

WESTERN COMMUNITY COLLEGE AREA

BOARD OF GOVERNORS

PROPOSED AGENDA

SPECIAL MEETING

June 29, 2010

- | | | |
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| A. | Call to Order, Ms. Wisniewski | <u>12:00 NOON - LUNCH</u>
John C. Bishop Dining Hall
Pioneer Hall Activity Center
Western Nebraska Community College
Scottsbluff Campus
1409 East 27 th Street
Scottsbluff, NE |
| B. | Roll Call | |
| C. | Introduction of Visitors | |
| | 1) Community Comments | <u>1:00P.M. - SPECIAL MEETING</u>
Boardroom
Western Nebraska Community College
Scottsbluff Campus
1601 East 27 th Street
Scottsbluff, NE |
| D. | Board Chairperson Comments | |
| | 1) Copy of Nebraska Open Meetings Act is available at back of room | |
| E. | Approval of Agenda | |
| F. | Excuse Absent Board Member(s) | |
| G. | Strategic Planning | |
| | a) Review Strategic Planning Process | |
| | b) Establish Timelines | |
| | c) Discuss Potential Team Members | |
| | d) Set Dates for Meetings and Reporting of Progress | |
| H. | Next Regular Meeting: Wednesday, July 21, 2010, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27 th Street, Scottsbluff, NE. | |
| I. | Adjournment | |

MINUTES OF MEETING
BOARD OF GOVERNORS
WESTERN COMMUNITY COLLEGE AREA

TIME AND PLACE
ROLL CALL
NOTICE OF MEETING

A special meeting of the Western Community College Area Board of Governors was held at 1:00 p.m., on Tuesday, June 29, 2010, in the Boardroom, 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 Friday, June 25, 2010, with the following members present: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels, Merlyn L. Gramberg, L. Paul Leseberg, Dennis W. Miller, Jr., Jack L. Nelson, Jecca R. Ostrander, Richard G. Stickney, Jane Wisniewski. Absent: M. Thomas Perkins, Darrell E. Roberts. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, Kathryn J. Shirley, Paul G. Jacobsen, Garry R. Alkire. College Attorney absent: Richard A. Douglas. 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.

QUORUM

Ms. Wisniewski declared a quorum was present for the transaction of business.

VISITORS

Visitors were Dr. Larry L. Dlugosh, Dr. Donald F. Uerling, Lincoln, NE; Ms. Maunette Loeks, Scottsbluff, NE.

COMMUNITY COMMENTS

Ms. Wisniewski asked for comments from the community. There were none.

BOARD CHAIRPERSON
COMMENTS

Ms. Wisniewski 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.

Ms. Wisniewski welcomed Dr. Larry Dlugosh, and Dr. Don Uerling who will serve as facilitators for the development of a Strategic Plan. She remarked there are very few things more important for an organization than a strategic plan. The Board is very fortunate to have Dr. Dlugosh and Dr. Uerling to assist with this important task.

Ms. Wisniewski challenged the Board to grasp this opportunity to clarify who we are, what we are doing, and what we need to do to be viable for the future. She encouraged

BOARD CHAIRPERSON
COMMENTS
Cont

the Board members to think globally, to be open-minded, and to be willing to take risks even though there are many unknown factors. She commented if the Board does not take this opportunity to understand the challenges and the opportunities as well as the risks that may need to be taken then "we will be lost."

Ms. Wisniewski encouraged Board members not to let danger inhibit the opportunity to develop a vibrant, viable and sustainable strategic plan for the College. Once again, she encouraged Board members to grasp this opportunity for the benefit of the College and the communities that it serves.

APPROVAL OF AGENDA

The agenda was presented.

Mr. Nelson moved the Agenda be approved as presented. Seconded by Mr. Miller. The vote was, Yes: Cervantes-Guzman, Daniels, Gramberg, Leseberg, Miller, Nelson, Ostrander, Stickney, Wisniewski. No: None. Absent: Perkins, Roberts. Motion carried.

EXCUSE ABSENT BOARD
MEMBERS

Ms. Wisniewski reported that Mr. Roberts notified the Secretary he would be unable to attend the meeting because of Personal Business. Dr. Perkins also notified the Secretary he would be unable to attend the meeting because of Personal Business. Ms. Wisniewski asked for a motion to excuse Mr. Roberts and Dr. Perkins.

Mr. Daniels moved Mr. Roberts and Dr. Perkins be excused from the meeting. Seconded by Ms. Ostrander. The vote was, Yes: Daniels, Gramberg, Leseberg, Miller, Nelson, Ostrander, Stickney, Cervantes-Guzman, Wisniewski. No: None. Absent: Roberts, Perkins. Motion carried.

STRATEGIC PLANNING

Dr. Dlugosh explained the purpose of the meeting today is planning to plan. From this meeting forward, the meetings will be planning for the future. Dr. Dlugosh commented that his and Dr. Uerling's role will be to facilitate the development of a strategic plan. They will not write the objectives as they should belong to the College rather than to the facilitators.

Dr. Dlugosh commented that as facilitators, they will walk the Planning Team through the process to develop a strategic plan. The process will require the College to examine the core values of the institution – who you are, what you do, and where you want to go. The mission,

STRATEGIC PLANNING
Cont

which is defined in statute, will be reviewed as well as the manner in which the institution is organized to carry out its mission. The achievements of the past five years will be examined. Additionally the strengths, weaknesses, opportunities and threats will be examined. Dr. Dlugosh reported three to five priority strategic objectives will be established, and action plans will be developed aimed at accomplishing the directives.

