any potential leasehold improvements. Both parties will maintain the appropriate insurance requirements as required in the lease. The College will assume the property tax requirements on the 4400 square feet of the building and 8800 square feet of parking lot.

Dr. Perkins inquired about the College paying property taxes as a governmental agency. College Attorney Phil Kelly explained that the College will be paying the property taxes to Aulick Industries, and Aulicks will be required to pay property taxes as they are due. The landlord is not exempt from property taxes because they are leasing the property to the College.

Ms. Koski explained that the proposed Diesel Program will be presented at the December meeting for approval, and this lease will also need the approval of the Coordinating Commission because it is longer than one year. We are asking that the Board approve the lease pending the proper approvals of the Diesel Program and lease by the Coordinating Commission and the Higher Learning Commission.

Dr. Perkins MOVED to approve the Aulick Industries Lease pending approval of the Diesel Program by the Board of Governors and the Lease Agreement by the Coordinating Commission and the Higher Learning Commission. SECONDED by Mr. Savely.

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

Voting No: None

Abstain: None

Absent: Anderson

MOTION CARRIED

RECESS

Chair Klemke declared a recess at 1:56 p.m.

OPEN MEETING

Ms. Klemke declared the Open Meeting in session at 2:08 p.m.

REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE - Ms. Guzman-Gonzales

The following policies were presented for the Board's review:

First Read: BP-101 Board Meetings Policy

First Read: BP-102 External Relationships of the Board and College Policy

Approval of Second and Final Read: BP-711 Institutional Review Board (IRB) Policy

Dr. Simone presented BP-711 Institutional Review Board, which was reviewed by the Board Policy Committee and Operations Council. Both committees recommended approval of the policy with no further changes.

Dr. Packard temporarily left the meeting at 2:10 p.m. for personal reasons.

Dr. Perkins MOVED to approve BP-711 Institutional Review Board (IRB) Policy. SECONDED by Ms. Guzman-Gonzales.

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

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

Approval of Second and Final Read: BP-418 Employee Work Week Board Policy

Ms. Richards explained that BP-418 Employee Work Week will bring us into compliance with the Fair Labor Standards Act. Ms. Richards asked Ms. Ault to provide additional information about the policy.

Kathy Ault, Human Resources Executive Director, explained that this policy will ensure that overtime is paid appropriately to hourly employees and non-exempt employees. The Human Resources Policy Review Committee and Operations Council added the following language regarding work week schedules: *Any deviation from this schedule must be preapproved by a supervisor.*

The other change was to remove the sentence regarding faculty work days indicated by the Board approved academic calendar.

Dr. Simone noted that the purpose of the policy is actually to comply with the Fair Labor Standards Act regarding overtime pay for non-exempt employees.

Dr. Packard returned to the meeting at 2:20 p.m.

Ms. Richards temporarily left the meeting at 2:25 p.m. for personal reasons.

Dr. Crouse MOVED to approve BP-418 Employee Work Week Board Policy. SECONDED by Mr. Savely.

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

Ms. Richards returned to the meeting at 2:35 p.m.

INSTITUTIONAL REPORTS

STEM CONNECT – Dr. Scott Schaub

Dr. Scott Schaub gave a report on the National Science Foundation (NSF) STEM CONNECT Program, which is a collaborative effort between the University of Nebraska-

Lincoln, Southeast Community College and WNCC. The major goals are to recruit, educate, and mentor cohorts of academically talented, low-income students in ways that enable them to successfully pursue a STEM career. Special emphasis will be placed on identifying and recruiting women, underrepresented minorities, first-generation students, and rural students. This program will adapt and implement effective evidence-based curricular and co-curricular activities that will ensure the success of the STEM-CONNECT scholarship students, particularly those who transfer from a community college to UNL.

The total budget for this project is \$3,580,869. The majority of the budget is for UNL, with \$1.1 million going to Southeast Community College and \$533,148 to WNCC. The majority of these funds go towards scholarships. Dr. Schaub added that an exciting piece of this program is the Transfer Scholarship, which is available for our participating students transferring to UNL. We currently have six students enrolled, with one student who has transferred to UNL under the scholarship program. Our goal is to have ten students enroll in the program each fall.

All STEM CONNECT scholars will attend seminars designed to help students develop their leadership potential, gain valuable academic skills, become aware of available support services and resources on their campuses, build a common identity within the STEM CONNECT community and learn about STEM career and education options. This fall, we started a seminar that serves to build a sense of community among scholars and exposes them to a variety of activities and outside speakers to foster their growth outside the classroom.

Dr. Schaub shared that the major challenge remains in identifying and successfully recruiting high school students in our target population. This is the first year of a five-year project, so we feel it is a great success so far. They have contacted school counselors and are working to actively recruit new students.

