

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, December 16, 2020  
1:00 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:03 p.m. on Wednesday, December 16, 2020, in the Coral E. Richards Boardroom, at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27<sup>th</sup> Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald, on Wednesday, December 9, 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 .....	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 .....	Absent
William M. Packard.....	Present via Zoom
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present via Zoom
	Joined the meeting at 2:29 p.m.
R. J. Savely, Jr .....	Present
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 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: Ms. Kimberly Marcy, Ms. Coral Richards joined the meeting at 2:29 p.m.
3. Minutes
  - a. Regular Meeting, November 18, 2020
4. Claims:
  - a. WCCA Unrestricted Fund - \$2,248,218.63
  - b. WCCA Restricted Fund - \$12,933.35
  - c. WCCA Federal Fund - \$0
  - d. WCCA Agency Fund - \$3,287.04
  - e. WCCA Loan Fund - \$0
  - f. WCCA Plant Fund - \$3,483.35
  - g. WCCA Auxiliary Fund - \$81,012.65
5. City Planning Commission Reports
  - a. City of Gering (TIF)
  - b. City of Scottsbluff (TIF)

## **CONSENT CALENDAR**

### **Approval**

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 extraction of the item payable to the Scottsbluff/Gering United Chamber of Commerce for WNCC staff attendance at the State of the Valley event, in the amount of \$40.00. Ms. Anderson explained that she is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Dr. Perkins MOVED to approve the Amended Consent Calendar as presented. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Richards

### **MOTION CARRIED**

## **CONSENT CALENDAR**

### **Consider Item Extracted**

Mr. Savely MOVED to approve the extracted item payable to the Scottsbluff/Gering United Chamber of Commerce for WNCC staff attendance at the State of the Valley event, in the amount of \$40.00. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** Anderson

**Absent:** Marcy, Richards

**MOTION CARRIED**

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

Ms. Anderson MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$114.08 and Ms. Lynne Klemke for \$89.70. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** Crouse, Klemke

**Absent:** Marcy, Richards

**MOTION CARRIED**

Ms. Anderson MOVED to approve the following travel expenses: Mr. Allan Kreman for \$22.43, Mr. R. J. Savely for \$103.39 and Mr. Richard Stickney for \$62.06. SECONDED by Ms. Guzman-Gonzales.

**Voting Yes:** Packard, Perkins, Anderson, Crouse, Guzman-Gonzales, Klemke

**Voting No:** None

**Abstain:** Kreman, Savely, Stickney

**Absent:** Marcy, Richards

**MOTION CARRIED**

#### **BID CONSENT CALENDAR**

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

##### **Scottsbluff Campus HVAC and Roof Replacement Bid**

Chair Klemke presented the bid for the Scottsbluff campus HVAC and Roof Replacement from Twin City Roofing, which was the only bid received.

Bids were received for hail damage repair on November 23, 2020. Plans and specifications were placed with nineteen plan holder entities. In addition, a significant number of contractors representing all disciplines received advertisements. WNCC received one bid from Twin City Roofing of Gering.

WNCC is working with the architect and insurance carrier to reconcile the bids against the original hail damage assessment performed by Travelers Insurance. Alternates were included to better address prevention of future damage and long-term sustainability of roofs, upgrade HVAC units that have exceeded life expectancy, as well as the HVAC Metasys control system. In order to preserve bid pricing, secure sub-contractors, and

begin work, the Administration requests the Board of Governors authorize the project base bid and alternates in the amount of \$3,126,742.

#### **APPROVAL OF BID CONSENT CALENDAR**

Mr. Savely MOVED to approve the Bid Consent Calendar. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Richards

**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 includes the following resignation and appointments:

Resignation:

1. Dr. Hallie Feil, Dean of Instruction, Scottsbluff Campus, Effective January 11, 2021.

Appointment(s):

1. Dr. Hallie Feil, Social Science Instructor, Scottsbluff Campus, Effective January 11, 2021.
2. Dr. Grant Wilson, Vice President of Educational Services, Effective June 1, 2021.