Dr. Dlugosh remarked that strategic planning is messy; however, it is a positive process. It is not for the faint hearted and it requires honesty about where the institution is.

Dr. Dlugosh explained the guidelines for strategic planning.

A group of 25 to 30 key people, selected by the College, will serve as the Strategic Planning Team. Representation of the planning team should be broad based to include representatives from the Board of Governors and the Leadership Team, student, businesses, donors/Foundation members, ethnic communities, faculty and classified staff. The Planning Team members should be pro-active and big-picture thinkers. The Strategic Planning Team will formulate the Strategic Plan.

The Board of Governors and the Strategic Planning Leadership Team will select and invite potential Planning Team members to be a part of the strategic planning process. Dr. Dlugosh remarked the Planning Team members should be asked to commit to the time required to complete the process. He commented a lot time (approximately 80 to 100 hours), energy and work will be asked of the Planning Team members. If potential team members cannot attend all of the meetings, they should be asked to decline the invitation to participate.

The Board discussed membership of the Planning Team and agreed there should be representation from the smaller communities within the service area as well as the Alliance, Scottsbluff and Sidney communities. Ms. Wisniewski suggested Board members be prepared to suggest individuals from their area to serve on the Planning Team. Membership on the Planning Team is an opportunity to educate the constituency about the College.

After the Strategic Planning Team has been selected, an initial meeting will be scheduled. The meeting will require

STRATEGIC PLANNING
Cont

one evening, and two days. The suggested agenda will include: A Review of the Strategic Planning Process; Examination of Current Realities; Review of the Guiding Values and Core Mission of the College with recommended changes and updates as necessary; Analysis of the Strengths, Weaknesses, Opportunities and Threats related to the College; Development of three to five strategic Objectives – both long-term and short-term. The Strategic Planning Team will then be divided into Action Planning Teams of five to seven people. The membership should have expertise related to their assigned strategic objective.

The Action Planning Teams will have two months to complete a detailed report to be presented to the Strategic Planning Team as a set of recommendations. A member from the Strategic Planning Team will coordinate the work of each action planning team, and serve as point persons for the Action Planning Teams, but are not responsible for writing the action plan. Finally the Action Planning Teams will prepare a written summary of the Recommended Actions. This work will require approximately two months.

The second meeting of the Strategic Planning Team will require one and one-half to two days. Each Action Planning Team will present the results of their plans. After listening to and reviewing the reports from each of the Action Planning Teams, the Strategic Planning Team may accept the report, reject the report and ask for a new action plan or accept the report with recommendations for changes. When the Strategic Planning Team has compiled the results from the strategic planning process, the plan will be presented to the Board of Governors for adoption.

A third meeting of the Strategic Planning Team, The Action Planning Teams, the Board of Governors, and any other individuals the Board members or Strategic Leadership Team wishes to invite, will gather to present the Strategic Objectives and the Action Plans and participate in a celebration to thank everyone involved in the process for their participation. At this time a copy of the plan will be distributed to those in attendance.

In approximately one year after the implementation of the Action Plans, the facilitators will convene the Strategic Planning Committee and participate in the first update of the Strategic Plan. At this meeting, progress toward strategic objectives will be discussed and adjustments recommended if changes are necessary. Dr. Dlugosh com-

STRATEGIC PLANNING
Cont

mented the strategic plan may need to be changed or adjusted because the environment changes.

Dr. Dlugosh briefly reviewed the features needed for the meeting room and the equipment needed for the meetings.

In response to a question from the Board, Dr. Dlugosh responded that he has read the report of the Market Assessment completed by the CLARUS Corporation and the *Targets of Opportunity for Improved Efficiency at Western Nebraska Community College* prepared by Mr. Dennis Jones. He remarked the College has a lot to be proud of.

Dr. Dlugosh remarked that he is aware the College is under some pressure to complete a Strategic Plan as a report must be filed with the Higher Learning Commission by March 1, 2010. He commented the process will be "pushed along" with an anticipated completion date of December 31, 2010. He stated it will be important to keep the membership involved throughout the process.

In response to a question from the Board regarding pitfalls the Board should be aware of, Dr. Dlugosh reported unavailability of participants, and an awareness of things the participants will be critical of. He commented it is important to pay attention to the team membership and to have faculty, staff and students participate. As the Strategic Planning Team is selected, Dr. Dlugosh cautioned the Board and Leadership Team not to over load the membership with internal membership. Board members are considered internal members. He suggested the members should be engaged, reasonable individuals, and remarked that disagreement is "ok" as long as it is not disruptive to the process. Dr. Dlugosh remarked that the process will build friends for the College.

In response to a question from the Board regarding whether or not some of the meetings could be held by means of video conferencing, Dr. Dlugosh responded it may be possible if there is proper technical support in the outlying location(s).

In response to a question from the Board, Dr. Dlugosh responded that membership on the Strategic Planning Team is strictly voluntary

STRATEGIC PLANNING

Cont

The next step will be to identify the membership for the Strategic Planning Team and then to select a time for the initial meeting.

Ms. Wisniewski thanked Dr. Dlugosh and Dr. Uerling for attending the meeting and for providing an excellent overview of the Strategic Planning process.

Ms. Wisniewski thanked the Board members for their time and attendance at this very important Special meeting.

NEXT REGULAR MEETING

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, July 21, 2010, at 1:00 p.m., in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 2:15 p.m.

Jane Wisniewski, Chairperson

Coral E. Richards, Secretary