Student Report – Ms. Devaney Turner, President of Cougar Council

No student Report

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

Mr. Croff reported that coping with COVID has definitely been a mental health strain on all teachers, but they are moving forward. They were given the option to transition classes on-line, if we felt it was necessary. The student body numbers have decreased because of positive COVID cases and quarantines. There has also been the challenge of moving students in the dorms back to their homes. This gives us options to be flexible. It was decided that faculty would go to full on-line classes after Thanksgiving to prevent any spread of COVID from those who traveled at Thanksgiving. The final week of classes and finals will also be on-line for those programs that can be offered through this modality. Many CTE programs will continue with face-to-face construction until the end of the semester.

We are planning for Spring Semester, which will hopefully be back to live classes. Mr. Croft added that from a community outreach standpoint, it would be helpful to communicate with frontline teachers, K-12 and Higher Education, and let them know they are appreciated.

Nebraska Community College Association – Dr. Tom Perkins

Dr. Perkins referred to the previous report from Mr. Greg Adams.

Association of Community College Trustees – Dr. Tom Perkins

No report

Western Nebraska Community College Foundation – Ms. Jennifer Reisig

Ms. Reisig gave a report on the Stewardship and Fundraising for the Foundation. The Board will be receiving the Donor Report soon. They usually have a reception for the Visionary Donors who donate \$25,000 or more in a lifetime. Rather than a reception, there will be a Visionary Report which recognizes the donors and focuses on what the funding is used for, which includes Facilities, Scholarships, Programs and Leaving a Legacy.

The Foundation is currently in the middle of fundraising appeals; Diesel Tech, and National Giving Day on Tuesday, December 1st. The final Monument Marathon financial information should be available by the first of the year.

PRESIDENT'S COMMENTS

President Simone began her comments by stating that it was one year ago that she was appointed as the sixth president of WNCC and how grateful she is to serve this institution.

She announced the accreditation news that WNCC was reaffirmed with the Higher Learning Commission for ten years with an electronic assurance review to be scheduled during year four. We will be asked to submit an embedded report on our progress with both assessment and data analysis and we have opted to continue with the Open Pathway with the Higher Learning Commission. This will give us an opportunity to design and execute a quality initiative between years four and nine. We are indebted to the Board, Faculty and Staff who worked so hard for our institution.

A continuing concern is our institutional response to the pandemic. We currently have 30 active cases of COVID at WNCC with 50 recovered cases. Cases in the community are worsening, so we have taken action to mitigate the spread. We have supported moves for local residence hall students to off-site locations as long as they would be able to continue with their classes. Fifteen of our students agreed to this arrangement the first week. Twenty-five students chose to move out of student housing the following week, continuing with face-to-face classes. In total \$6,375.00 has been credited to student accounts for their cooperation. We currently have 100 students remaining in the halls, which gives them more space.

Two weeks ago, we began to de-densify the campus. The faculty focused on Thanksgiving to shift to remote instruction, beginning with a gentle migration. While this is not easy to implement, it does give faculty members more control over their environment. Our goal is to keep “hands-on” programming on site as long as it is feasible and hopefully reach the end of the semester.

Dr. Simone commended the “Fine Arts Fridays” program featuring music and theater, which shows incredible creativity and resiliency as they move our performances to a virtual environment.

Dr. Simone expressed her appreciation to the Board, as they took action to add an additional week of break in January, to assure our Spring Semester will be as successful as possible.

We are in the process of writing and reviewing board policies and will bring items forward as they are ready for consideration. The faculty and staff have voiced concerns and provided constructive advice.

We have begun a renewed relationship with the Community Action Partnership of Western Nebraska. Dr. Carrie Howton was responsible for bringing our organizations together. We are constantly looking for ways to support the mental and physical health needs of our students; this partnership could be mutually beneficial.

We are beginning to monitor enrollment numbers for spring of 2021. So far, we have 651 students enrolled for Spring classes, compared to 599 at this time last year, which is an 8.7% increase. She thanked Career Pathways and the Advising Team for all of their extra efforts.

Dr. Simone participated in the American Association of Community College webinar focused on the anticipated impact of the National Election with the AACC Vice President for Government Relations and Policy Analysis. AACC also hosted Commission Meetings which included the Commission on Rural and Small Colleges. It was an honor to represent WNCC during the discussion on the initiative to strengthen rural Community Colleges.

The search to replace Mr. Marrin is getting close as the committee is narrowing the pool of candidates. With transition comes uncertainty, but with change comes opportunity.

BOARD MEMBER COMMENTS

Chair Klemke expressed her appreciation for everyone who helped with the Higher Learning Commission report, which empowered us and made us a stronger institution. Special thanks to Mr. John Marrin who took the lead. It also gave us more realization that we need to constantly work on improvements.

UPCOMING MEETINGS AND EVENTS

1. ACCT National Legislative Summit
February 7-10, 2021
Early Bird Registration Deadline, December 18, 2020
2. ACCT Leadership Congress
October 13-16, 2021

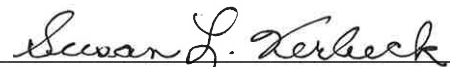
NEXT REGULAR MEETING: Wednesday, December 16, 2020, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 3:14 p.m.



F. Lynne Klemke, Chairperson



Susan L. Verbeck, Secretary