#### **PERSONNEL CONSENT CALENDAR**

##### **Approval of Personnel Consent Calendar**

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

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Richards

**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 Public Power District (NPPD) Scholarship – Ms. Terry Rajewich, Account Manager and Mr. Charlie Kennedy, Nebraska Public Power District Board Member**

Chair Klemke introduced Ms. Terry Rajewich and Mr. Charlie Kennedy from NPPD. Ms. Rajewich explained that each year she has the privilege of presenting funds to WNCC for scholarships. This is the 29<sup>th</sup> year that Nebraska Public Power District has coordinated a scholarship event to raise funds through a golf outing. The total amount raised for scholarships over the last 29 years is \$1,713,321.00. These funds are used for scholarships for the Community College system across the state of Nebraska. She expressed her appreciation for WNCC, as some of the students become NPPD's employees. Hundreds of students have received scholarship funds as a result of this fundraiser. There were less funds raised in 2020, however, they did raise \$50,000.00, of which \$10,000.00 will go to WNCC. These funds will be distributed equally between the Scottsbluff, Alliance and Sidney campuses. Chair Klemke expressed the Board's appreciation for these scholarship funds.

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**

**Approval of 2021-22 Academic Calendar – Dr. Hallie Feil, Dean of Instruction**

Dr. Feil stated that we are hopeful the 2021-2022 Academic Year will be COVID free. The schedule includes the standard 15-week semester with a week of finals. The only problem is that there is not much time after fall semester for the Financial Aid Office and the Registrar's Office to complete their work. However, both offices are committed to ensuring they get their work completed before the spring semester begins. Dr. Feil added that they do not want to start classes until after the public schools are in session because of the number of dual credit students enrolled.

Dr. Packard MOVED to approve the 2021-2022 Academic Calendar. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Richards

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**

**Approval of New Program - Diesel, Truck and Heavy Equipment Technology – Dr. Charlie Gregory, Dean of Instruction**

Dr. Gregory shared information about the Diesel, Truck and Heavy Equipment Technology program. He expressed his appreciation to Dr. John Harms and Mr. John Marrin who spearheaded this endeavor.

The major industry partners in this program include Aulick Industries; NMC Caterpillar; Murphy Tractor; 21<sup>st</sup> Century Equipment; Floyds Truck Center; Inland Truck Parts; and Paul Reed Construction. Due to the considerable need for employees, these companies requested that WNCC consider creating this program and asked to join in the planning process.

Based on job demand for our region, the following four categories will be the focus of this program:

- Bus and Truck Mechanics and Diesel Engine Specialists
- Farm Equipment Mechanics and Service Technicians
- Industrial Machinery Mechanics
- Mobile Heavy Equipment Mechanics, Except Engines

As the program is developed, we will continue to incorporate more of the agriculture components. A short survey collected from Scottsbluff High School, Gering High School and Morrill High School showed a significant interest in the program. Both Scottsbluff and Gering High Schools have Pathways offering courses that will feed into this new program. Dr. Perkins asked about expanding recruitment to the Northern and Southern tiers of WNCC. Dr. Gregory confirmed that they are planning to expand the program beyond the current area.

The program awards will consist of a Certificate, Diploma and an Associate of Applied Science. The program will be offered in Scottsbluff with leased/donated facilities. Delivery will utilize a combination of a traditional lecture/lab for program core classes and traditional lecture/lab and/or online delivery for general education classes utilizing the College's learning management system.

The curriculum overview includes fourteen new Diesel, Truck, and Heavy Equipment (DSLTL) courses. Dr. Gregory facilitated the DACUM (Developing a Curriculum) process to make sure we have exactly what the industry wants. This process utilizes information from the hands-on, lead technicians and service managers, so we know exactly what they are doing on a regular basis and what new and emerging knowledge and foundational knowledge is required. We were able create a very grounded program.

Dr. Gregory explained that regarding the timeline, the Curriculum Council and the Operations Council have approved this program. After approval by the Board, it will move through the Coordinating Commission for Post-Secondary Education and the Higher Learning Commission Process. In addition, we will need approval from the Department of Education to qualify for Student Financial Aid. We anticipate offering classes in August of 2021. Dr. Simone added that we can recruit students for the program, but cannot advertise until we receive approval from the Higher Learning Commission.

Dr. Perkins MOVED to approve the Diesel, Truck and Heavy Equipment Technology Program. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Richards

**MOTION CARRIED**

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

### **PTK Student Project – Ms. Amy Winters**

Ms. Winters introduced Olivia Schaub, a WNCC student who worked on the Phi Theta Kappa Lambda Pi college project video, [You Can Be Anything](#). She explained that the purpose of the project is to strengthen Lambda Pi's relationship with the WNCC Administration and support the WNCC mission in the real world.

The students met with Dr. Simone and discussed her concerns: reaching students at a younger age; reaching out to the entire Panhandle population; and learning more about poverty in our service area. The student's concerns were identifying the barriers that prevent young students from attending college; assisting first generation college students; addressing cultural expectations; and concerns about the affordability of college. They contacted 6<sup>th</sup> grade students in the service area to help get them excited about the possibility of attending college, dream about their future and give back to the community.

After watching the video, they surveyed the 6<sup>th</sup> grade students to gather input on how many in their household graduated from college and if they think it is possible to attend college after graduation. Of the surveys distributed, they received 657 responses, which was a very good result. Of the students surveyed, 73.5% responded that they want to go to college; 66.9% responded that they think it is possible to go to college. Overall, the post-video survey showed positive results in the student's attitude toward a college education.

During discussions, they found that sixth graders dream big, however, during high school and college, some of these students stop dreaming so big. Some of the reasons may be academic rigor; critical thinking skills; finances; family and culture; and being uninformed. Many students need to look at the options for attending college and they questioned whether schools are doing enough to inform students about those options.

Ms. Winters added that this video will be submitted to PTK as our College Project. Dr. Perkins commented that these are the types of projects that ACCT and NCCA like to see on a national level. Ms. Guzman-Gonzales commented that it would be interesting to

follow the sixth graders who participated in the survey to see what they do in the future. Ms. Winters responded that they are working on a plan to follow-up with the students. Chair Klemke suggested showing the video to older students to maintain the enthusiasm.

### **RECESS**

Chair Klemke declared a recess at 2:05 p.m.

### **OPEN MEETING**

Ms. Klemke declared the Open Meeting in session at 2:14 p.m.

### **REPORTS AND RECOMMENDATIONS FROM THE Audit COMMITTEE – Mr. Savely Acceptance of 2019-2020 Audited Annual Reports - FTE**

Mr. Savely asked Ms. Lynne Koski, Vice President of Administrative Services, to present the 2019-2020 Audited Annual Report for Full-Time Equivalent Student Enrollment (FTE) and Reimbursable Educational Units (REU).

Ms. Klemke reported that Dana F. Cole and Company prepared the audit. She noted that the Auditor's Opinion states that the enrollment statements referred to present fairly, in all material respects, the reimbursable full-time equivalent student enrollment and reimbursable educational units consisting of only courses listed on the Master Course List of Western Community College Area, as of June 30, 2020 and 2019, in accordance with Nebraska Community College Annual State Aid Enrollment Audit Guidelines and Process. This is the best report possible related to the audit.

The auditors also reviewed the internal control compliance report, which is based on their purpose for testing our records. There were no issues with the internal control report.

The audit results of the FTE for year ending June 30, 2020, was down 12.63%; and the REU were down 14.45 %. The credit hours used to calculate FTE and REU for standard credit courses were only down 0.74%, essentially indicating the non-credit hours contributed to the primary loss of FTE and REUs. The non-credit hour decline is mainly due to loss of Academy training for Cabelas and similar entities.

Ms. Koski also reviewed the Statement of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Education Units. The three-year average values are included in the audited statements for state aid computations.

Mr. Savely MOVED to accept the 2019-2020 FTE Audited Annual Report. SECONDED by Dr. Perkins.



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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy, Richards

**MOTION CARRIED**

**Board Member Richards joined the meeting via Zoom at 2:29 p.m.**

### **Acceptance of 2019-2020 Audited Annual Reports - Financial**

Mr. Savely introduced Mr. David Koehler, Accounting Services Director, to present the Audit Report for Financials. Mr. Koehler referred to the Auditors' Report, which states that Dana F. Cole & Company has conducted the audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*. They believe that the audit evidence obtained is sufficient and appropriate to provide a basis for their audit opinion. The audit showed a clean opinion with no findings.

Mr. Koehler explained that the Interpretation of Financial Statements includes three components: The Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Positions; and the Statement of Cash Flows, which provide information on the College as a whole and present a long-term view of the College's finances.

The Statement of Net Position reflects an increase in the College's cash and cash equivalents; and a decrease in short-term investments. Because of the low interest rates, funds were moved from short-term investments to cash equivalent. We showed an increase in capital assets by \$1.24 million, which is the capitalization of the renovation project. The accounts payable is down by about \$2 million, primarily due to construction costs. Our Net Position at the end of the year shows an increase of \$2.9 million from last year, which relates to construction and renovation.

A review of the Operating Revenue showed that tuition and fees are down about 11%, which relates to the FTE report provided by Ms. Koski. Non-operating revenue and expenses reflected the Federal Grants increase to cope with COVID-19. WNCC received \$5 million in Federal Grants this year. Two-thirds of that amount relates directly to our Student Financial Aid, such as Pell Grants and Student Loans. We were awarded approximately \$800,000.00, and have distributed over \$600,000.00 in CARES Act Funds as of June 30, 2020.

The Summary of the Auditors stated that the results of the tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. WNCC qualified as a low-risk auditee.

Chair Klemke congratulated staff on an excellent audit report.

Mr. Savely MOVED to accept the 2019-2020 Finance Audited Annual Report. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

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

### **First Read: BP-115 Board Policies, President's Procedures and Institutional Guidelines Policy**

Dr. Simone explained that staff has been working on a review process for Board Policies for the Human Resources and the Educational Services Series which are due to be completed in even years. The Operations Council has received many requests to slow the process down so we can be intentional and thoughtful during the review.

Policy BP-115 includes a modification of the verbiage for handling President's Procedures. There was some concern that President's Procedures may not always come to the Board for review, so the wording was changed to say that they "shall" go to the Board for review. President's Procedures as they are changed must come to the Board, not for approval, but for review, so the Board remains aware of the changes.

The other modification is regarding the timeframe of policy review. The recommendation is to review each policy every five years. The President shall be responsible for establishing a review cycle. In some cases, this may lead to initial reviews being conducted sooner than five years. This change in the review timeframe would allow more flexibility in completing the Human Resources and Educational Services series.

### **Approval of Second and Final Read: BP-101 Board Meetings Policy**

Dr. Simone explained that this is taking the original Policy Manual information and consolidating several separate policies into one policy that talks about Board meetings. This is the Second and Final Read for BP-101, there were no suggested changes from the first read.

Ms. Guzman-Gonzales MOVED to approve BP-101 Board Meetings Policy. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**APPROVAL of Policies to Repeal: Board Meetings Policy**

Ms. Guzman-Gonzales MOVED to repeal the following Board Meetings Policies. SECONDED by Ms. Anderson.

Board Meetings Policy Number: 830.0000.17

Regular Meetings Policy Number: 830.0100.98

Special Meetings Policy Number: 830.0200.17

Emergency Meetings Policy Number: 830.0300.79

Open Sessions Policy Number: 830.0400.79

Executive Session Policy Number: 830.0500.79

Agenda Preparation and Distribution Policy Number: 830.0600.79

Notice of Meeting Policy Number: 830.0700.10

List of News Media Requesting Notice of Meetings Policy Number: 830.0800.79

Conduct of Meetings Policy Number: 830.0900.86

Consent Calendar Procedure Policy Number: 830.0925.98

Public Participation in Meetings Policy Number: 830.1000.79

Decorum at Meetings Policy Number: 830.1100.79

Quorum Policy Number: 830.1200.79

Roll Call Voting Policy Number: 830.1300.79

Minutes Policy Number: 830.1400.79

Distribution of Agenda and Minutes Policy Number: 830.1500.79

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**APPROVAL of Second and Final Read: BP-102 External Relationships of the Board and College Policy**

Dr. Simone explained that there were ten original policies related to External Relationships and these have been consolidated into one policy into the new format. This is Second and Final Read and there were no suggested changes since the first read.

Ms. Guzman-Gonzales MOVED to approve BP-102 External Relationships of the Board and College Policy. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**APPROVAL of Policies to Repeal: External Relationships of the Board and College Policy**

Ms. Guzman-Gonzales MOVED to repeal the following External Relationships of the Board and College Policies. SECONDED by Ms. Anderson.

105.0100.79 General Statement of Relationship

105.0200.79 State/Federal Governmental Agencies – College Relations

105.0300.79 State Legislature - College Relations

105.0400.79 Coordinating Commission - College Relations

105.0500.79 Nebraska Community College Association

105.0600.79 Nebraska Colleges and Universities

105.0700.79 Employment Services - College Relations

105.0800.79 Law Enforcement Agencies and Courts

105.0900.83 Information Requests

115.0100.79 Rationale

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE –**

**Ms. Richards**

**First Read: BP-421 Employee Tuition Remission Policy**

Ms. Richards explained that this policy is currently in the review cycle by the Human Resources Committee. There were no changes to this policy as it was initially submitted by the Committee. Ms. Richards suggested one change in wording: If Statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect (immediately) in accordance with Board Policy. Remove (immediately) and add in accordance with Board Policy.

## **REPORTS AND RECOMMENDATIONS FROM THE HIGHER LEARNING COMMISSION COMMITTEE – Dr. Perkins**

Dr. Perkins reported that the HLC committee of the Board met earlier today to discuss an outline of requirements over the next four years. They discussed the assessment process and the need to include enrollment and strategic planning information; using the data to make informed decisions as we focus on students and student success. Dr. Perkins suggested that the committee meet quarterly, as the plan is outlined well.

Ms. Richards suggested that as a part of the HLC Report, the Reaffirmation of the Accreditation be documented in the minutes.

Dr. Simone informed the Board that the Assurance System, which the Higher Learning Commission developed, is available to us through the entire 10-year accreditation process. At any time, we can go in and add pieces of evidence to help support our argument for the next review. Our next review will be electronic in about three years. Our agenda, which shows that the HLC Board Committee met and submitted a report, provides great evidence that the Board is engaged in the HLC process. All documents can be electronically submitted into the system, so all evidence will be available.

## **INSTITUTIONAL REPORTS**

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

Ms. Turner was unable to provide a report, but sent a holiday message to Board members.

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

Mr. Croft reported that staff is very pleased that the Vice President search is complete.

They have been working with their integrated COVID response team regarding the protocol for spring. The plan is to go live, but they will continue to monitor the situation. We will be able to connect with CAPWN for testing to make sure we have rapid data. We are also working on advising students prior to winter break in hopes of getting all of the students back.

The Food Pantry has an abundance of items and is available to students who have a need.

Mr. Croft also wanted to send a thank you to Dr. Feil from the faculty, as she transitions back to classroom.

As a reflection of the film that the PTK students presented, we need to work on the image that a community college is an opportunity, not an opt out.

Ms. Amy Winters reported that Academic Practices is meeting Monday, and they are making great progress.

Students were able to view the Colorado Thespians and are hopeful to get recruits to the WNCC theater program.

Staff has been working with CAPWN and discussing care for long-term behavioral health treatment. They are also discussing financial assistance for the treatment for these students.

PTK started a Cornucopia of Thanksgiving this year for students having financial hardship so they could get assistance. In addition, employees gave gift cards for students in need.

#### **Nebraska Community College Association – Dr. Tom Perkins**

Dr. Perkins reported that the Executive Committee will meet in January and a Legislative Day is scheduled in February.

#### **Association of Community College Trustees – Dr. Tom Perkins**

Dr. Perkins reported that the Advisory Committee would meet in February.

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

Ms. Anderson reported for Jennifer Reisig who will have a complete report for the Board in January. She shared that they received a CARES grant for the Student Emergency Fund and the food pantry. They have received many more requests for assistance than the funds they have available, so donations are critical.

#### **PRESIDENT'S COMMENTS**

Dr. Simone reported that last Friday the Adult Basic Education group received food donations from ALLO to support students in that program. In addition, all students can access food on campus provided by student life or they can contact the Student Affairs office and choose items more privately.

Yesterday was the final fall contract day for faculty. We are looking forward to winter break, and fall of 2020 will soon be in the books.

The Pandemic response team has met several times to review our practices and protocols. Mr. Josh Vesper is updating our materials. We do not anticipate many changes for spring, but we do need feedback to make sure we are keeping everyone safe. Our dashboard showed 22 active cases at the College; 21 are students, 1 staff; and 78 recovered cases. There have been a total of 100 cases of COVID-19 during the fall semester.

We are looking forward to our partnership with CAPWN and provision of COVID testing for students. Communication was one of the biggest issues we had this fall regarding COVID.

Our Fine Arts Fridays performances are phenomenal featuring our own Debby Wagner.

Thank you to the Board for granting us a little grace with the Board Policy and President Procedure Review Process. We will continue to bring items forward for consideration while we develop a new game plan with faculty and staff.

We continue to monitor our enrollment numbers for spring of 2021. So far, we have 1040 enrolled for spring, which is a 10.4% decrease from last year.

Mr. Carl Rowland was hired in October of this year to teach the Commercial Driver's Education class. We have three students who will be finishing this program on Friday. We have been receiving 5-10 inquires every week about this course.

Dr. Simone expressed her appreciation of the Board's approval of the Diesel Truck and Heavy Equipment Program, which will begin fall 2021. With this program, our community will benefit for years to come.

Paula Abbott visited with the University of Nebraska Extension Office, as we are continuing our commitment to re-energize our Agriculture Program. We have an opportunity to partner with UNL and other institutions.

Dr. Simone served on the Community Committee to search for a new City Manager in Alliance. While the search was unsuccessful, she was able to discuss areas of concern for our area; she shared that many people expressed their appreciation of WNCC.

Dr. Simone also visited Banner County Schools last week, where the Superintendent gave her a comprehensive tour of the facilities. It is evident that students in Harrisburg are benefitting by our presence in the Panhandle.

Dr. Simone reported that we will be hosting free sessions on mental health first aid at the upcoming Spring In-Service.

With the Board's action today, the search to replace Mr. John Marrin is complete. In January, Dr. Grant Wilson will begin on a part-time basis, then full-time in June. With the support of faculty and staff, we are moving forward together.

### **BOARD MEMBER COMMENTS**

Chair Klemke commented that in the next three months, Board members will be developing an evaluation instrument, which will be approved by the Board, and used to evaluate President Simone. In addition, we will be developing a Board self-evaluation.

Board members who were re-elected will be sworn in at the January 2021 meeting. The Board will also sign Conflict of Interest and Code of Ethics statements.

In February, we will complete committee assignments. The Board self-evaluation needs to be completed by March 1. The President's evaluation will be done by March 10. Pamela Fischer will be here for a Board Retreat on March 16 to go over results of the Board and President evaluations. She will assist as we develop goals for the President and the Board, to be approved in April.

Chair Klemke also expressed her appreciation to Dr. Feil for her work as Dean of Instruction and welcomed her back as an instructor.

Each Board Member will receive the ACCT Boardmanship Book to assist with the evaluation process

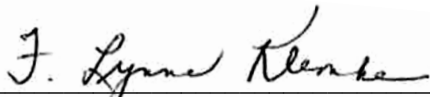
### **UPCOMING MEETINGS AND EVENTS**

1. ACCT National Legislative Summit  
February 7-10, 2021  
Virtual Event
2. ACCT Leadership Congress  
October 13-16, 2021
3. Higher Learning Commission 2021 Annual Conference  
Presidents Program  
April 5, 2021  
Virtual Event

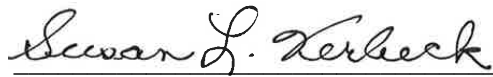
**NEXT REGULAR MEETING:** Wednesday, January 20, 2021, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, Nebraska.

### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 3:26 p.m.



F. Lynne Klemke, Chairperson



Susan L. Verbeck, Secretary